



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Ellen McDonnell, Public Defender  
Date: May 16, 2023

Subject: APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Public Defender, or designee, a PO amendment with Thomson Reuters West

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Public Defender, a purchase order amendment with Thomson Reuters West, to increase the payment limit of PO #01792 by \$90,000 to a new payment limit of \$335,196 for the purchase of a subscription to a online law library, including access to legal publications, updates, and materials.

**FISCAL IMPACT:**

100% County General Fund

**BACKGROUND:**

On January 22, 2019, the Board of Supervisors approved a Purchase Order with West Publishing Corporation (now Thomson Reuters West) in the amount of \$245,196 for the period December 1, 2018 through January 31, 2024, to provide online subscriptions services to the Thomson West Proflex Online Law Library and various legal publications (printed volumes). These resources are used for reference and research in the legal representation of clients and is an essential support tool for the Office of the Public Defender (the "Department").

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **05/16/2023** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Ken Carlson, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: May 16, 2023

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Susan Woodhouse,  
925-335-8031

By: June McHuen, Deputy

cc:

The five-year service period minimized the cost of procuring

BACKGROUND: (CONT'D)

these services which are offered to governmental agencies at a 57% discount to the vendor's standard pricing for these products, and limits the annual increase in cost to 1% instead of the standard annual increase of 5%.

The Department is respectfully requesting an additional \$90,000 to pay for an expected increase in reference book orders this fiscal year.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, the Department will not have access to essential legal reference resources online and in print to conduct research in the legal representation of clients, and the Department would need to procure these resources at a much higher cost.