



## THE COUNTY OF GALVESTON

**RUFUS G. CROWDER, CPPO CPPB**  
PURCHASING AGENT

**COUNTY COURTHOUSE**  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor, Purchasing  
GALVESTON, TEXAS 77550  
(409) 770-5371

**ERIN S. QUIROGA, MBA, CPPB**  
ASST. PURCHASING AGENT

May 21, 2025

Honorable County Judge  
And Commissioners' Court  
County Courthouse  
Galveston, Texas

**Re: RFP 25-036, Online Legal Research & Proprietary Database Services**  
**Contract #206869**

Gentlemen,

On March 7, 2025, proposals were opened for RFP 25-036, Online Legal Research & Proprietary Database Service. Two (2) proposals were received from the following companies:


- West Publishing Corporation  
Dba Thomas Reuters Eagan, MN
- RELX, Inc. dba LexisNexis Dayton, OH

After a thorough review of the submittals by the Evaluation Committee, West Publishing Corporation, dba Thomas Reuters and RELX, Inc. dba LexisNexis were both deemed qualified to be awarded the contracts and contract negotiations are requested to begin with these companies. The awards are requested as follows:

- West Publishing Corporation  
Dba Thomas Reuters Appendices A (District Attorney/Judiciary/Administration),  
B (County Law Library Patrol Access) and  
D (Books and Periodical Summary)
- RELX, Inc., dba LexisNexis Appendix C (Inmate Services Access)

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

  
Rufus G. Crowder, CPPO, CPPB  
Purchasing Agent

## Dickey, Tammy

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**From:** Perez, Jacquelyn  
**Sent:** Tuesday, May 20, 2025 4:17 PM  
**To:** Dickey, Tammy  
**Subject:** FW: RFP 25-036 Online Legal Research & Proprietary Database Eval Sheet  
**Attachments:** Online Legal Access RFP 2026.xlsx; RFP 25-036 Online Legal Research Eval Packet 2025.pdf

Good Evening,

Please see the decision the departments made for RFP 25-036 Online Legal Research and Proprietary Database Services.

Thank you,

Jacquelyn Perez  
Buyer  
Galveston County Purchasing Department  
722 Moody, 5th Floor  
Galveston, TX 77550  
409.770.5371

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**From:** Johnson, Aaron <Aaron.Johnson@galvestoncountytexas.gov>  
**Sent:** Tuesday, May 20, 2025 12:26 PM  
**To:** Perez, Jacquelyn <Jacquelyn.Perez@galvestoncountytexas.gov>  
**Subject:** RE: RFP 25-036 Online Legal Research & Proprietary Database Eval Sheet

Jack Roady (DA) and Cody Schlageter (Sheriff) were the only ones available today for evaluation.

I've attached the score sheets, signature page and cost outlook.

Here is what we are proposing for approval:

Appendix A: Westlaw Precision with Co-Counsel  
Appendix B: Westlaw Edge Patrol Access  
Appendix C: Lexis Nexis Inmate Access  
Appendix D: Westlaw Books

General consensus was Westlaw was the more professional and client centered presentation along with a better set of product options overall.

Aaron Johnson, Director  
Galveston County Personal Bond, Magistrate Court and Collections  
"Person First Success"  
TAPS President  
NAPSA Education Chair  
409-770-5437

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**From:** Perez, Jacquelyn <Jacquelyn.Perez@galvestoncountytexas.gov>  
**Sent:** Thursday, May 15, 2025 8:47 AM

Current Costs with Westlaw/LexisNexis 2025		2026 Costs based on RFP		2027	2028	2029	2030
Appendix A: Judges, DA, County and Admin	Westlaw 70 Atty/70 Non	Westlaw	Westlaw	Westlaw	Westlaw	Westlaw	Westlaw
	\$ 152,017.00	\$ 191,769.72	\$ 201,358.20	\$ 211,413.48	\$ 221,984.04	\$ 233,083.24	
Appendix B:	Lexis 6 Terminals	Westlaw	Westlaw	Westlaw	Westlaw	Westlaw	Westlaw
	\$ 44,954.00	\$ 41,724.00	\$ 43,810.00	\$ 46,000.00	\$ 48,300.00	\$ 50,715.00	
Appendix C:	Lexis 12 Terminals	LexisNexis	LexisNexis	LexisNexis	LexisNexis	LexisNexis	LexisNexis
	\$ 12,474.00	\$ 12,000.00	\$ 12,634.00	\$ 12,984.00	\$ 13,373.00	\$ 13,774.00	
Appendix D:	Westlaw - Court/Library/Probate	Westlaw	Westlaw	Westlaw	Westlaw	Westlaw	Westlaw
	\$ 28,032.00	\$ 28,032.00	\$ 29,433.00	\$ 30,905.00	\$ 32,450.00	\$ 34,073.00	
TOTAL:		\$ 237,477.00	\$ 273,525.72	\$ 287,235.20	\$ 301,302.48	\$ 316,107.04	\$ 331,645.24

5% Per Year      5% Per Year      5% Per Year      5% Per Year

5/20/25

Online Legal Research and Proprietary Database Services - RFP #25-036, Opened Friday, March 7, 2025; 2:00 P.M.


