



McHenry County
Procurement and Special Services
2200 N Seminary Avenue
Woodstock IL 60098
submissions@mchenrycountyil.gov

RFP 24-7514

Online Legal Services and Patron Access

This Request for Proposal (RFP) is for the purpose of contracting with a qualified firm to provide Online Legal Services and Patron Access to the County of McHenry, subject to continuing need, and availability of funds as outlined within this document. All requirements are according to specifications enclosed specified in this document.

Full Specification Documents (including any Addendum) available at:

<https://www.mchenrycountyil.gov/departments/purchasing/rfps-rfqs-bids>

Documents Checklist Includes (but is not limited to):

- Please Refer to the Purchasing Ordinance and Standard Terms and Conditions on our Website for additional information and notifications.
<https://www.mchenrycountyil.gov/departments/purchasing/rfps-rfqs-bids>
- Included in this Solicitation Document:
 - MANDATORY REFERENCES PAGE
 - MANDATORY RFP CERIFICATION PAGE
 - MANDATORY RFP SIGNATURE PAGE
 - MANDATORY PROPOSAL FORM (2 Pages)
- MANDATORY W9 FORM
- MANDATORY STATUS OF OWNERSHIP FORM

Communication:

Any communication regarding this Bid or Request between the date of issue and date of award is required to go through the Procurement Specialist listed (or the Purchasing Administrative Specialist).

Unauthorized contact with other McHenry County staff or officers is strictly forbidden. **ELECTRONIC COMMUNICATIONS REQUIRED.**

Contact Information:

Geoffrey Bauernfeind, Procurement Specialist

E-mail: Submissions@mchenrycountyil.gov; **CC E-mail:** gwbauernfeind@mchenrycountyil.gov

Acceptance of Options

Options quoted will be reviewed and accepted or rejected at McHenry County's discretion. Accepted Options will be identified in the Owner-Contract Agreement or by Change Order if agreed upon by the Contract after the Award of the Contract. Any of the options may be accepted by McHenry County and may be used in determining the low submitter. The County reserves the right to accept or decline Options to determine the low submitter. There may be multiple awardees.



Should there be a conflict between any instruction or information and the Purchasing Ordinance, the Purchasing Ordinance will take precedence.

SCHEDULE OF EVENTS

	<u>SCHEDULE OF EVENTS</u>
July 26, 2024	Bid or Request Available
August 02, 2024	Vendor Questions Submitted no later than 4:00 PM (CST) Submit by e-mail: Submissions@mchenrycountyil.gov
August 08, 2024	Vendor Questions Answered no later than 4:00 PM (CST) Posted to the County Website as an Addendum
August 15, 2024	Submissions due to purchasing no later than 9:00 AM (CST) Submit by e-mail: Submissions@mchenrycountyil.gov ; CC email: gwbauernfeind@mchenrycountyil.gov
August – September 2024	Evaluation, Notification, Board Approval, and Contract Execution (<i>Anticipated</i>)

Directions for Submission:

- Qualified individuals or firms are to submit one ELECTRONIC submission. To: E-mail: submissions@mchenrycountyil.gov; CC E-mail: gwbauernfeind@mchenrycountyil.gov
- All data and documentation submitted as part of this request shall become the property of McHenry County, Illinois. After a contract is executed, all Qualifications, responses, documents, and materials contained shall be considered public information and will be made available for inspection in accordance with the Illinois Freedom of Information Act.
- Your company may provide a redacted version of your submission, which will be used for FOIA purposes.
- Absolutely no Qualifications will be accepted after the time specified. Late Qualifications shall be rejected and returned unopened to the sender. The County of McHenry cannot be held responsible for any delay, regardless of reason, in the transmission of Qualifications.



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SPECIFICATIONS and SCOPE of WORK

McHenry County is seeking to contract with a qualified firm to provide Online Legal Services and Patron Access to the McHenry County Law Library and the Office of Court Administration, in accordance with the specifications set forth herein. This is a multi-year contract; Year One from 9/22/24-9/21/25, Year Two from 9/22/25-9/21/26, Year Three, optional, from 9/22/26-9/21/27 and Year Four, optional, from 9/22/27-9/21/28.

Time is of the essence for the award of this contract. Successful contractor must be prepared to execute and begin contract requirements as of September 22, 2024 or another date to be mutually agreed upon by both parties, in advance.

A. Vendor shall provide 24 hour access for approximately eighty-five (85) attorneys and fifteen (15) other Court/County officials to online searchable databases containing the following, for example and/or equivalent:

1. All Illinois and Federal case law
2. All major law reviews and legal journals
3. All IPI jury instructions; civil and criminal
4. All non-IPI jury instructions; civil and criminal
5. Access to forms, including Section 1983 litigation
6. Illinois Family law practitioner
7. All Primary Law
8. All Secondary Resources
9. Illinois Analytical
10. A citation service similar to Keycite or Shepard's
11. Online access of approved CLE courses for attorneys which are covered by the cost of the contract.
12. Section 1983 Jury Instructions
13. Access to secondary sources relating to Section 1983 litigation
14. Illinois Graphical statutes
15. Related Documents
16. West Reporter Images
17. Illinois Litigation Basics (IL public records and jury verdicts)

Pricing should include any generative artificial intelligence tools that the vendor can provide as part of the application.

