

## **SWC# 396 Legal Research Services** **Contract Information and Usage Instructions**

***\*\*\*The contact information and processes detailed in this document are subject to change at any time. Please go to <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/state-agencies-/statewide-contract-instruction--swc-.html> for the most up-to-date version of statewide contract usage instructions.***

**Contract Period:** This contract has a total five-year term, with the initial term being three years and the remaining two years consisting of optional one-year renewals.

**Contract Start Date:** 10/29/2019

**End Date:** 10/28/2023, with 1 renewal options remaining

**Summary/Background Information:** This contract is for online Legal Research Services & Solutions for all State agencies, local governmental units, public higher education institutions, and nonprofit institutions identified under T.C.A. 33-2-401 et seq. There are three suppliers on contract. Please see the "Picking a Supplier" section below for more information on the legal research databases, services, and solutions offered through this contract.

### **State Contact Information**

#### **Contract Administrator:**

Ellen Lipinski  
Category Specialist  
Central Procurement Office  
(615) 741-1174  
[Ellen.Lipinski@tn.gov](mailto:Ellen.Lipinski@tn.gov)

### **Supplier Contact Information:**

RELX Group ("LexisNexis")  
Edison Contract #64777  
Supplier #0000000698  
Gaurang Dave  
Phone: (202) 378-1018 or (202) 365-6548  
[Gaurang.Dave@Lnssi.com](mailto:Gaurang.Dave@Lnssi.com)  
PO Box 2314, Carol Stream, IL 60132

LexisNexis Risk Solutions FL Inc.  
Edison Contract #NV64776  
Supplier #0000172818  
Gaurang Dave  
Phone: (202) 378-1018 or (202) 365-6548  
[Gaurang.dave@Lnssi.com](mailto:Gaurang.dave@Lnssi.com)  
28330 Network Place, Chicago, IL 60673

Legal Research:  
Mark Eikenberry  
[Mark.eikenerry@lexisnexis.com](mailto:Mark.eikenerry@lexisnexis.com)

West Publishing Corp ("Westlaw")  
Edison Contract #64780  
Supplier #0000000600  
PO Box 64833, St. Paul, MN 55164  
24/7 Customer Support – 1-800-WESTLAW  
Primary Contact:  
John Perry  
Phone: (304) 610-5457  
[john.perry@thomsonreuters.com](mailto:john.perry@thomsonreuters.com)

**Emergency Call Procedures:** If you are unable to reach the contacts for West Publishing, please contact Customer Services at: 1-800-328-4880.

### **Usage Instructions:**

#### 1. Picking a Supplier and Product

There are three Suppliers on contract – RELX, LexisNexis Risk, and Westlaw. Each Supplier offers similar products and services, please review each Supplier's pricing list and options to decide which service(s) suit your agency's needs. Please review all contract documents for full descriptions before choosing a Supplier. Please contact Supplier contacts for questions or additional descriptions of each service provided.

#### **LexisNexis & RELX** [Click here for TN contract pricing information](#)

Most services are provided per agency, per user, and per month with optional add-on package(s).

#### **Westlaw** [Click here for TN contract pricing information](#)

Most services are provided based on a fixed monthly charge per user and have optional separately priced add-on libraries. The monthly price automatically escalates each year of

the contract.

## 2. Training and Support:

Both LexisNexis and Westlaw offer product training courses and materials. Please contact the Supplier contact, listed above, for more information on training and support services.

- LexisNexis Support Center <https://support.lexisnexis.com>
- Westlaw technical support and customer service  
<http://legalsolutions.thomsonreuters.com/law-products/support/>
- Westlaw user guides <http://legalsolutions.thomsonreuters.com/law-products/support/user-guides>

## **Requisition and Purchase Order Generation:**

For information on how to create a requisition and/or purchase order please reference our CPO Job Aids on the following page: <https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>. All orders are considered catalog items and will need to be processed using the **Special Requests** option. Special Requests will need to be tagged against the contract number, the Supplier ID number, and UNSPSC Code 80121609 Legal Research Services.

## **Billing and Payment Instructions:**

Net 45 Payments; Multiple contracts & Suppliers (see grid below)

The contractor shall submit an itemized invoice, with all necessary supporting documentation, to the state agency billing address provided in the PO. The invoice will also include only charges for service described in the PO. Once the agency is in possession of the invoice the timeframe for payment begins and the agency will then follow their normal procedures for invoice payment. If you have questions regarding invoices or payments, please refer to the pricing documents, contact the contract administrator, or contact the individual Suppliers.

There are two individual contracts established for LexisNexis services for the purpose of payment. Please refer to the grid below to ensure you utilize the correct contract, Supplier, and location.

<b>Lexis Nexis</b>	
<p><b>For Legal Research, News Research, and Public Records Solutions:</b>            RELX Group            28544 Network Pl            Chicago, IL 60673-1285            Contract # 64777            Supplier # 698</p>	<p><b>For Investigative and Risk Solutions:</b>            LexisNexis Risk Data Management            d.b.a. LexisNexis Risk Solutions            1000 Alderman Dr            Alpharetta, GA 30005            Contract # NV64776            Supplier # 172818</p>

<b>Westlaw</b>
<p><b>For all Westlaw Services:</b>            West Publishing Corp            PO Box 64833            Saint Paul, MN 55164            Contract #64780            Supplier #600</p>

**Asset and Inventory Management:** N/A

**Miscellaneous Information:**

Please note the attachment below detailing Westlaw's Imposition of penalty policy.

If you have any questions about this contract and the products or services covered, please contact the Contract Administrator listed on the first page these instructions.