Personal Bond, Magistrate Court and Collections Department

Evaluator Name (printed): Cooley Schlegel Evaluator Signature: [Signature] Date: 5/20/25

# Galveston County - Purchasing Department Proposal Tabulation Worksheet

Online Legal Research and Proprietary Database Services - RFP #25-036, Opened Friday, March 7, 2025; 2:00 P.M.

Personal Bond, Magistrate Court and Collections Department

Grading		30%		30%		20%		10%		10%		100.00%	
		Cost of Products & Services: Galveston County will evaluate the pricing portion of submitted proposals for reasonableness, completeness, and realism as appropriate. Each proposer's cost will be evaluated in terms of the following which are equal in importance.		Product Offerings: The maximum points will be given relative to the amount and detail of the requested services and products mentioned herein. Also, end-user "ease of use" with the online database services within the County will be a factor.		Technical Support and Customer Service Personnel: The proposer shall provide detail showing the key personnel proposed to ensure compliance with this request. For the key personnel identified, the proposer shall provide the following:		Experience: The proposer shall provide a narrative description of their firm's experience in providing the requested services as a minimum, the narrative should describe the on-site training and on-line training. Ease of access to training as well as the range of experience in providing the services.		Training: The proposer will be evaluated with regard to the availability of training as requested.		Total Score	
West Publishing Corp dba West, Thomas Reuters	✓	15	#DIV/0!	30	0.00	20	0.00	10	0.00	10	0.00	95	#DIV/0!
RELX, Inc. Lexis Nexis a Division of RELX, Inc.	✓	25	#DIV/0!	10	0.00	15	0.00	10	0.00	7	0.00	67	#DIV/0!
Ford Audio-Video Systems, LLC													
Nordest Technologies													
Academy Technologies, Inc.													
Justice AV Solutions													
Enlight One Corp dba E1 Audio Visual Technologies													

Evaluator Name (printed): Jack Romano Evaluator Signature: [Signature] Date: 5/20/25

**SPECIAL PROVISIONS**

**REQUEST FOR PROPOSAL  
ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES  
GALVESTON COUNTY, TEXAS**

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**SPECIAL PROVISIONS**  
**REQUEST FOR PROPOSAL**  
**ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES**  
**GALVESTON COUNTY, TEXAS**

The General Provisions and the Special Provisions of this Request for Proposal and the Exhibits attached hereto are made a part of this agreement between the Parties. In the event of a conflict between the General Provisions and the Special Provisions, the terms of the Special Provisions shall control.

\*\*\*\*The Galveston County Purchasing Department utilizes Bonfire Interactive to distribute and receive bids and proposals in an electronic format via an online portal. Potential Bidders must register through the online portal to participate electronically.

“Walk-in” or “mailed-in” proposal submittals are still allowed, however, Bidders are strongly encouraged to submit their proposals online via Galveston County’s e-Procurement Portal located at <https://galvestoncountvtx.bonfirehub.com/>. Please see Item E, SUBMISSION INSTRUCTIONS, for further details.

**A. PURPOSE**

The County of Galveston is seeking a vendor or vendors to provide online legal research and proprietary database services for Galveston County’s use. The Galveston County Commissioners’ Court reserves the right to issue contracts to one or more vendors to ensure compliance and acceptable solutions to the County’s needs.

**B. EXCEPTIONS**

Any exceptions to these solicitation conditions should be listed on a separate sheet of paper, attached to respondent’s submittal, and submitted with response at the specified date and time of the solicitation opening.

**C. BACKGROUND**

The online legal research and proprietary database service is responsible for providing legal advice and representation to the County of Galveston departments and appointed and elected officials, members of the visiting public and inmates in the county jail. This representation covers a wide variety of practice areas including, but not limited to criminal law, civil litigation, appellate practice, real estate, pension/tax, personal injury, workers’ compensation, transportation, labor, common carrier, environmental, procurement, employment discrimination, construction, government contracts, labor and employment, joint development, eminent domain, civil rights, insurance, police activity, FMLA, HIPAA, and ADA.

Accordingly, the County of Galveston has an ongoing requirement to access online legal research services covering federal, state, municipal, and local laws and regulations and other statutes, codes, regulations, ordinances, published and unpublished court opinions, and the decisions, opinions, legal advice and commentary of numerous official and unofficial entities and individuals in a variety of formats as well as secondary legal resources such as treatises, hornbooks, digests, continuing legal education materials and other legal analysis and guidance. This will also include the ability to run background and financial checks based upon request from the local judiciary.

**D. PROCUREMENT TIMELINE**

A timeline for this solicitation and initial process is included below. Galveston County reserves the right to change these dates and will notify Respondents of any changes:

Advertise Solicitation (first date of publication)	Tuesday, February 04, 2025
Advertise Solicitation (second date of publication)	Tuesday, February 11, 2025
Deadline for Questions & Inquiries	Wednesday, February 19, 2025, by 5:00 PM CST
Submission Deadline / RFP Opening	Friday, March 7, 2025, at 2:00 PM CST

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**GALVESTON COUNTY, TEXAS**

Interested parties may attend the Friday, March 7, 2025, 2:00 PM CST bid opening virtually by using the following link:

Join from the meeting link:

<https://galvestoncountytexas.webex.com/galvestoncountytexas/j.php?MTID=mc180f972ed9b06e0f271eba70672184a>

Join by meeting number

Meeting number (access code): 2488 667 4292

Meeting password: 25-036 (250036 when dialing from a video system)

Tap to join from a mobile device (attendees only)

