



Suzy Loftus
Interim District Attorney

ONLINE LEGAL RESEARCH SUBSCRIBER SERVICES

REQUEST FOR QUOTATIONS

The Office of the District Attorney is currently accepting pricing quotes for online legal research subscription services. Please submit a written proposal for the following unlimited searching of online legal research products:

California Law

- All California cases and statutes and codes (including CA regulatory codes and legislative histories)
- California Attorney General Opinions
- California Jury Instructions (Criminal and Civil)
- California Legislative Services
- California Briefs
- California Law Review and Journals
- California Shepard's Citations
- California Judicial Council Forms
- Local, State and Federal Court Rules
- California Juvenile Laws and Rules

Primary Law

- All 50 States and Federal Law including cases, codes and regulations with editorial enhancements including West Key Number System
- National Reporter System, including Corpus Juris
- Shepard's Citations Services for all jurisdictions

Secondary Sources

- Treatises and/or handbooks, including but not limited to the entire Witkin's Treatise: Summary of California Law, California Procedure, California Criminal Law, California Evidence; The Rutter Group Series including: Forensic DNA Evidence: Science and Law, Three Strikes Sentencing, Sex Crimes: California Law and Procedure, Three Strikes Sentencing, California Criminal Procedure Law and California Criminal Law; CJER Judges Benchbooks, law reviews and journals.

- Thomas on Electronic Evidence in California
- Expert Witness Checklist
- Caskey on Search and Seizure
- California Confessions Law
- Imwinkelreid & Menaster Evidence Code
- Simons on California Evidence
- McCormick on Evidence
- Faigman on Modern Scientific Evidence of the Law
- Grand Jury Law and Practice
- California Criminal Motions
- California Style Manual

Civil Law

- Briefs, Pleadings and Motions – California and out of state databases
- Treatises in special areas, i. e. Civil Procedure, Fraud, Consumer Law such as The Rutter Group series: California Practice Civil Procedure Before Trial, California Practice Guide Enforcing Judgements and Debts, California Practice Civil Trials and Evidence and California Practice Guide Civil Appeals and Writs.
- Corporate Criminal Liability
- Newspaper databases of major national newspapers
- 50 State Survey- comparing laws of multiple states regarding a specific topic

Investigative

- Public Records National Database for locating witnesses, vital records and/or assets

Please describe your company's:

- Ability to provide listed content or like product
- Interface used to provide access to the information
- Updates and upgrades policy
- Training provided
- Unique features of the products offered
- Additional libraries/features available

Pricing should include the following information:

- Base pricing for a three-year period for the libraries/databases requested, with option to renew for an additional two years.
- Upgrade pricing for special features or non-essential add-ons
- Base rate should be based on 160 users for all libraries except Civil; an additional 15 Users for Civil Law libraries
- Costs for additional access/libraries/features
- Discount pricing or free inclusion for related products (jury instructions, case mapping software, printed materials)

The informal bid applications will be evaluated by the District Attorney Office staff based on responsiveness to the office's needs, content offered, and price. The Office of the District Attorney will contact applicants for more information, if needed. Any inquiries about this solicitation should be directed to Sheila Arcelona (contact information provided below). **The Office of the District Attorney reserves the right to select qualified vendors based on other criteria than the lowest bid.** The successful proposer will be expected to sign the City's License Agreement for Online Content Provider attached to this RFQ or an updated version of such agreement. Any contract between the District Attorney and the vendor will be in this format. Vendor will be expected to comply with the various City provisions incorporated in it.

Term of Proposal. Submission of an informal proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

Sunshine Ordinance. In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

Reservations of Rights by the City. The issuance of this Request for Quotations does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right to reject all quotations and proposals received, and to solicit new quotations and proposals, in the City's sole and absolute discretion. The City also expressly reserves the right at any time to procure any materials, equipment or services specified in this Request for Quotations by any other means.

Date Issued: October 28, 2019

Response Due Date: November 12, 2019

Notification Date: December 3, 2019

Proposed Work Timeline: January 31, 2020 – January 31, 2023 with option to renew for an additional two years

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