

FAIRFIELD COUNTY LAW LIBRARY

**REQUEST FOR
PROPOSALS FOR
ONLINE LEGAL
RESEARCH SERVICES**

APRIL 5, 2018

I. Introduction.

The Fairfield County Law Library (“the Law Library”) is located at 224 E. Main Street, Lancaster, Ohio, 43130, and governed by the Fairfield County Law Library Resources Board. Pursuant to Ohio Revised Code Section 307.51(B), the Law Library is mandated to provide legal research, reference, and library services to the county and to the municipal corporations, townships, and courts within the county, and to manage the coordination, acquisition, and utilization of legal resources.

In order to fulfill its mission of providing legal research services to the county, and to the municipal corporations, townships, and courts within the county, the Law Library is issuing this request for competitive sealed proposals for online legal research services (“RFP”). The goal of this RFP is to identify and contract with an online legal research vendor who will provide comprehensive online legal research services in a cost effective manner.

II. Instructions for submitting proposals.

Proposals submitted in a sealed envelope and marked “Online Legal Research Proposal.” Proposals shall be submitted to:

The Fairfield County Law Library
c/o Kelly Starkey
224 E. Main Street
Lancaster, Ohio 43130

III. Communications between Offeror and Law Library.

Questions concerning this RFP should be directed to Gail Beck, Fairfield County Law Librarian. Ms. Beck may be contacted at 740-652-7110, or gail.beck@fairfieldcountyohio.gov. Email submission of questions is preferred.

IV. Scope of Work.

The Law Library expects the offeror to provide reliable access to the materials and services outlined in awarded contract during the term of the contract, and to provide cost-free customer service in the event of any problems with access to the materials and services.

V. Services.

Each proposal must contain a yearly price for 25-35 attorney users and an equivalent number of non-attorney users.

Each proposal must provide access to searchable databases of the following materials:

- a. Ohio State Cases
- b. Cases from all other states
- c. All federal cases
- d. Annotated Ohio Revised Code
- e. Ohio Administrative Code
- f. Annotated United States Code
- g. Code of Federal Regulations
- h. Federal Rules of Court
- i. Ohio Rules of Court
- j. Ohio Attorney General Opinions
- k. Ohio Board of Tax Appeals Opinions
- l. Ohio Legal Forms
- m. Ohio Jury Instructions (Criminal and Civil)
- n. Historical Ohio statutes
- o. Secondary analytical sources covering criminal law; juvenile law; and domestic relations. Examples include, but are not limited to, Ohio Jurisprudence 3d, Baldwin's Ohio Practice Series; or Andersons's Ohio series.

Proposals may offer additional materials for consideration by the Law Library.

VI. Evaluation Criteria

Proposals will be evaluated by the Fairfield County Law Library Resources by as follows:

Each member of the Board will score each proposal out of 100 points. Up to 40 points will be awarded for price; up to 30 points will be awarded for the comprehensiveness of services proposed in accordance with Section V. Up to 20 points will be awarded for additional materials offered. Up to 10 points will be awarded for references provided in accordance with Section XI.

The score of each offeror will be averaged, and the Law Library will enter into negotiations for award of the contract with the offeror who has the highest overall score.

VII. Contract Terms

Pursuant to Ohio Revised Code Section 307.51(F), the Law Library may contract with private entities for the provision of any services that the Law Library Resources Board considers necessary. Such contract is subject to the approval of the Board of Fairfield County Commissioners, and legal review by the Fairfield County Prosecuting Attorney.

The Law Library seeks a three-year contract, beginning on June 1, 2018. Pursuant to Ohio Revised Code Section 307.862(A)(9), the Law Library will negotiate an acceptable contract offeror submitting the proposal deemed most advantageous to Fairfield County.

VIII. Submission Date and Time

Proposals must be submitted no later than 11:00 A.M., Eastern Standard Time, on May 1, 2018.

IX. Miscellaneous

The Law Library reserves the right to reject any proposal in which the offeror takes exception to the terms and conditions of the request for proposals; fails to meet the terms and conditions of the request for proposals, including but not limited to, the standards, specifications, and requirements specified in the request for proposals; or submits prices that the Law Library considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the Law Library.

The Law Library reserves the right to reject, in whole or in part, any proposal that the Law Library has determined, using the factors and criteria outlined in this RFP, would not be in the best interest of the county;

The Law Library may conduct discussions with offerors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals.

X. Partial award/multiple awards.

The Law Library does not anticipate a partial award, or multiple awards of this contract.

XI. References.

Each offeror may submit up to 3 references to other political subdivisions within the state of Ohio, to whom the offeror has provided online legal research services within the past 5 years.