

onlinelegalresearch addendum1-2023  
Supreme Court of Virginia  
Office of Executive Secretary  
Fiscal Services/ Purchasing Department  
100 North Ninth Street  
Richmond, VA 23219

July 18, 2023

## ADDENDUM NUMBER I TO ALL BIDDERS

Request for Proposals:	RFP #111:23-0005
Commodity Title:	Online Legal Research
Issue Date:	May 31, 2023
Issuing Body:	Supreme Court of Virginia
Due Date/Time:	August 17, 2023 @ 3:00 p m

Answers to questions concerning this request for proposal submitted by the deadline date of July 11, 2023 follow:

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**Please note:** Unlike an Invitation for Bids (IFB), a Request for Proposals (RFP) is a more general statement of what a government entity wishes to purchase, and it invites the offerors to propose different ways of providing the services or product sought. So, while an RFP might specify the content and functionality of the online legal research services to be provided, each OFFEROR should determine what they think is the best response and include those specifications in their final offer. During an RFP process, the government entity should not be relied upon to provide the content for "how" the offeror intends to provide the service.

- **Section 4.1 Specific Proposal Instructions (Page 11)**—The solicitation (Under Part 3, “Specific plans for providing the proposed services”) requests that offerors indicate “whether hard and electronic copies may be purchased separately and if so at what cost”.

**Please delete Section 4.1. 3.d on page 11 of the RFP that reads as follows: “For treatises and legal encyclopedias, please indicate whether hard and electronic copies may be purchase separately and if so at what cost.”**

- Is SCVOES interested in receiving information regarding print subscriptions at this time?  
NO
- If so, can SCVOES please provide information regarding the specific titles it needs and the number of copies required for each title? **No longer applicable.**

If not, is the SCVOES seeking an explanatory statement that all available/applicable print titles are available through the online legal research solution? **No longer applicable.**

- **Section 4.2 General Instructions (Page 11)**—Part A under Section 4.2 (RFP Response) indicates that contractors are to submit an electronic copy (via thumb drive) of their proposal in Microsoft Word or Excel format. Some of the documents that offerors must submit with their response are available in Adobe PDF format only (e.g., license agreements, signed documents). As such, to simplify the submission process, would it suffice for offerors to provide SCVOES with their complete electronic response in Adobe PDF format? **Adobe PDF format is acceptable.**
- **Section 4.2 General Instructions (Page 13)**—Part C of Section 4.2 (Oral Presentation/Demonstration) indicates that the court plans to hold demonstrations with the highest two (2) rated offers. This section does not indicate whether the demonstrations will take place live and onsite or virtually via web conferencing tools. For this offeror’s solution, a live, onsite demonstration would provide an optimal experience to all court employees. Would the court consider allowing vendors to give a live, onsite demonstration?

**Yes, offerors may give onsite demonstrations.**

- **Section 4.3 Acceptance of Proposals for Evaluation (Page 13)**—The solicitation indicates that offerors are to submit printed responses (1 original, 6 originals, and a thumb drive) by the submission deadline. Given that contractors may be working toward green initiatives such as maintaining carbon neutrality and reducing emissions from travel and shipping, in addition to the court’s request to prepare proposals “simply and economically” (RFP 4.2, B), will the court permit vendors to submit responses electronically (via email), rather than print and ship hard copies?

**Currently, the Supreme Court is unable to accept paperless sealed proposals. Failure to provide proposal in the requested format will result in your proposal being declared non – responsive and not considered for award.**

- **Section 4.4 Cancellation of Request for Proposal**—Section 4.4 states that “the bidder must acknowledge SCVOES’ right to cancel the RFP”. Do offerors need to include this statement in their proposal submission? If so, where should this statement be placed? **You can place this acknowledgement is your response to the terms and conditions. There is no set place this needs to be acknowledged.**
- **Attachment C Checklist of RFP Bidder Submission (Page 36)**—The page numbers indicated in the Attachment C Checklist do not entirely align with the page numbers for the indicated sections. For example, Item 1 (RFP Cover Sheet) references pages 4-5, though the item in question is on Page 4 only. This offeror wants to ensure that our solicitation packet is complete. **The RFP document is complete. Please note Attachment C is a guide only.**
- Will the court please revise these page numbers to match the solicitation or provide any missing pages to all offerors? See attached corrected Attachment C.
- Section 4.2 on page 11 requires copies of the proposal on a thumb drive in MS Word or Excel formats. Will SCVOES also allow documents in PDF format, which is helpful especially for signature pages appearing within the proposal? **SCVOES will accept documents in PDF format.**
- Attachment B on page 35 lists Sept. 26 as the date for demonstrations and oral presentations. But the attachment also indicates the date is subject to change. We want to prepare and make sure staff are available to provide the demonstration. Does SCVOES anticipate the date will change? **The demonstration and oral presentations date was provided as a reference point and cannot be guaranteed. However, SCVOES will endeavor to request presentations and demonstrations**

**from potential service providers in proximity to the September 26<sup>th</sup> timeframe.**

- To help us understand the Judicial Branch’s current solution, please confirm, which version of Westlaw are you using: Edge, Precision, or other version?

