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Controller

GENESEE COUNTY PURCHASING

A Division of the Genesee County Controller's Office

COUNTY ADMINISTRATION BLDG

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March 21, 2019

ADDENDUM #1

REQUEST FOR PROPOSALS (RFP) #19-172 ONLINE LEGAL RESEARCH SERVICES

The purpose of this addendum is to provide responses to questions that have been submitted for this proposal.

Vendors must indicate receipt of this addendum by adding the following on the Signature Page (item #6) and on the exterior of the envelope containing your proposal:

ADDENDUM #1 RECEIVED

The due date for this proposal remains on **Thursday, March 28, 2019 before 3:00 PM (EDT)**.

**ALL PROPOSALS MUST BE RECEIVED AT:
GENESEE COUNTY PURCHASING DEPARTMENT
1101 BEACH STREET, ROOM 361
FLINT, MI 48502**

Derrick Jones, Purchasing Administrator

G:/bid2/2018/19-172.add1

Responses to Questions

- 1). Section 5 – Scope of Work (Page 7) - The County states that this RFP is for multiple offices within the County as identified on the top of page 7. The County is also requesting “People finder/asset locator tools” for 25-40 Users. Can the County provide the office location and function of the 25-40 users requiring people finder/asset locator tools?
 - a) There are 3 departments that have access currently in 3 locations: 1. Friend of the Court, enforcement of child support orders, parenting time and custody orders, 1101 Beach St. Flint, MI 48502. 2. Circuit Court Reimbursement Office, enforcement of assessments on felony judgments, 900 S. Saginaw St. Flint, MI 48502. 3. Genesee County Prosecutor, Civil and Criminal Division, location of witnesses and parties in criminal cases and defendants in paternity law suits. Office is located in two locations, 900 S. Saginaw St & 630 S. Saginaw St.
 - b) NOTE: The Friend of the Court is relocating in 3-6 months to the 630 S. Saginaw St. location
 - c) The Friend of the Court has indicated that they want to increase users
 - d) The Prosecutor has indicated that they want to increase users
 - e) The 67th District Court has indicated that they want access to this service

- 2). The range provided for the requested number of users for this service is large. Can the County provide more specific information about the number of users it is seeking pricing for? Having a concrete number of users (rather than a range) will help offerors provide the most accurate pricing.
 - a) 17 users – Friend of the Court. Location of parties and collectability in FOC cases
 - b) 4 users – Reimbursement Office. Location of defendants, collectability on felony judgments of sentence
 - c) 4 users – Prosecutors Office. Location of parties and witnesses
 - d) NOTE: The 67th district court recently added a collection unit to their court and will want to add users.

- 3). Section 5 – Scope of Work (Page 7) - The County requests “Electronic library and database access for users of the Genesee County Law Library.” Is the County looking for the same content and number of terminals as its current contract?

No. The nature of the law library patrons has changed over the past 5 years. There are more pro se litigants that use the law library. The current content set in the law library includes access to appellate court briefs, legislative history and analytical materials that are too sophisticated and not utilized. The content set of this library should be downgraded to conform to the current user requirements.

- 4). Section 5 – Scope of Work (Page 7) - The County requests “Electronic library and database access for the attorneys who participate in the Public Defender Program (approximately 75 participants).”
 - a) Does the Public Defender Program require the same content as the core County users? No. Outside of a primary law library, the defender program participants need access to secondary criminal law treatises. There is no requirement for appellate briefs, legislative history, public records or other non-criminal related analytical materials.
 - b) If the Public Defender Program doesn’t require the same content as the core County users, can the County confirm that the Public Defender Program requires the same content as is being provided under the current contract? Perhaps. A more thorough review of existing content and usage would need to occur.

- c) This offeror notes that the Public Defender Program has 100 users under their current contract, however the solicitation states that there are “approximately 75 participants.” Is the County looking for a reduction of users for the Public Defender Program? **There have been modifications to the Defender Program as a result of the Michigan Indigent Defense Initiative.**
- 5). Section 5 – Scope of Work (Page 7) - The County requests pricing based on “125 to 140 authorized users” for the core County contract.
- Can the County please define “authorized user”? **A county employee with a TR/West user ID and password**
 - Can the County please indicate the number of attorney users who require access to the proposed legal research services? (Attorney count is required to help ensure accurate pricing for the County.) **There are currently 75 users. However, there was a recent district court merger, adding additional users, new hires in the Prosecutor’s office and a need to plan for future new hires. The count for users is 85.**
- 6). Section 9 – Evaluation Criteria & Selection Procedure (Page 10) - The solicitation outlines that one of the evaluation criteria is “accuracy, dependability, speed of system and ease of use (15 points)”.
- How will the County evaluate for accuracy, dependability, speed of system and ease of use? **Refer to page 10 of RFP #19-172**
 - Is the County looking for timeliness of publication of court documents, such as unpublished cases, regulations, and statutes? **Yes**
- 7). Section 9 – Evaluation Criteria & Selection Procedure (Page 10) - To assist the County in the evaluation of proposals, we would recommend the County allow offerors to provide a demonstration. Demonstrations will allow offerors 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 offerors the opportunity to provide a demonstration of their proposed solution? **Yes**
- 8). For pricing purposes we’d like additional clarification on the number of users. Among all people in the County agencies listed in the RFP, how many are "Professional Users"? Examples of these users are attorneys, judges, librarians, investigators or analysts employed by the County agencies. These are different from "Staff Support Users," such as paralegals, interns, legal secretaries or other administrative staff. **There are currently 75 “professional users”. However, there was a recent district court merger, adding additional users, new hires in the Prosecutor’s office and a need to plan for future new hires. The count for professional users is 85.**
- 9). RFP Section 5, page 7 requests access for approximately 75 participants of the Public Defender Program. How many of these participant users are Professional Users? **These users are all licensed attorneys, so all professional users relative to your definition.**
- 10). Do all agencies currently have the same level of coverage/content with respect to the online legal research service?
- All county agencies have the same level of content within the set of materials that they have access to**

- b) There are 4 content sets within our current arrangement. The county employees in content set # 1 includes the lawyers, paralegals and non-attorney department heads employed by the county. Content set # 2 includes county law library access. Content set # 3 is for the attorneys in the public defender program. Content set # 4 is the people finder/asset locator tool.
- 11). How much per month does the County pay for online legal research service for library patrons at the County Law Library? **\$1,899.67 monthly**
- 12). How many terminals are currently accessing online legal research service for library patrons at the County Law Library?
- a) Two
- b) The nature of the law library patrons has changed over the past 5 years. There are more pro se litigants that use the law library. The current content set in the law library includes access to appellate court briefs, legislative history and analytical materials that are too sophisticated and not utilized. The content set of this library should be downgraded to conform to the current user requirements.
- 13). Excluding access for library patrons at the County Law Library, how much per month does the County now pay for online legal research service? **\$10,121.48 monthly**