



## Brazos River Authority

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July 30, 2021

### **Addendum No. 1 LEGAL RESEARCH SOFTWARE RFP No. 21-08-1234**

It is the responsibility of the Respondent to assure and guarantee by acknowledging the receipt of this Addendum in the Proposal that the Respondent has received the Addendum in its entirety, and that the Respondent accepts all conditions contained herein.

**Question 1:**

The RFP pricing table on page 10 requests per person pricing for a legal research software license. Our company does not typically present pricing in this manner. Is it permissible to provide a total monthly cost to include the BRA's estimated five professional users? (Access to the online research services for support staff is included at no additional cost.) If so, can respondents simply change the table's Base Proposed Item 1 description to read: Legal Research Software Licenses (Total)?

**Answer 1:**

Attached to this addendum is a revised bid form. Please use the revised bid form when submitting your response. Responses submitted not utilizing the revised bid form will be disqualified.

**Question 2:**

Do you have any manufacturer in mind for this project?

**Answer 2:**

No preference on manufacturer.

**Question 3:**

Is there some kind of issue or concern that's driving your office to issue these services out to bid instead of using the Texas Department of Information Resources contracts?

**Answer 3:**

As a political subdivision of the state of Texas, we are not required to use DIR contracts for procuring IT solutions. DIR contracts are not consistently the best value for solicitations.

**Question 4:**

Did you want the response to be on the pdf or would you like the answers to be answered on a separate word document?

**Answer 4:**

If you are submitting your response electronically, please submit all documents in PDF format.

**Question 5:**

Whether companies from Outside USA can apply for this?  
(like, from India or Canada)

**Answer 5:**

Yes; however, the company needs to satisfactorily show that they can provide all necessary legal research tools including up to date databases of cases and statutes in the State of Texas. Also, the BRA would need federal cases, and the case descriptions, headnotes, etc. that aid in searching, filtering etc. Additionally, up-to-date statutes, rules, regulations, Texas AG opinions, etc.

**Question 6:**

Whether we need to come over there for meetings?

**Answer 6:**

No, in-person meetings will not be required.

**Question 7:**

Can we perform the tasks (related to RFP) outside USA?  
(like, from India or Canada)

**Answer 7:**

Yes, this is a subscription-based service and BRA expects research related tasks to be performed instantaneously when needed.

**Question 8:**

Can we submit the proposals via email?

**Answer 8:**

If submitting via email, please email proposal to [submissions@brazos.org](mailto:submissions@brazos.org) by 10:00AM CST on the due date.

**Question 9:**

Who is the current provider of online legal research services to the Brazos River Authority?

**Answer 9:**

Lexis Nexis is current provider.

**Question 10:**

What is the contract/task order/purchase order/delivery number of the Brazos River Authority's existing contract?

**Answer 10:**

Information not available at this time.

**Question 11:**

When does the current contract expire?

**Answer 11:**

Current contract is month to month.

**Question 12:**

What is the total annual value of the current contract?

**Answer 12:**

Not available at this time.

**Question 13:**

There are master agreements with the State of Texas Department of Information Resources that can be used by Texas state and local government agencies for the procurement of research services such as those contemplated by this solicitation. Use of the master agreement simplifies and expedites procurement because contract terms and conditions have already been agreed to by the State. Purchasing agencies simply need to issue a PO referencing the master agreement. To simplify and expedite this procurement, would Brazos River Authority consider utilizing the existing master agreement? If the BRA won't consider utilizing the existing master agreement, can the BRA please provide an explanation as to why the master agreement won't work for the BRA's procurement purposes?

**Answer 13:**

See question and answer on question 3 above.

**Question 14:**

The scope of services listed in the solicitation outlines requirements that may be proprietary and available exclusively through a single specific vendor. Where specific titles/databases are listed as mandatory/desired content, is it a correct understanding that Brazos River Authority will accept titles/databases that are considered equivalent in coverage and authority?

