

**RE: Delaware Department of Justice (DDOJ) - RFP for Legal Research Services
LGL13001Lglresrch
Questions submitted by bidders with DDOJ Responses**

Question 1.) RFP section II.A.1.a provides the possibility for a contract with four to six base years with three optional one-year extensions. Section II.A.1.b says monthly rates over the term must remain fixed. Will the DDOJ consider modifying this requirement to allow modest price increases during the life of the contract or during the optional extension years?

DDOJ Response: In order to be considered responsive to this Request for Proposals, proposing parties must submit proposals which conform to the specific requirements of the RFP, including price terms. So long as identified as such, proposing parties are free to include alternative proposed pricing methodologies in addition to those methodologies required by the RFP.

Question 2.) Pursuant to Sections II. A. 1. a. and b. (page 2) of the RFP, relating to term and fixed monthly rate, the RFP indicates that the minimum length of contract term is four years....however, that offerors may propose fixed terms of five or six years with three one year extension options. Then b. states that "monthly rates must be the same for each month of the contract terms". Our understanding is that an offeror could propose, for example, a four year contract with reasonable price increases on the anniversary date of each year during the first four years, as well as the option years, provided that offeror's held the monthly price firm for the 12 months. Please advise as to whether or not our understanding is correct.

DDOJ Response: In order to be considered responsive to this Request for Proposals, proposing parties must submit proposals which conform to the specific requirements of the RFP, including price terms. Sections II. A. 1. a. and b. require that the proposing party submit a fixed monthly rate for the duration of the initial contract term. In addition to the requirement that a proposal include a fixed monthly rate for a four year contract period, proposals containing 5 or 6 year initial terms may be offered but must also contain fixed monthly rates. So long as identified as such, proposing parties are free to include alternative proposed pricing methodologies in addition to those methodologies required by the RFP. Because any future extension option period must be mutually agreed upon, the pricing terms for any extension beyond the initial contract term selected by DDOJ may become subjects of negotiation at the time DDOJ exercises its extension option.

Question 3.) Pursuant to Section II. A. 3. and 4, Location of Services and Unlimited Access and Usage Services (page 3). Please provide a list of the office locations that will need access to the online service, and 2, please identify how many users at each office location will need such access.

DDOJ Response: The DDOJ has offices and work stations in each of Delaware's three counties: New Castle; Kent; and, Sussex. The DDOJ has approximately 500 potential static and/or remote users at any given time; including but not limited to, permanent, satellite, temporary, voluntary staff.

Question 4.) Pursuant to Section II. A. 4. Unlimited Access and Usage Services (page 3), (f) 1- 18. Please advise if there are specific databases you are seeking access to under these content descriptions? This offeror offers many of these topics generally in our base package,

however we also offer premium content sets on the topics. To ensure the most cost-effective pricing, it would be helpful to know if there are limited users that need access to certain content, and we can price these out as separately priced optional add-ons, i.e. 10 users need Tax materials, 5 need IP material.

DDOJ Response: Section II. A. 4. f. lists the topics for which DDOJ requires “unlimited access.” If a proposing party offers “premium content” in addition to such unlimited access, such content should be specifically identified along with the relevant rates associated with such access.

Question 5.) Pursuant to Section II. A. 4. (page 4) of the RFP, it states that “All proposals shall include written identification of the specific legal services offered on an unlimited access and usage basis, as well as any which it proposes to exclude...” Does this mean that the DOJ require a comprehensive list of included and excluded databases? Or, in the alternative, is a database summary sufficient? A summary was provided in the 2001 and 2006 West proposal. Please clarify.

DDOJ Response: DDOJ requires “written identification” of included and excluded databases as set forth in Section II. A. 4. DDOJ requires that such “written identification” be comprehensive. Proposals will be scored as set forth at Section IV. C. 2. A. Such scoring criteria necessarily require that a proposal should clearly identify its “services, equipment and capabilities” and the ability of the proposing party to satisfy “DDOJ’s office-wide needs for legal and other on-line research.”

Question 6.) Pursuant to Section II. A. 4. (j) (page 4) of the RFP, it lists out “Briefs and pleadings”. Please advise if DDOJ is seeking briefs and pleadings for Delaware only, or would like to have national coverage as made available by this Offeror?

DDOJ Response: DDOJ is seeking briefs and pleadings content for “Delaware only” but welcomes proposing parties to include rates for national coverage. Proposing parties should separately identify the rates for each type of coverage if they are included in a proposal.