**Westlaw Edge.**

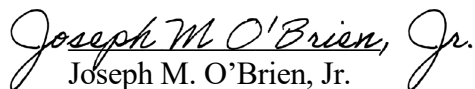
- Section 4.1(4) on page 11 says the following about the Attachment D price schedule: “PLEASE NOTE THAT OTHER PRICING FORMAAREACCEPTABLE.” This appears to be a typo, and we’re unclear of its meaning. However, Attachment C, item 11, indicates, “Pricing schedules submitted in other formats will be evaluated.” Please confirm, is pricing required in the format of Attachment D? Will SCVOES allow offerors to include pricing in any format they deem appropriate?

**Section 4.1 (4) on page 11 about Attachment D should read “PLEASE NOTE THAT OTHER PRICING FORMATS ARE ACCEPTABLE.” Pricing in the format of Attachment D is not required and offerors may provide pricing can be provided in any format the offeror deems appropriate.**

- In addition to items the RFP requests, we can provide access to other content, features and solutions that complement your online legal research solutions. May we propose these, along with their pricing, as optional add-on components for your consideration during the term of the contract? **Yes, you may propose other content, features, solutions and optional add – on components and pricing.**

A signed acknowledgement of this addendum should be received by the issuing agency indicated on the face of the request for proposal either prior to the request for proposal response date and time or attached to the signed offer response. Signature on this addendum does not substitute for your signature on the original Request for Proposal document. The original Request for Proposal must be signed.

07-18-23

  
Joseph M. O'Brien, Jr.  
Purchasing Administrator

Name of Firm: \_\_\_\_\_

Signature & Title: \_\_\_\_\_

Date: \_\_\_\_\_

<p><b>ATTACHMENT C (corrected): CHECKLIST OF RFP</b></p> <p><b>OFFEROR SUBMISSION</b></p>
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The following checklist is offered as a guide to Offerors in preparing their RFP response.

✓	#	Item	Page
	1	RFP Cover Sheet (“Offeror Information”) – Completed and with inked signature?	4
	2	Part III- Statement of Needs reviewed and understood?	6 - 10
	3	Part IV Proposal Preparation and Submission	11 - 14
	4	Part 4.1 - Have all requirements of the Specific Proposal Instructions been addressed in your firm’s response to the RFP?	11
	5	Part 4.2 – A. General Instructions. Are the correct number of paper and electronic copies of the offeror’s RFP response provided?	11 - 12
	6	Part 4.2 – B, section 5 General Instructions: Have trade secrets/proprietary information been marked and noted as such as per Virginia Code?	12 - 13
	7	Part 4.3., section 2: Has the proposal address package been addressed correctly?	13 - 14
	8	Part VIII: General Terms & Conditions (T&C): Have these reviewed as well as T&C “8.1”: <i>Vendor Manual</i> ( <a href="http://www.eva.virginia.gov">www.eva.virginia.gov</a> )?	17- 24
	9	Part IX: Special Term & Conditions (T&C): Have these been completed /complied with? Part 9.8 “Identification of Bid/Proposal Envelope”	25 - 27
	10	Part X Special Terms and Conditions for Technology Services reviewed?	28
	11	Attachment D: Offeror Price Schedule Note: Pricing schedules submitted in other formats will be evaluated.	37
	12	Attachment E: Authorization to Conduct Business in the Commonwealth Has this attachment been completed?	38
	13	Attachment F: Have references been provided as requested?	39
	13	Have all attachments been cross-referenced to the main text?	
	14	Have receipt and acceptance of any RFP addenda been acknowledged in writing in the offeror’s RFP response?	
	15	Original and 6 copies of the proposal by 3:00 on August 17, 2023 Requested electronic copies (thumb drive) also included? Requested redacted paper copy also included Labeled and sealed? Mailed to proper address or hand delivered to Third Floor Purchasing Department?	

It is not intended as a substitute for reviewing the body of the RFP itself.