+1-415-655-0001,,24886674292## US Toll

Join by phone

+1-415-655-0001 US Toll

Global call-in numbers

Join from a video system or application

Dial 24886674292@galvestoncountytexas.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

**E. SUBMISSION INSTRUCTIONS:**

Galveston County Purchasing Department utilizes Bonfire Interactive to distribute and receive bids and proposals in an electronic format via an online portal. Potential Bidders must register through the online portal to participate electronically. "Walk-in" or "mailed-in" (see instructions below) proposal submittals are still allowed, however, **Bidders are strongly encouraged to submit their proposals online via Galveston County's e-Procurement Portal located at <https://galvestoncountytexas.bonfirehub.com/>**

Registration is currently open and free to the public. Once registered, suppliers will receive automatic email notifications of project opportunities based on the NIGP commodity codes selected by the vendor. Potential Bidders should visit the link below and click on the New Vendor Registration tab to register your business:  
<https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>

There is no cost to register as a vendor.

**INSTRUCTIONS FOR "WALK-IN" SUBMITTALS ONLY**

One (1) unbound original proposal and two (2) proposal copies must be submitted no later than 2:00 PM CST, on Friday, March 7, 2025:

**Rufus G. Crowder, CPPO CPPB**  
**Purchasing Agent**  
**County of Galveston**  
**722 Moody Avenue (21<sup>st</sup> Street), Fifth (5<sup>th</sup>) Floor**  
**Galveston, TX 77550**

The time stamp clock located in the Purchasing Agent's office shall serve as the official time keeping piece for this solicitation process. Any proposals received after 2:00 PM CST on the specified date will be returned unopened.

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**GALVESTON COUNTY, TEXAS**

Proposal Specifications can be obtained at the office of the Galveston County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody, (21<sup>st</sup> Street), Floor 5, Purchasing, Galveston, Texas 77550, or by visiting the Galveston County website @ <https://www.galvestoncountytexas.gov/county-offices/purchasing>

**E. PROPOSAL SURETY**

A surety/bid bond is not a requirement of this solicitation.

**F. PERFORMANCE AND PAYMENT BONDS**

Performance and Payment Bonds are not requirements of this solicitation.

**G. BEST AND FINAL OFFERS (BAFO)**

The Best and Final Offer process is applicable to this solicitation.

**H. DAVIS-BACON WAGE RATES**

Davis-Bacon Wage Rates are not requirements for this bid.

**I. PERSONNEL TO CONTACT**

Respondents desiring an explanation or interpretation relative to this solicitation must request it in writing. Oral explanations or instructions will not be binding. Any information given to a Respondent, which in the opinion of the County affects all Respondents or would be prejudicial to other Respondents if not communicated, shall be furnished to all Respondents as an addendum to the solicitation. Respondents **must** direct all inquiries to the following:

**Rufus G. Crowder, CPPO CPPB**  
**Purchasing Agent**  
**722 21<sup>st</sup> Street (Moody)**  
**Galveston, Texas 77550**  
**e-mail: [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us)**

Respondents must e-mail their requests (with the subject line “**Online Legal Research and Proprietary Database Services – RFP 25-036, Questions**”) for additional information and/or clarification to the address listed above. The request must include the Responder’s name and the solicitation number and title.

Any request for additional information or clarification must be received in writing no later than ten (10) calendar days prior to the solicitation due date. Late requests or those not delivered to the proper address may not receive a reply. Respondents shall not attempt to contact the County by any other means. The Purchasing Agent shall post the answers on the County website from the procurement web page and via addendum.

The County will issue responses to inquiries and any other corrections or amendments, it deems necessary, in the form of a written addendum, issued prior to the solicitation Submission Deadline / Solicitation Opening date. The County, at its sole discretion, may not issue a response to an RFI submittal. Respondents should not rely on any oral or written representations, statements, or explanations, other than those made in this solicitation or in any written addendum to this solicitation. Where there appears to be conflict between the solicitation and any issued addenda, the last addendum issued will prevail.

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**GALVESTON COUNTY, TEXAS**

Addenda will be posted and made available on the County's procurement web page. **It is the Responder's sole responsibility to ensure receipt of all addenda prior to submitting its response.** All Respondents should check the County's procurement web page for all addenda prior to submitting a response. The County's procurement web page is located at <http://www.galvestoncountytexas.gov/county-offices/purchasing>

The Respondent must acknowledge the receipt of all addenda on the forms provided. In the event a Responder fails to acknowledge receipt of such addenda, the County may, at its sole discretion, determine that such failure to acknowledge any or all addenda does not materially affect the solicitation and waive the acknowledgment of one or more addenda.

Respondents who submit inquiries *after* the deadline date for receipt of questions indicated on the Procurement Timeline, risk that its response in the procurement will not be responsive or competitive because the County is not able to respond before the solicitation receipt date or in sufficient time for the Responder to prepare a responsive or competitive submittal.

All questions and responses as posted on the County website pertaining to this solicitation are considered an addendum to, and part of, this solicitation. Each Responder shall be responsible to monitor the County website for new or revised solicitation information. The County shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the solicitation or formally issued as an addendum by the Purchasing Agent.

