

County of Maui
Office of Council Services
NOTICE OF REQUEST FOR SOLE SOURCE

TO: Chief Procurement Officer
FROM: Office of Council Services
SUBJECT: Notice & Request for Sole Source

Pursuant to HRS §103D-306 and HAR Chapter 3-122, the Office of Council Services requests sole source approval to purchase the following:

1. Describe the goods, services, or construction:

An online legal research service with access to cases, statutes, and regulations, briefs, trial court documents, public records, secondary sources, and news.

2. Vendor/Contractor/Service Provider: Thomson Reuters Westlaw

3. Amount of Request: \$17,631.84

4. Term of Contract From: 2/1/2017 to 1/30/2018

5. Prior Sole Source No.: None

6. Explain in detail, why it is not practicable or advantageous for the department to procure by competitive means:

The Office of Council Services currently utilizes the services of Thomson Reuters Westlaw to conduct legal research. The services provided by the current vendor contain exclusive resources and content that enable the office to be effective and efficient in carrying out its research duties. Such exclusive resources and content are not available via competitive vendors. It is not practicable or advantageous for the office to procure by competitive means when the essential resources and content cannot be provided by other vendors.

7. Describe in detail the following:

- a. The unique features, characteristics, or capabilities of the goods, services or construction.

Thomson Reuters Westlaw provides the following exclusively:

- 1) Access to McQuillin's *The Law of Municipal Corporations* that are cited often in court.
- 2) Attorney-editor analysis, summaries, and classification of the law, making it easier to find, validate, and interpret the law.
- 3) iPad app, folder sharing, and Graphical Statutes connecting content and legal analysis to conduct research with increased speed and accuracy.
- 4) Compilation of federal and state case law in a cohesive database that can be researched within and across jurisdictions.
- 5) Headnotes, synopses, and parallel citations on case law, statutes, and other legal material.
- 6) A multi-volume index to the law consisting of major topic headings, subheadings, and short summaries of legal propositions stated in published cases.
- 7) Uniform Laws Annotated which examine acts recommended for adoption in all states, pinpointing state variations, including annotations to cases decided in adopting jurisdictions.
- 8) Restatements of the Law which provide a section's black letter law, reporter's notes, commentary, illustrations, and annotations in one document to aid in the interpretation of older cases that rely on First Restatement sections.
- 9) Online access to the American Jurisprudence Library.
- 10) Integrated key numbering system access to *Corpus Juris Secundum* (CJS).
- 11) Access to an exclusive collection of appellate briefs at the federal and state levels.
- 12) National Reporter Images, providing access to an exact electronic copy of National Reporter System cases.

- b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department.

Thomson Reuters Westlaw's 12 exclusive features, noted above, are indispensable to the Office of Council Services. *The Law on Municipal Corporations* is the leading treatise municipal law and policy and provides authoritative information that is critical to the department fulfilling its core functions.

8. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

Attorneys and managers in the Office of Council Services have extensive experience with Thomson Reuters Westlaw and its leading competitor, LexisNexis. They have researched each provider's current offerings.

9. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

LexisNexis was investigated. Thomson Reuters Westlaw's 12 exclusive features, noted above, are indispensable to the Office of Council Services. *The Law on Municipal Corporations* is the leading treatise municipal law and policy and provides authoritative information that is critical to the department fulfilling its core functions.

10. Identify the primary responsible staff persons conducting and managing this procurement (*Appropriate delegated procurement authority and completion of mandatory training required.)


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The Office of Council Services shall ensure adherence to applicable administrative and statutory requirements, including HAR Chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

All requirements, approvals, and internal controls for this expenditure are the responsibility of the Office of Council Services.

I certify that the information provided above is, to the best of my knowledge, true and correct.

12.19.16

Department Head SignatureDate

For Chief Procurement Officer Use Only

Date Notice Posted: 12/20/2016

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date of notice posted to:

Chief Procurement Officer
Office of Council Services
200 South High Street, Room 703

Chief Procurement Officer (CPO) Comments:

- Approved
- Disapproved
- No Action Required

Chief Procurement Officer Signature

Date