



Westchester Community College

State University of New York

54918

January 26, 2017

To: Board of Acquisition and Contract

From: Belinda S. Miles
President

Re: Authority to enter into an agreement with West Publishing Corporation for access to Westlaw legal materials for use by students and faculty of Westchester Community College's paralegal program, for a three-year period commencing on or about January 1, 2017 for a total cost of \$144,554.44.

The County of Westchester, acting by and through Westchester Community College (the "College"), solicited proposals for access to legal materials for use by students and faculty of the College's paralegal program. The Request for Proposals was advertised on the County's website and directly transmitted to three (3) potential vendors (West Publishing Corporation, Lexis Nexis and Lois Law). The only proposal received was from West Publishing Corporation who proposed a subscription to their Westlaw product.

The proposed agreement with West Publishing Corporation includes both print materials and access to electronic materials. The College will receive automatic shipments of updates and supplements to the print products and will be granted access to the electronic materials for up to 200 students and faculty. During the first year of the Agreement, the cost for the print materials shall be \$22,743.96 and the cost for access to the electronic materials shall be \$23,544. The annual charge for the print materials shall increase 5% annually in years 2 and 3 of the Agreement and the annual charge for access to the electronic materials shall increase 3% annually. Additionally, the College will be making a one-time purchase of Black's Law Dictionary at the cost of \$81.95. The total amount payable during the 3 year term of the agreement shall be \$144,554.44.

The public purpose of this agreement is to provide College paralegal students and faculty with access to current legal materials.

I believe that it is in the best interest of the College to enter into this agreement and I therefore recommend that you act favorably on the annexed proposed resolution.

BSM:me
Attachment

RESOLUTION

Upon a communication from the President of Westchester Community College, be it hereby

RESOLVED, that the County of Westchester acting by and through Westchester Community College is hereby authorized to enter into an agreement with West Publishing Corporation for access to Westlaw legal materials for use by students and faculty of Westchester Community College’s paralegal program, for a three-year period commencing on or about January 1, 2017 for a total cost of \$144,554.44; and be it further

RESOLVED, that the agreement shall have a three-year term commencing on or about January 1, 2017; and be it further

RESOLVED, that during the first year of the Agreement, the cost for the print materials shall be \$22,743.96 and the cost for access to the electronic materials shall be \$23,544. The annual charge for the print materials shall increase 5% annually in years 2 and 3 of the Agreement and the annual charge for access to the electronic materials shall increase 3% annually. Additionally, the College will be making a one-time purchase of Black’s Law Dictionary at the cost of \$81.95, and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	010	0410		3070		71,782.29
	010	0410		4425		72,772.15

Budget Funding Year(s) 16/17 – 18/19 Start Date: 1/1/2017 End Date: 12/31/2019
(must match resolution)

Funding Source:	Tax Dollars	\$33,247.52	Contractor Federal I.D. No./
	State Aid	\$40,475.24	Social Security No.:
\$144,554.44	Federal Aid	_____	Vendor No.:
(must match resolution)	Other	\$70,831.68 (Tuition)	Encumbrance No.: _____