



## THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB  
PURCHASING AGENT

GWEN MCLAREN, CPPB  
ASST. PURCHASING AGENT

COUNTY COURTHOUSE  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor  
GALVESTON, TEXAS 77550

August 14, 2020

**PROJECT NAME:** Online Legal Research and Proprietary Database Services

**SOLICITATION NO:** B202017

**RE:** ADDENDUM #1

To All Prospective Proposers:

The following information is being provided to aid in preparation of your bid submittal(s):

**OPENING DATE:**

RFP #B202017, Online Legal Research and Proprietary Database Services originally scheduled to be opened on Thursday, August 20, 2020 at 2:00 P.M has been re-scheduled. The new deadline for submitting a proposal is as follows:

**Date: Thursday, August 27, 2020**  
**Time: 2:45 P.M.**

**Question #1:** *Instruction Sheet (PDF Page 2)—The solicitation indicates that Proposers are to submit printed responses (1 original and 3 copies) by the submission deadline. Given the current COVID-19 mitigation efforts recommended by the Centers for Disease Control (CDC), the World Health Organization (WHO), and federal, state, and local authorities (which includes active work-from-home orders), will the County permit Proposers to submit responses electronically (via email), rather than print and ship hard copies?*

**Response:** Currently, the County does not have the system to receive bids electronically.

**Question #2:** *Section H [Contract Term] (PDF Page 42)—Section H indicates that the proposed term is for “an initial two (2) or three (3) year plan with a renewal for two (2) or three (3) years in one (1) year increments based upon the pricing structure presented.” Can the County please clarify the desired contract term (i.e. a three-year base plus two option years, or a two-year base plus three option years)?*

**Response:** Proposers need to provide the best pricing plan (either a 2 or 3-year initial cost plus what they would see as their renewal cost for 2 or 3 years afterwards. If that is 3-year base plus 2 or 2-year base plus 3, it should be indicated. Any other cost options may be reviewed.

**Question #3:** *Section P [Scope of Services] (PDF Page 45)—The County indicates that the current contract for legal research and maintenance services ends on 9/30/2015. Can the County please confirm this Proposer’s understanding that the current contract ends on 9/30/2020?*

Response: This was an oversight and should be 09/30/2020.

**Question #4:** *Section P [Scope of Services] (PDF Page 45)—Can the County please indicate the number of users requiring access to the District Attorney/Judiciary/Admin services contemplated under this solicitation? Of these users, how many users are attorneys or judges? (This count is required to help ensure accurate pricing for the County.)*

- *Can the County please indicate the number of terminals/concurrent users requiring access to the Law Library Patron Access services contemplated under this solicitation?*
- *Can the County please indicate the number of terminals requiring access to the County Jail – Inmate Services Access services contemplated under this solicitation?*

Response: There are nine (9) terminals in the Law Library, three (3) Admin for Personal Bond/Collections (Judiciary – 10 Judges, 12 Administration) (District Attorney – Unknown)

**Question #5:** *Section P [Scope of Services] (PDF Page 45)—The solicitation indicates that Proposers shall list all of the databases/services included in the offer. This request may result in a list of tens of thousands of databases spanning hundreds of pages.*

- *Will it suffice for Proposers to provide the County with a listing and description of the included libraries that respond to Appendices A, B, and C?*
- *If the County requires Proposers to provide a complete listing of databases, can Proposers provide this listing in a digital format (e.g., CD, flash drive) rather than provide printed pages in the hard copy submission?*

Response: Yes to both questions.

**Question #6:** *Section P [Scope of Services] (PDF Page 45)—We have the following questions in regard to the County’s current print contracts:*

- *Is the County aware that it is receiving discounted print pricing for the Galveston County Judges (Account #1000435400) and the Galveston County Probate Court (Account #1000536926)?*
- *Would the County wish to see details of these agreements as part of this offeror’s bid response?*
- *Is the County seeking pricing for any other Galveston County print accounts?*

Response: Proposers should submit responses based on the solicitation request regardless of the current account. All documentation submitted will be reviewed. The County is not aware of any other print accounts.

**Question #7:** *Appendix D [Books and Periodical Summary] (PDF Pages 62-63). In Appendix D: Books and Periodical Summary, the County provides a list of print titles. Is the County seeking pricing for each title, in case the County wishes to purchase copies of these titles in the future?*

Response: Yes, unless there is a bundle price for the same.

**Question #8:** *Demonstration Request. To assist the County in the evaluation of proposals, we would recommend the County allow Proposers to provide a demonstration. Demonstrations will allow Proposers the opportunity to present the products/services they are offering in response to the solicitation and would also give members of the evaluation committee an opportunity to ask questions about the offeror's proposal. Will the County allow Proposers the opportunity to provide a demonstration of their proposed solution?*

Response: If the need arises for oral presentations, the County will contact the offeror to arrange for the meeting.

