



**Request for City Council Committee Action  
From the City Attorney's Office**

Date: September 22, 2008  
To: Ways & Means/Budget Committee  
Referral to:

**Subject:** City Attorney's Office 2008 RFP for On Line Legal Research Services

**Recommendation:** That the City Council authorize the City Attorney's Office to issue a Request for Proposals to obtain online, electronic legal research services for use by members of the City Attorney's Office and by the Department of Civil Rights.

**Previous Directives:**

Prepared by: *WLG* Peter W. Ginder, Deputy City Attorney, Civil Division Phone: (612) 673-2478

Approved by: *Susan Segal*  
Susan L. Segal  
City Attorney

Presenter in Committee: Susan L. Segal, City Attorney

**Financial Impact** (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information).
- Action requires an appropriation increase to the \_\_\_ Capital Budget or \_\_\_ Operating Budget.
- Action provides increased revenue for appropriation increase.
- Action requires use of contingency or reserves.
- Business Plan: \_\_\_ Action is within the plan. \_\_\_ Action requires a change to plan.
- Other financial impact (Explain):
- Request provided to department's finance contact when provided to the Committee Coordinator.

**Community Impact**

City Goal(s):

**Background/Supporting Information**

The City Attorney's Office (CAO) and to a lesser extent, the Department of Civil Rights (DCR), have used the service of an online vendor to enable members of the CAO and the DCR to conduct legal research on behalf of the City. Access to online legal research services is vital to the City as it provides the CAO with the most current case law, statutory law, and administrative and regulatory law. The contract with the current contractor, Lexis Nexis Services, expires on December 31, 2008. In order to obtain online legal research services it is necessary to issue a new Request for Proposals (RFP) and receive new authority to review the proposals submitted by vendors capable of providing the services requested by the CAO.

A proposed RFP was reviewed and approved by the Permanent Review Committee on August 28, 2008. Therefore, I am requesting the City Council authorize the issuance of a RFP to obtain online, electronic legal research services with a contractor/vendor for a three year period commencing on January 1, 2009.



## Request for City Council Committee Action From the City Attorney's Office

Date: September 10, 2008

To: Ways & Means/Budget Committee

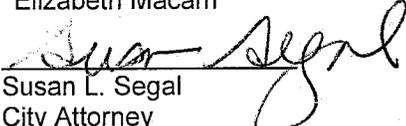
Referral to:

**Subject:** Amendment to You've Been Served Contract for Courier Services

**Recommendation:** That the City Council authorize the City Attorney's Office to amend the current contract (#C-21974) for courier services between the City of Minneapolis and You've Been Served increasing the total compensation by an additional \$12,000 and amending, reinstating and extending the contract term until December 31, 2008.

### Previous Directives:

Prepared by: Elizabeth Macam Phone: (612) 673-2035

Approved by:   
Susan L. Segal  
City Attorney

Presenter in Committee: Susan L. Segal, City Attorney

### Financial Impact (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information).
- Action requires an appropriation increase to the \_\_\_\_\_ Capital Budget or \_\_\_\_\_ Operating Budget.
- Action provides increased revenue for appropriation increase.
- Action requires use of contingency or reserves.
- Business Plan: \_\_\_\_\_ Action is within the plan. \_\_\_\_\_ Action requires a change to plan.
- Other financial impact (Explain):
- Request provided to department's finance contact when provided to the Committee Coordinator.

### Community Impact

### Background/Supporting Information

On May 27, 2005 the City Council authorized the proper City officers to enter into a three year, \$75,000 contract with You've Been Served to provide courier services for the period July 1, 2005 to June 30, 2008. In part, the legal services agreement provided that, "[T]he total amount payable to the Contractor pursuant to this Professional Services Agreement shall not exceed \$75,000, including all compensation and reimbursable expenses". To date, expenditures total \$72,939 and the agreement ended on June 30, 2008. Additional courier services and expenses have been incurred and it is necessary to increase the total compensation by \$12,000 for a new amount not to exceed \$87,000 and to reinstate and extend the agreement until December 31, 2008. A new Request for Proposal for courier services will be prepared and sent out during the fourth quarter of 2008.