B. Vendor shall provide patron access via three (3) public computer terminals and one (1) Law Librarian terminal located in the McHenry County Law Library, to on-line searchable databases containing for example and/or equivalent:

1. All Illinois and Federal case law
2. All major law reviews and legal journals
3. IL Workers compensation Practitioner Core
4. Fletcher Cyclopedia and Forms
5. CJS



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6. IL practitioner estate planning
 7. All State and Federal Briefs
 8. Illinois DUI Practitioner Core
 9. Illinois Municipal Core
 10. All Primary Law
 11. All Analytical
 12. Illinois Analytical
 13. Form Finder
 14. IL Criminal Secondary
 15. A citation service similar to Keycite or Shepard's
 16. Illinois Graphical Statutes
- C. When requested vendor shall provide pricing for printed legal material for the McHenry County Law Library and publication for the judges of the 22nd Judicial Circuit.
- D. Vendor shall demonstrate that the McHenry County Law Library and the Office of Court Administration shall be able to make purchase of publications, and amounts of publications purchased.
- E. Vendor shall demonstrate that neither the McHenry County Law Library nor the Office of Court Administration will be bound to purchase printed material, which are unrequested by the customer.
- F. Vendor shall provide projected release dates on all new publications.
- G. Vendor shall provide end-user training at the McHenry County Government Center on an annual basis.
- H. Vendor shall provide such additional technical and research support for the period of the contract.
- I. Billing to the McHenry County Law Library for online legal research must be on a monthly basis with twelve (12) installments.
- J. Any publications ordered by the McHenry County Law Library shall be billed when publications have been ordered by the Law Library, and after said publications have been received by the Law Library. Publications will not be billed in monthly installments and will not be commingled with billing for online legal research.
- K. Billing to Court Administration for online legal research must be on a monthly basis with twelve (12) installments.
- L. Any publications ordered by Court Administration shall be billed when publications have been ordered by Court Administration, and after said publications have been received by Court Administration. Publications will not be billed in monthly installments and will not be commingled with billing for online legal research.



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GENERAL INFORMATION

Definition: Request for Proposal (RFP) is a method of procurement permitting discussions with responsible Professionals prior to negotiation of a contract. Qualifications will be opened and evaluated in private. Selection will be based on the criteria set forth herein.

Receipt and Handling of Qualifications: Qualifications shall be opened in private by the Evaluation Committee to avoid disclosure of contents to competing Professionals.

The Evaluation Committee may conduct interviews with and/or require presentations, as set forth above in the Schedule of Events, of the Professionals who submit acceptable or potentially acceptable Qualifications. Such Professionals shall be accorded fair and equal treatment with respect to any opportunity for interviews. During such interviews, the Evaluation Committee shall not disclose any information derived from one submittal to any other Professional. The County shall evaluate the Professionals submitting Qualifications, considering qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the Professional, approach to the project, ability to furnish the required services, and such other qualification-based factors as the County may determine in writing are applicable.

Negotiations:

The County shall prepare a written description of the scope of the proposed services to be used as a basis for negotiations and shall negotiate a contract with the highest qualified Professional at compensation that the County determines in writing to be fair and reasonable. In making this decision the County shall take into account the estimated value, scope, complexity and professional nature of the services to be rendered.

If the County is unable to negotiate a satisfactory contract with the Professional which is most preferred, negotiations with that Professional shall be terminated. The County shall then begin negotiations with the contractor(s) which are next preferred.

If the County is unable to negotiate a satisfactory contract with that Professional, negotiations with that Professional shall be terminated. The County shall then begin negotiations with the Professional which is next preferred.

If the County is unable to negotiate a satisfactory contract with any of the selected Professionals, the County shall re-advertise the project based on a re-evaluation of the architectural, engineering, or land surveying services requested, including the estimated value, scope, complexity, and fee requirements.

Notice of Unacceptable Submittal:

When the Evaluation Committee determines a Professional's Qualifications to be unacceptable, such Professional shall not be afforded an additional opportunity to supplement its Qualifications.

Waiver of Irregularities:

McHenry County reserves the right to reject any or all Qualifications, to waive irregularities, and to accept that Qualification which is in the best interest of the County. Any such decision shall be considered final.



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AWARD

Award shall be made by the McHenry County Board to the most responsive and responsible contractor whose proposal is determined to be the most advantageous to the County, taking into consideration price and the evaluation criteria set forth herein below.