**Question #9:** *For purposes of providing pricing for Required Database in Appendix A (District Attorney, Judiciary, Admin), we'd like additional clarification on the number of users. Among all people in these groups, how many are "Professional Users"? Examples of these users are attorneys, judges, librarians, legislators, investigators or analysts. These are different from "Staff Support Users," such as paralegals, interns, legal secretaries or other administrative staff, who receive complimentary access at no additional cost.*

Response: Please reference the response to Question #4.

**Question #10:** *For purposes of providing pricing for Required Databases in Appendix B (County Law Library Patron Access), how many legal-research terminals are in the library?*

Response: Please reference the response to Question #4.

**Question #11:** *For purposes of providing pricing for Required Databases in Appendix C (Inmate Services Access), please provide the following:*

- *Current inmate population (ADP) that would have access to the inmate services.*
- *The method that inmates access the online legal research solution. E.g., Tablets/kiosks/PCs/other.*
- *If tablets, the ratio of tablets to # of inmates.*
- *If kiosks/PCs, the number of access points for the online legal research solution.*
- *Name of the current hardware provider.*

Response: Current Inmate Population with access to the inmate services– 822  
Method of Inmate Access – PC Access  
No Tablets  
Number of access points for online legal research solution – 12  
Current hardware provider – West Law

**Question #12:** *During the proposal evaluation process, will proposers be permitted to provide Evaluation Committee members a demonstration of the proposed services along with trial login IDs?*

Response: Yes, if the need arises.

**Question #13:** *The RFP instructs proposers to submit proposals in hard-copy format. Is the County willing to accept email submission as the sole delivery method? Our company's current work-from-home restrictions pursuant to the COVID-19 pandemic present logistical challenges associated with document printing and shipping that we typically handle in*

*an office environment. If email is acceptable, please provide the appropriate email address(es).*

Response: Please reference the response to Question #1.

**Question #14:** *Multiple forms within the proposal require original signatures and notarizations. Pursuant to logistical challenges associated with our company's COVID-19 work-from-home restrictions, is the County willing to waive notarization requirements and allow electronic signatures on all forms?*

Response: Yes.

**Question #15:** *Section 17 (titled "Signature of Proposals") on page 6, third sentence, along with Section 22 (titled "Resultant Contract") on page 9, seems to imply the County's contracts must be signed and submitted with the proposal. Please clarify whether the County is willing to postpone this process until after negotiations with the intended awardee. For example, Section 11 (titled "Exceptions to Proposal") on page 4 allows proposers to suggest changes. We believe both parties would prefer to sign a final version of the contract to which the parties agree.*

Response: Yes.

**Question #16:** *The County includes three versions of the five-page contract in the PDF version of the RFP. These documents appear on pages 81 to 95 of the PDF. The three documents appear similar if not identical. Please explain why three copies are attached.*

Response: The company chosen to be awarded the contract will have one (1) originally signed contract sent to them once all signatures have been obtained, One copy will be kept in the Purchasing Department, and the third copy will be kept in our County Clerk's Office.

As a reminder, all questions regarding this bid must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB  
Galveston County Purchasing Agent  
722 Moody, Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
E-mail: [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us)

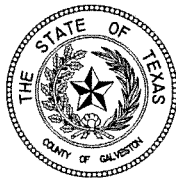
If you have any further questions regarding this bid, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us), or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County



**THE COUNTY OF GALVESTON**

**RUFUS G. CROWDER, CPPO, CPPB**  
PURCHASING AGENT

**GWEN MCLAREN, CPPB**  
ASST. PURCHASING AGENT

COUNTY COURTHOUSE  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor  
GALVESTON, TEXAS 77550

August 24, 2020

**PROJECT NAME: Online Legal Research and Proprietary Database Services**

**SOLICITATION NO: B202017**

**RE: ADDENDUM #2**

To All Prospective Proposers:

**URGENT:** *Due to the impending weather conditions of tropical storms Marco and Laura, the following information is being provided to aid in preparation of your bid submittal(s):*

**OPENING DATE:**

**RFP #B202017, Online Legal Research and Proprietary Database Services scheduled to be opened on Thursday, August 27, 2020 at 2:45 P.M has been re-scheduled.**

The new deadline for submitting a proposal is as follows:

**Date: Thursday, September 3, 2020**  
**Time: 2:45 P.M.**

As a reminder, all questions regarding this bid must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB  
Galveston County Purchasing Agent  
722 Moody, Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
E-mail: [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us)

If you have any further questions regarding this bid, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us), or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,

A handwritten signature in black ink that reads "Rufus Crowder" with a stylized flourish at the end.

Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County