**J. PROGRAM ADMINISTRATION & CONTRACT MANAGEMENT**

The Program Administrator/Contract Manager that will manage the work to be performed under the resultant contract for the purpose of this solicitation is:

**Aaron Johnson**  
**Galveston County Personal Bond, Magistrate Court and Collections**  
**722 21<sup>st</sup> St**  
**Galveston, TX 77550**

The Galveston County Commissioners' Court, and/or authorized designees will be responsible for negotiating with the successful Vendor the scope of work, the standards of performance, the specific technology provided, and the support services required for the proposed projects. All contractual amendments will be processed in accordance with Galveston County Purchasing Policies. Amendments will also be brought to Galveston County Commissioners Court for approval as deemed necessary. The approval process serves to ensure the project technology and/or service is within the scope of the resultant contract, that pricing meets the agreed-upon pricing methodology as specified in the contract, and that funds are available.

**K. REQUIREMENTS OF REQUEST FOR PROPOSAL**

Respondent shall provide one (1) single-sided original and two (2) single-sided hard copies of its response to the Purchasing Agent on or before the submission deadline specified herein. Font size is limited to no smaller than font size 11, except that organizational charts, other graphics, and footers may be as small as font size 9.

Respondents shall clearly indicate which project or projects are being submitted for consideration in their cover letter.

## **SPECIAL PROVISIONS**

### **REQUEST FOR PROPOSAL ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES GALVESTON COUNTY, TEXAS**

#### **L. INSURANCE**

Responder must submit, with its response, a current certificate of insurance evidencing coverage in the amounts specified below or greater. In lieu of submitting a certificate of insurance, Respondents may submit a notarized statement from an insurance company authorized to conduct business in the State of Texas guaranteeing that Respondent has such insurance. Provided however, that successful Respondent(s) shall be required to provide a current certificate of insurance to the Galveston County Purchasing Agent's Office before Respondent commences any work hereunder. **Insurance shall be placed with insurers having an A.M. Best's rating of no less than A.** Such insurance must be issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions ensuring the public from loss or damage that may arise to any person or property by reason of services rendered by Contractor.

**Galveston County shall be listed as an additional insured on each policy and all certificates of insurance and Contractor shall provide Galveston County with no less than thirty (30) calendar days prior notice of any changes to the policy during the contractual period.**

Certificates of Insurance, fully executed by a licensed representative of the insurance company written or countersigned by an authorized Texas state agency, shall be filed with the County Purchasing Agent within ten (10) calendar days of the execution of this Agreement as written proof of such insurance and further provided that Contractor shall not commence work under this Agreement until Contractor has obtained all insurance required herein, provided written proof as required herein, and received written notice to proceed issued from the County Purchasing Agent. **Failure to provide such evidence of insurance within the ten (10) calendar day period shall constitute an event of default.**

**Workers' Compensation Insurance.** Respondent shall carry in full force Workers' Compensation Insurance Policy(ies), if there is more than one employee, for all its employees, including but not limited to full time, part time, and emergency employees employed by the Contractor.

**Commercial General Liability.** Respondent shall carry in full force commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate. The Policy shall, minimally, cover liability for bodily injury, personal injury, and property damage.

**Business Automobile Liability.** Respondent shall carry in full force business automobile liability coverage with a combined bodily injury/property damage limit of not less than \$1,000,000 each accident. The policy shall cover liability arising from the operation of licensed vehicles by policyholder.

**Subrogation Waiver.** Contractor and Contractor's insurance carrier shall waive any and all rights to subrogation against Galveston County in regard to any suit or claim arising out of personal injury or property damage resulting from Contractor's performance under this Agreement.

#### **M. SCOPE OF WORK:**

This procurement covers access to 24 x 7 online legal research services accessible via the internet by County employees and appointed and elected officials used for legal research. This acquisition is to replace the County's current contract for legal research and maintenance services which ends on the year 2025.

This service should include unlimited access to the proposer's database at the same level of access and services being utilized listed under "Required Databases" found under Appendix A titled "DA/Judiciary/Admin", Appendix B titled "Public Access", and Appendix C titled "Inmate Services. The Required Databases also include access to secondary databases and research materials as listed individually within each appendix. Any databases not specifically named in the contract will be allowed to be negotiated and added onto the contract at a later time since there may be no way to currently know or understand other elected official or departmental needs for the future. Proposers must provide a list

## **SPECIAL PROVISIONS**

### **REQUEST FOR PROPOSAL ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES GALVESTON COUNTY, TEXAS**

of all databases that they will include in each section listed under Appendices A, B, and C which must provide the same level of legal research coverage for the practice of law in the United States – specifically, the State of Texas, including, but not limited to the legal practice areas detailed in the preceding paragraph, including the chronological scope of coverage of each database and the frequency with which each database is updated. Frequency of updates of Required and Additional Databases is of paramount importance.

Additional Databases, Material and Services, are sought for occasional use and reference. If discrepancies exist between the listing of services found in either Appendices A, B, or C and those offered by the proposer, the proposer must explain those discrepancies in detail. Proposers may offer additional databases or material as part of its offer, but it must explain in detail these additional services offered and whatever costs are incurred.

All accessible databases must include the ability to print and obtain documents via a variety of means including, the Internet, email, facsimile, and overnight shipment. All materials must be retrievable so that proper Blue Book legal citation formats can be used.

Periodicals and Books: Proposer must also provide an equivalent or comparable service to the list of law library periodicals/books provided to the proposer under Appendix D within the terms of a specified maintenance schedule as provided in the Resultant Contract.