CRITERIA for SELECTION

The following criteria and point system shall be used by the selection team to determine the firm or individual(s) most qualified and best suited to perform the work:

1. Qualifications & Experience (50 points)
Contractor's capability in all respects to perform fully the contract requirements. This includes the contractor's experience with projects of similar nature, size, complexity, and requirements as the County.
2. Cost (15 points)
This refers to the proposed price for the products and services listed in the RFP
3. Compliance with RFP (30 points)
This refers to the adherence to all conditions and requirements of the RFP
4. References (5 points)

Total 100 points



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MANDATORY PAGE
PROPOSAL FORM

We, _____, propose to provide the requested services according to the requirements of this Request for Proposal. We also certify that this written proposal is valid for 120 days from the day of this proposal and the attached information is received and filed by the County of McHenry.

	Yr 1 9/22/24-9/21/25	Yr 2 9/22/25-9/21/26	Yr 3, optional, 9/22/26-9/21/27	Yr 4, optional, 9/22/27-9/21/28
Monthly Cost to provide on-line access to databases for judges, attorneys, non-judicial staff	\$	\$	\$	\$
Monthly Cost to provide online access to databases for patron access of the McHenry County Law Library	\$	\$	\$	\$

List any Exceptions to this RFP:



MANDATORY PAGE

REFERENCES

Please list a minimum of three (3) up to five (5) references, other than McHenry County, you have done similar work, service, or supplied similar products to within the last twelve (12) months. E-mail addresses are required. It is the vendor's responsibility to ensure references respond as required.

- Entity: _____
Address, City, State, Zip: _____
Telephone Number: _____ Contact Person: _____
Email Address: _____

- Entity: _____
Address, City, State, Zip: _____
Telephone Number: _____ Contact Person: _____
Email Address: _____

- Entity: _____
Address, City, State, Zip: _____
Telephone Number: _____ Contact Person: _____
Email Address: _____

- Entity: _____
Address, City, State, Zip: _____
Telephone Number: _____ Contact Person: _____
Email Address: _____

- Entity: _____
Address, City, State, Zip: _____
Telephone Number: _____ Contact Person: _____
Email Address: _____



MANDATORY PAGE
CERTIFICATIONS PAGE

- I acknowledge to have read, understand, and agree to the **Bid or Request Documents** Provided for this Bid or Request as posted on McHenry County's Website Yes
- I acknowledge to have read, understand, and agree to the policies contained within the **McHenry County Purchase Ordinance**, amended November 1, 2023 Yes
- I acknowledge I have read, understand, and agree to the **Standard Terms and Conditions** provided for this Bid or Request as posted on McHenry County's website. Yes
- I acknowledge to have read, understand, and agree to any and all **Addenda** provided for this Bid or Request as posted on McHenry County's website. Yes
- I acknowledge there to be **_SEVEN_ (_7_) Mandatory Documents** including: References Page, Certification Page, Signature Page, W-9, Vendor Information Form And Proposal Form (2 Pages) in addition to your submission as described within Work And Specifications. Yes
- Submitter certifies it has not been barred from contracting with a unit of State or Local Government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended. Yes
- Vendor certifies it is aware that all contracts for the Construction of Public Works are subject to the **Illinois Prevailing Wage Act** (820 ILCS 130/1-12) and this Bid or Request Is Subject to, Is NOT Subject to the Illinois Prevailing Wage Act. Yes
- Vendor acknowledges this Bid or Request Is Subject to, Is NOT Subject to the **Employment of Illinois Workers in Public Works Act** (30 ILCS 570/3) and will comply with the requirements set forth in this Act. Yes
- I acknowledge this Bid or Request Requires, Does NOT Require a **Bid Bond** Bid Security (if applicable) shall be in an amount equal to at least ten percent (10%) of the amount of the Bid except for the Division of Transportation, which should be at least five percent (5%). Yes
- I will include my **W-9 as a Mandatory Page** Requirement for this Bid or Request. Yes
- I will include my **Status of Ownership Page** Requirement for this Bid or Request. Yes



MANDATORY PAGE
SIGNATURE PAGE

- State full names, titles and addresses of all responsible principles and/or partners below and/or Authorized Negotiators:

Name and Title: _____

City, State and Zip Code: _____

Telephone Number: _____ Email: _____

Name and Title: _____

City, State and Zip Code: _____

Telephone Number: _____ Email: _____

- I have carefully examined the Bid or Request, Scope of Work, Specifications, and any other documents accompanying or made part of this Bid or Request. I hereby propose to furnish the goods or services specified. I agree my proposal will remain firm for a period of up to 120 days from the Due Date in order to allow the County time to evaluate the qualifications submitted. I verify all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify I am duly authorized to submit on behalf of the firm as its act and deed, and the firm is ready, willing, and able to perform if awarded the contract. I further certify, under oath, this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service. No officer, employee or agent of the County of McHenry or any other proposer is interested in said proposal and the Undersigned executed this Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Individual/Company/Corporation: _____

Business Address: _____

City, State and Zip Code: _____

Printed Name and Title: _____

Signature: _____ **Date:** _____

Telephone Number: _____ Email: _____

Witness Printed Name: _____

Witness Signature: _____ **Date:** _____

End of Document