**Answer 14:**

Yes, equals will be considered.

**Question 15:**

The table in this section of the RFP provides that there will be a 10% emphasis placed on the two following factors: "Quality and detail of implementation plan" and "Quality of post-implementation customer support resources." To assist vendors in being responsive to these evaluation factors, can BRA please provide additional guidance and clarification as to what they are seeking for an implantation plan and post-implementation customer support services?

**Answer 15:**

Please describe how the product will be implemented and the post implementation support provided.

**Question 16:**

This section of the RFP provides "The term of contract shall be for a period of one (1) year, commencing on the Effective Date, and may be renewed annually by subsequent agreement of the parties." For procurement efficiency, would the Brazos River Authority consider pricing for a base year plus two one-year options to extend the contract?

**Answer 16:**

The term in the solicitation indicates contract renewals will not be limited to specific term years and all terms will be considered.

**Question 17:**

The Proposal Form includes a table for pricing information. The Pricing Schedule includes columns for price Per Person and Lump Sum. Not every offeror provides pricing in the same way. For example, this offeror does not provide Per Person pricing. Rather, we provide a monthly guaranteed price for the number of users needed by the Brazos River Authority. It is in providing this flat-rate fee for all users that we are able to achieve the most advantageous price for our customers. With this understanding that not all offerors price their services in the same fashion, will the BRA consider modifying the Proposal Form to allow offerors to propose a fixed monthly rate? Alternatively, will BRA allow offerors to fill out the Pricing Schedule to the fullest extent possible without being deemed non-responsive?

**Answer 17:**

See question and answer to question 1 above.

Sincerely,

*Anastasia V. Vance*

Anastasia Vance, CTCD  
Purchasing Agent

4600 Cobbs Drive • Waco, Texas 76710  
254 761 3123



Brazos River Authority



**\*\*\*REVISED PROPOSAL FORM\*\*\***  
**REQUEST FOR PROPOSALS – PROPOSAL FORM**  
**LEGAL RESEARCH SOFTWARE**  
**RFP No. 21-08-1234**

Base Proposed Item	Description	Quantity	Proposed Amount
1	Legal Research Software License ( <b>Per Person</b> ) Name and Manufacturer:	1	\$ _____
2	Legal Research Software License ( <b>Per Month, Up to 5 Attorney’s and 2 Legal Assistants</b> ) Name and Manufacturer:	1	\$ _____
3	Set Up, Installation and Training for Proposed Software ( <b>Lump Sum</b> )	1	\$ _____

**ACKNOWLEDGMENT OF REQUEST FOR PROPOSALS AND RECEIPT OF ADDENDA**

**RESPONDENT MUST ACKNOWLEDGE RECEIPT OF THIS REQUEST FOR PROPOSALS AND ADDENDA BY SIGNING BELOW AND SUBMITTING THIS ACKNOWLEDGEMENT WITH YOUR PROPOSAL. FAILURE TO SIGN THIS ACKNOWLEDGEMENT WILL DISQUALIFY THE PROPOSAL AS NON-RESPONSIVE. SIGNATURE MAY BE DIGITAL, ELECTRONIC OR HAND WRITTEN.**

This acknowledgement shall become part of your response and the subsequent contract documents if applicable.

**ACKNOWLEDGMENT OF REQUEST FOR PROPOSALS:**

Respondent hereby acknowledges that it has received and read the Request for Proposals and all Addenda, and that this Proposal is made in accordance with the provisions thereof. Respondent acknowledges that this Proposal meets or exceeds all terms, requirements, conditions, and/or specifications set forth in the Request for Proposal and Addenda, and exceptions or deviations from such terms, requirements, conditions, and/or specifications, if any, have been clearly and conspicuously identified as such in the Proposal.

**Does your company have ten (10) or more full time employees? Check one box only.**

**YES**

**NO**

\_\_\_\_\_  
Name of Firm (Respondent)

\_\_\_\_\_  
Signature – Authorized Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Telephone Number