The number of users and terminals requiring access to the District Attorney/ Judiciary/Admin services are six (6) to (9) terminals in the Law Library based upon pricing from vendors. Three (3) for Admin for PB/Coll (Judiciary- ten (10) judges, four (4) JP, and seventy-five (75) DA.).

In regards to Appendix C, Inmate Service Access, the current inmate population (ADP) with access to inmate services is 1,000. There are four (4) PCs with Dell/ Windows support.

#### **N. TRAINING**

Training must be available for new users at Galveston County places of business, and renewal training should also be available at requested at Galveston County places of business. There must be at least two (2) training sessions at Galveston County places of business within the first thirty (30) days of starting service at which time users can meet with a trainer individually or in groups.

Training is an essential component of usability of proposer's product and must be available in a manner for Galveston County staff to be able to easily avail themselves of training when needed.

Individual users must be able to avail themselves of continued legal research assistance and technical support from Galveston County worksites and from other locations where they may be accessing the online legal research services over the internet.

#### **O. SUPPORT**

Trained legal research personnel – attorneys or law librarians – must be available by phone 24/7/365 to provide support to end- users needing legal research assistance. Online chat support may also be provided, but telephonic support is essential. Technical support for software and connection problems must also be available 24/7/365 to Galveston County employees who have user IDs on the online legal research service.

#### **P. COST**

Any unit prices submitted by the proposer shall include all costs to the County, including the material, delivery, current freight rate, state tax, or any other cost.

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**GALVESTON COUNTY, TEXAS**

**Q. INVOICES:**

Invoices must be itemized indicating all materials and supplies used. Invoices must be submitted to:

Galveston County Auditor's Office  
Attn: Accounts Payable  
P.O. Box 1418  
Galveston, Texas 77553

Failure to submit invoices to the above address or failure to include the Purchase Order Number will result in delay in payment.

**Contractor must accept purchase order numbers for specified supplies, equipment, and/or services. Contractor shall not perform any work or release any supplies and/or equipment to any authorized representative of the County of Galveston unless a valid purchase order number issued by the office of the Galveston County Purchasing Agent accompanies the order or if vendor can comply with the provision as stated in the General Provisions, page 3, item 11, Procurement Card Program.**

**Payment for any items issued without prior receipt of a valid purchase order number may become the sole responsibility of the successful contractor.**

**R. EVALUATION AND SELECTION PROCESS**

The award(s) will be made to the responsible proposer(s) whose proposal is determined to be the best-evaluated offer demonstrating the best ability to fulfill the requirements set forth in this Request for Proposal. In awarding the contract, the Evaluation Committee may take into consideration the proposer's skill, capacity, experience, support capabilities, previous work record, costs, the necessity of prompt and efficient completion of work described in the proposal documents, or other factors considered relevant.

The requested services will be awarded primarily based on the evaluation criteria listed below as well as complying with the provisions as stated in the General Provisions, Item 18, Award of Proposals – Evaluation Criteria and Factors.

The County will evaluate qualifications according to factors which include, but may not be limited to the following:

**Experience - 10 Points Maximum**

The proposers shall provide a narrative description of their firm's experience in providing the services as requested. At a minimum, the narrative should describe the following:

- Number of years of firm's experience in providing the services requested;
- When the firm was formed (incorporated), and any predecessor names of the firm.

**Training - 10 Points Maximum**

The proposal will be evaluated with regard to the availability of training as requested made available to all end-users. Factors will include availability of on-site training and on-line training. Ease of access to training as well as the range of subjects covered will be considered.

**Product Offerings - 30 Points Maximum**

The maximum points will be given relative to the amount and detail of the requested services and products mentioned herein. Also, end-user "ease of use" with the online database services within the County will be a factor.

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**GALVESTON COUNTY, TEXAS**

**Research Resources:**

- **Required Databases:** whether the proposal demonstrates availability of the Required Databases, Materials and Services. The required databases must be available 24 hours a day, 365 days a year. Any proposer who cannot provide at least 97% availability of its databases, 24 hours a day, 365 days a year, may not be considered.
- **Additional Databases:** Proposals will also be evaluated on the availability of additional databases. If offered, additional databases must meet the same availability criteria as required databases.
- **Periodicals and Books:** Ability to provide the requested books and periodicals (current versions) as listed in Appendix D. This list is not exhaustive and can be amended at any time.

*The contract for these items may be provided for in a separate agreement.*

Please note that appendices can be awarded independently and there is no assumption the RFP is for one contract for all pieces.

**Technical Support and Customer Service Personnel Availability - 20 Points Maximum**

The proposer shall provide detail showing the key personnel proposed to ensure compliance with this request. For the key personnel identified, the proposer shall provide information that identifies the individual's education and overall years of experience to provide support for the requested services

**Customer Service:**

The proposal will be evaluated on the level of customer service provided to end-users and Galveston County's contact. Evaluation factors will include availability of 24-hour toll-free research and technical assistance and substantive knowledge of the customer service staff (i.e., whether law librarians and/or lawyers are available to provide legal search assistance and whether other experts are available for non-legal databases). AI help will not be considered appropriate.

