

**Legal Research Services**



- Q1.** If possible, please provide a copy of the Department's current contract for all legal research services, including any investigative tools as referenced in Section 3.1(p) on page 15 of the RFP.
- R1.** **Vendors may submit a request for a copy of the current contract by submitting it to Starr Stewart (starr.stewart@dhr.alabama.gov). The request will be considered and responded to in accordance with the Alabama Open Records Law.**
- Q2.** If a copy of the contract is not available, please respond to the following:
- a. What is the flat-rate annual cost the Department now pays for all legal research services, including investigative tools as referenced in Section 3.1(p)? What is the annual amount the Department pays for investigative tools only?
  - b. In the current contract, how many users are there for all legal research services? How many users for just investigative tools?
  - c. Has the Department incurred additional charges for searches outside the flat-rate plan? If so, approximately how much are the additional charges per year, and what type of content are the searches for?
  - d. Is the Department's current flat-rate pricing dependent on the Department's maintaining a separate subscription to any hard-copy legal publication(s)? If so, what is/are the hard-copy legal publication(s)?
- R2.** a. N/A
- b. N/A
- c. N/A
- d. N/A
- Q3.** Section 1.6.1 indicates any request for changes to standard terms and conditions, including additional licensing terms a vendor would require, must be submitted to the Department by July 24. We respectfully request the Department amend this section to allow vendors to submit proposed changes along with the proposal document due Aug. 7. This would provide vendors' legal departments ample time to review, and the Department could reserve the right to negotiate terms with the vendor(s) of its choice. Based on our experience with RFPs for these types of services, this is the standard practice for most jurisdictions nationwide.
- R3.** **The procurement dates and deadlines are firm. Proposals for this procurement are due Tuesday, August 07, 2012. Also see Amendment #1 and R9.**
- Q4.** The Schedule of Events on page 6 lists the evaluation period as Aug. 14-17 but the intent-to-award date as Aug. 7. Does the Department wish to revise the intent-to-award date?
- R4.** **See Amendment #1.**
- Q5.** Section 1.7.2 references cost proposal forms in Appendix E. Our version of the RFP does not include an Appendix E. Please provide a copy.
- R5.** **See Amendment #1.**

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**Q6.** Section 3.1(p) requests investigative tools. Does the Department envision one award to one vendor for both a legal research solution and investigative tools? Or would the Department also consider dual awards, one for legal research and one for investigative tools?

**R6. The Department will not consider a dual award. Vendors must submit a rate including both legal research and investigative tools. However, vendors may also submit a rate for legal research with a rate for investigative tools listed as an option.**

**Q7.** In addition to online investigative research tools, does the Department desire a batch processing solution for large-scale public records inquiries?

**R7. No.**

**Q8.** The Schedule of Events lists July 31 as the latest date on which answers to questions will be posted. This date is five business days before proposals are due, and three business days before the date on which we intend to submit the response for delivery via overnight courier. To allow vendors ample time to consider the Department's answers to questions, we respectfully request the proposal due date be rescheduled to 10 business days after answers are posted.

**R8. The procurement dates and deadlines are firm. Proposals for this procurement are due Tuesday, August 07, 2012.**

**Q9.** Pursuant to Section 1.6.1, LexisNexis requests changes to terms and conditions, along with the addition of LexisNexis licensing terms, all attached. It is our hope the Department will allow vendors to submit proposed changes and additional licensing terms along with the proposal document. This would provide vendors' legal departments ample time to review, and the Department could reserve the right to negotiate terms with the vendor(s) of its choice. In the alternative, please consider reserving the attached proposed changes and additional terms for negotiation.

**R9. The Department reserves the right to negotiate terms and conditions with the chosen vendor.**

**Q10.** Section 4.2.4.2: We are a privately held small business and do not have records of financial audits. We have been in business for more than one year. May we disclose tax documents for the requested years in lieu of letters from auditors?

**R10. Yes.**