

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

Current Contract Expiry Date: 10/28/2024

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:

Eve Whittenburg
Category Specialist
Central Procurement Office
(615) 253-3000
Eve.Whittenburg@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@Inssi.com
PO Box 2314, Carol Stream, IL 60132

LexisNexis Risk Solutions FL Inc.
Edison Contract #NV64776
Supplier #0000073374
Gaurang Dave
Phone: (202) 378-1018 or (202) 365-6548
Gaurang.dave@Inssi.com
28330 Network Place, Chicago, IL 60673

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:
Erin Dallas
Phone: (901) 620-9713
erin.dallas@thomsonreuters.com
Secondary Contact:
John Perry
Phone: (304) 610-5457
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.

Lexis Nexis

**For Legal Research, News Research, and
Public Records Solutions:**

RELX Group
28544 Network Pl
Chicago, IL 60673-1285
Contract # 64777
Supplier # 698

For Investigative and Risk Solutions:

LexisNexis Risk Data Management
d.b.a. LexisNexis Risk Solutions
1000 Alderman Dr
Alpharetta, GA 30005
Contract # NV64776
Supplier # 73374

Westlaw

For all Westlaw Services:

West Publishing Corp
PO Box 64833
Saint Paul, MN 55164
Contract #64780
Supplier #600

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.

Code of Federal Regulations

Title 15. Commerce and Foreign Trade

Subtitle B. Regulations Relating to Commerce and Foreign Trade

Chapter XI. National Technical Information Service, Department of Commerce (Refs & Annos)

Part 1110. Certification Program for Access to the Death Master File (Refs & Annos)

Subpart C. Penalties and Audits

15 C.F.R. § 1110.200

§ 1110.200 Imposition of penalty.

Effective: November 28, 2016

Currentness

(a) General.

(1) Any Person certified under this part who receives Limited Access DMF, and who:

(i) Discloses Limited Access DMF to any person other than a person who meets the requirements of § 1110.102(a)(1) through (3);

(ii) Discloses Limited Access DMF to any person who uses the Limited Access DMF for any purpose other than a legitimate fraud prevention interest or a legitimate business purpose pursuant to a law, governmental rule, regulation, or fiduciary duty;

(iii) Discloses Limited Access DMF to any person who further discloses the Limited Access DMF to any person other than a person who meets the requirements of § 1110.102(a)(1) through (3); or

(iv) Uses any such Limited Access DMF for any purpose other than a legitimate fraud prevention interest or a legitimate business purpose pursuant to a law, governmental rule, regulation, or fiduciary duty; and

(2) Any Person to whom such Limited Access DMF is disclosed, whether or not such Person is certified under this part, who further discloses or uses such Limited Access DMF as described in paragraphs (a)(1)(i) through (iv) of this section, shall pay to the General Fund of the United States Department of the Treasury a penalty of \$1,000 for each such disclosure or use, and, if such Person is certified, shall be subject to having such Person's certification revoked.

(b) Limitation on penalty. The total amount of the penalty imposed under this part on any Person for any calendar year shall not exceed \$250,000, unless such Person's disclosure or use is determined to be willful or intentional. For the purposes of this part, a disclosure or use is willful when it is a "voluntary, intentional violation of a known legal duty."

(c) Disclosure to a Certified Person. No penalty shall be imposed under paragraphs (a)(1)(i) through (iii) of this section on a first Certified Person who discloses, to a second Certified Person, Limited Access DMF, where the sole basis for imposition of penalty on such first Certified Person is that such second Certified Person has been determined to be subject to penalty under this part.

Credits

[81 FR 34892, June 1, 2016]

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Current through October 18, 2019; 84 FR 56093.

End of Document

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