**Cost of Products & Services: - 30 Points Maximum**

Galveston County will evaluate the pricing portion of submitted proposals for reasonableness, completeness, and realism as appropriate. Each proposer's cost will be evaluated in terms of the following which are equal in importance:

- Submittal of proposed prices. Failure to do so may necessitate rejection of the proposal;
- Any offer which is materially unbalanced may be rejected. An unbalanced offer is one which is based on prices that are significantly overstated for some items and understated for other items;
- The County will compare the price proposals to the County estimates and otherwise determine reasonableness by performing a price analysis if adequate competition exists; a cost analysis will be performed if adequate price competition does not exist, to ascertain whether or not the proposed price is fair and reasonable

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**SPECIAL PROVISIONS**

**REQUEST FOR PROPOSAL  
ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES  
GALVESTON COUNTY, TEXAS**

**S. REQUIRED DOCUMENTS CHECKLIST**

By signing here, the firm does hereby attest that it has fully read the instructions, conditions, and general and special provisions and understands them. **Proposer shall return this checklist with completed submittal.**

THE COMPANY OF: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FEIN (TAX ID): \_\_\_\_\_

The following documents shall be returned or confirmed with an "X" with solicitation submittals. Failure to do so may be ample cause for rejection of qualification submittal as non-responsive. It is the responsibility of the Proposer to ensure that Respondent has received all addenda.

Items:	Confirmed (X):
1. Required Documents Checklist (this page)	_____
2. Addenda Acknowledgement (if any)	#1_____ #2_____ #3_____ #4_____
3. One (1) original, two (2) copies of submittal,	_____
4. ATTACHMENT A - Vendor Qualification Packet	_____
5. ATTACHMENT B - Certification Reg. Debarment, Suspension, and Other Ineligibility	_____
6. ATTACHMENT C - Certification Regarding Lobbying Form	_____
7. ATTACHMENT D - Non-Collusion Affidavit	_____
8. ATTACHMENT E - Prohibition on Contracts with Companies Boycotting Israel	_____
9. ATTACHMENT F - Prohibition on Contracts with Certain Companies	_____
8. ATTACHMENT G - Information for Notice	_____
10. ATTACHMENT H - References	_____
11. Contract	_____

Person to contact regarding this qualification: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name of person authorized to bind the Firm: \_\_\_\_\_

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

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**SPECIAL PROVISIONS**

**REQUEST FOR PROPOSAL**  
**ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES**  
**GALVESTON COUNTY, TEXAS**

**APPENDIX A: REQUIRED DATABASE - DISTRICT ATTORNEY/JUDICIARY/ADMIN**

The listed databases should include all the statutory, regulatory, administrative, and judicial resources necessary for the practice of law in the State of Texas and the Federal Courts. Such Required Databases must include administrative agency decisions and regulatory materials for the State of Texas and the United States. All Required Databases must be updated within a time which is custom to the expectations within the field of legal practice. The Required Database must include access to:

<b><u>Federal Materials</u></b>
Federal Case Law
Federal Digests(Headnotes)
U.S. Supreme Court Cases since 1790
U.S. Courts of Appeals Cases since 1891
U.S. District Courts Cases since 1789
Federal Bankruptcy Courts Cases since 1979
Federal Claims Courts Cases since 1856
Military Appeals Courts Cases since 1951
U.S. Court of Veterans' Appeals Cases since 1989
U.S. Tax Courts Cases since 1924
<b><u>Federal Administrative Materials</u></b>
Code of Federal Regulations
Federal Register since 1981
United States Attorney General Opinions
Federal Agency Opinions & Releases
<b><u>Federal Legislative Materials</u></b>
Congressional Record since 1985
Federal Rules
Federal Rules Decisions Rules
Legislative History – U.S. Code since 1948
United States Code Annotated (USCA)
• USCA General Index
• USCA Popular Name Table
• USCA Table of Contents Service
• USCA Tables
United States Public Laws
• Historical United States Public Laws since 1973
U.S. Code Congressional and Administrative News

**SPECIAL PROVISIONS**

**REQUEST FOR PROPOSAL**  
**ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES**  
**GALVESTON COUNTY, TEXAS**

<b><u>Nationwide State Materials</u></b>
State Legislative Materials
State Statutes (Including Vernon's Texas Annotated Statutes)
State Statutes General Index
State Court Rules and Orders
State Legislative Service (current and historical)
<b><u>State Court Case Law</u></b>
State Court Cases
State Digests (headnotes)
KeyCite - Cite Checking Service
<b><u>State Administrative Materials</u></b>
State Administrative Codes
State Administrative Registers
State Attorney General Opinions
<b><u>Texas Graphical Statutes</u></b>
Texas Bill Text Archives
Texas Bill Track Summary Archives
Texas Bill Tracking
Texas Bill Tracking-Full Text
Texas Bills Archives
Texas Legislative History
Texas Legislative History Journals
Texas Legislative History Messages
Texas Legislative History Reports
Vernon's Texas Statutes-Annotated
Vernon's Texas Statutes Annotated Historical Versions
<b><u>Analytical Materials</u></b>
FormFinder Advantage (includes nationwide forms and analytical supporting content)
American Law Reports
American Jurisprudence
American Jurisprudence Proof of Fact
American Jurisprudence Trials
Corpus Juris Secundum (CJS)
West's Legal Forms

**SPECIAL PROVISIONS**

**REQUEST FOR PROPOSAL**  
**ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES**  
**GALVESTON COUNTY, TEXAS**

Causes of Action
State Practice Series
Restatement of the Law
Wright & Miller Federal Practice & Procedure
West's Federal Forms
Federal Procedure
Federal Procedure Forms
Handbook of Federal Evidence
Federal Jury Practice & Instruction
Law Reviews & Journals (nationwide)
<b><u>Texas Analytical Materials</u></b>
Texas Practice Series
Texas Practice Guide
West's Texas Forms
McDonald & Carlson Civil Practice
Stevenson's Legal Practice Forms
Texas Family Law Service
Texas Forms Legal & Business
Texas Jurisprudence
Texas Jurisprudence: Pleading & Practice
Texas Legal Practice Forms
<b><u>Texas Criminal Secondary Materials</u></b>
Am Jur Pleading and Practice Forms—Criminal
American Criminal Law Review
American Journal of Criminal Law
Arrest Law Bulletin
Capital Defense Journal
Champion
Closing Arguments
Complete Manual of Criminal Forms
Computer Crime and Technology in Law Enforcement
Constitutional Rights of the Accused
Corrections Compendium
Crime and Delinquency
Crime and Justice
Criminal Defense Ethics: Law and Liability

**SPECIAL PROVISIONS**

**REQUEST FOR PROPOSAL**  
**ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES**  
**GALVESTON COUNTY, TEXAS**

Criminal Justice Act Reports
Criminal Justice and Behavior
Criminal Justice News
Criminal Law Bulletin
Criminal Law Defenses
Criminal Law Forum
Criminal Law News
Criminal Practice Guides
Criminal Practice Manual
Criminal Practice Report
Criminal Procedure
Criminal Procedure Checklists, Fifth Amendment and Sixth Amendment
Criminal Procedure Handbook
Criminal Trial Techniques
Criminology and Public Policy
Department of Justice News Releases
Destruction of Evidence
Drinking and Driving Law Letter
Drinking/Driving Litigation—Field Sobriety Tests
Drinking/Driving Litigation: Criminal and Civil
Drinking/Driving Trial Notebook
Drug Testing Legal Manual
DUI: The Crime and Consequences in Tennessee
Everytrial Criminal Defense Resource Book
Examination of Witnesses
Eyewitness Identification: Legal and Practical Problems
Federal Criminal Restitution
Federal Criminal Rules Handbook
Federal Grand Jury: A Guide to Law and Practice
Federal Jury Practice and Instructions—Criminal
Federal Jury Practice and Instructions—Criminal Companion Handbook
Federal Postconviction Remedies and Relief Handbook with Forms
Federal Probation
Federal Sentencing Law and Practice
Federal Trial Handbook: Criminal
Hate Crimes Law
Ineffective Assistance of Counsel
Intoxication Test Evidence

**SPECIAL PROVISIONS**

**REQUEST FOR PROPOSAL**  
**ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES**  
**GALVESTON COUNTY, TEXAS**

Investigative Stops Law Bulletin
Journal of Criminal Justice
Journal of Criminal Law and Criminology
Jury Selection: The Law, Art, and Science of Selecting a Jury
Law Enforcement Employment Bulletin
Law of Confessions
Law of Electronic Surveillance
Law Officers' Bulletin
Manual on Recurring Problems in Criminal Trials
Military Criminal Law Evidence
Narcotics Law Bulletin
National Bulletin On Domestic Violence Prevention
New Criminal Law Review
Police Department Disciplinary Bulletin
Police Misconduct: Law and Litigation
Postconviction Remedies
Professional Responsibility in Criminal Defense Practice
Prosecutor
Prosecutorial Misconduct
Quinlan Law Enforcement Multi-base
Rights of Juveniles
Search and Seizure Bulletin
Search and Seizure Checklists
Search and Seizure: A Treatise on the Fourth Amendment
Search Warrant Law Deskbook
Searches and Seizures, Arrests and Confessions 2d
Substantive Criminal Law
Texas Criminal Jury Charges
Trial Objections Handbook 2d
ULA Model Penal Code
Uncharged Misconduct Evidence
Vehicle Search Law Deskbook
Wharton's Criminal Evidence
Wharton's Criminal Law
White Collar Crime
Winning Evidence Arguments
<b>Texas Municipal Practitioner Content</b>

**SPECIAL PROVISIONS**

**REQUEST FOR PROPOSAL**  
**ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES**  
**GALVESTON COUNTY, TEXAS**

American Land Planning Law	
American Law of Zoning	
Discretionary Land Use Controls: Avoiding Invitations to Abuse of Discretion	
Federal Land Use Law and Litigation	
General Municipal Law Forms, Clauses, and Checklists	
Government Takings	
Guide to Homeland Security	
Handling the Land Use Case, Land Use Law Practice and Forms	
Land Use Planning and Development Regulation Law	
Law of Municipal Corporations: Franchising	
Local Government Law	
Local Regulation of Adult Businesses	
Matthews Municipal Ordinances	
McQuillin Municipal Law Report	
McQuillin: The Law of Municipal Corporations	
Municipal Legal Forms	
Municipal Liability Law and Practice	
Nichols Legal Forms: Municipal	
Ordinance Law Annotations	
Private Activity Bond Tests	
Rathkopf's The Law of Zoning and Planning	
State and Local Government Debt Financing	
State and Local Government Land Use Liability	
Subdivision Law and Growth Management	
Zoning and Planning Deskbook	
Zoning and Planning Law Report	
Zoning Law Bulletin	
<b><u>Texas Court Documents &amp; Briefs</u></b>	
Texas Civil Jury Instruction Filings	
Texas Civil Trial Court Filings	
Texas State Civil Trial Court Orders	
Texas Briefs and Petitions Multi-base	
Texas Court of Appeals Briefs	
Texas Court of Criminal Appeals Briefs and Petitions	
Texas Supreme Court Briefs and Petitions	
U.S. Court of Appeals for the Fifth Circuit Briefs	
U.S. Supreme Court Briefs	

**SPECIAL PROVISIONS**

**REQUEST FOR PROPOSAL**  
**ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES**  
**GALVESTON COUNTY, TEXAS**

U.S. Court Joint Appendices
Petition for Writ of Certiorari to the U.S. Supreme Court

*End of Appendix A*

**SPECIAL PROVISIONS**  
**REQUEST FOR PROPOSAL**  
**ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES**  
**GALVESTON COUNTY, TEXAS**

**Appendix D - Books and Periodical Summary - (used currently)**

<b>Product Description</b>
Annotated Manual for Complex Litigation 4th
Avoiding and Defending Wrongful Discharge Claims
Civil Rights and Civil Liberties Litigation: The Law of Section 1983, 4th
Cooper, Hensley & Marshall's Texas Rules of Civil Procedure Annotated
Criminal Offenses and Defenses in Texas, 3d
Defense of Equal Employment Claims, 2d
Employment Law Checklists and Forms
Federal Civil Judicial Procedure and Rules
Federal Civil Rules Handbook
Federal Jury Practice and Instructions, 5th and 6th—Vols. 1-3C, Full Set
Johanson's Texas Estates Code Annotated
Kinkeade and McColloch's Texas Penal Code Annotated
McGehee's Texas Civil Practice and Remedies Codes Annotated
Pattern Discovery: Employment Discrimination, 2d
ProDoc Texas Family Law Library
ProDoc Texas Family Law PowerPack
ProDoc Texas Registration
PRODOC TX CHILD SUPPORT CALC FOR JUDGES
Sampson & Tindall's Texas Family Code Annotated with CD-ROM
Social Security Claims and Procedures, 6th
Texas Bound Session Laws
Texas Cases, 3d
Texas Civil Practice and Remedies Code
Texas Criminal and Motor Vehicle Code
Texas Criminal Procedure - Code and Rules
Texas Environmental Laws
Texas Estates Code
Texas Family Code
Texas Forms: Legal and Business
Texas Insurance Code
Texas Jurisprudence Pleading and Practice Forms
Texas Local Government Code
Texas Penal Code
Texas Practice Guide, Criminal Practice and Procedure
Texas Practice Guide, Family Law
Texas Practice Series Vol. 33, Handbook of Texas Family Law

**SPECIAL PROVISIONS**

**REQUEST FOR PROPOSAL  
ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES  
GALVESTON COUNTY, TEXAS**

Texas Practice Series Vol. 34, The Jury Charge in Texas Civil Litigation, 3d
Texas Practice Series Vol. 51, Texas Elder Law
Texas Practice Series Vols. 17 and 18, Probate and Decedents' Estates
Texas Practice Series Vols. 35-36A, County and Special District Law, 2d
Texas Practice Series Vols. 40-43B, Criminal Practice and Procedure, 3d
Texas Practice Series Vols. 7-8, Criminal Forms and Trial Manual, 11th
Texas Property Code
Texas Rules of Court - State
Texas Rules of Court - State, Federal, Local and Local Key Rules
United States Code Annotated (USCA)
Vernon's Texas Code Forms Annotated: Uniform Commercial Code, 4th
Vernon's Texas Rules Annotated - Civil Procedure, Evidence, and Appellate Procedure
Vernon's Texas Statutes and Codes Annotated
Vernon's Texas Statutes and Codes Annotated, Civil Articles 4414 to 5421c
West's Federal Practice Digest, 4th and 5th
West's Texas Digest, 2d
West's Texas Forms Vols. 16-18A, Family Law, 4th
West's Texas Law Finder

*End of Appendix D*

## SPECIAL PROVISIONS

### REQUEST FOR PROPOSAL ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES GALVESTON COUNTY, TEXAS

#### APPENDIX B: REQUIRED DATABASE: COUNTY LAW LIBRARY PATRON ACCESS

<b><u>Nationwide State Materials</u></b>
State Legislative Materials
State Statutes (Including Vernon's Texas Annotated Statutes)
State Statutes General Index
State Court Rules and Orders
State Legislative Service (current and historical)
<b><u>State Court Case Law</u></b>
State Court Cases
State Digests (headnotes)
KeyCite - Cite Checking Service
<b><u>State Administrative Materials</u></b>
State Administrative Codes
State Administrative Registers
State Attorney General Opinions
<b><u>Federal Materials</u></b>
Federal Legislative Materials
Congressional Record since 1985
Federal Rules
Federal Rules Decisions Rules
Legislative History – U.S. Code since 1948
United States Code Annotated (USCA)
• USCA General Index
• USCA Popular Name Table
• USCA Table of Contents Service
• USCA Tables
United States Public Laws
• Historical United States Public Laws since 1973
U.S. Code Congressional and
Administrative News
<b><u>Federal Case Law</u></b>
Federal Digests(Headnotes)

**SPECIAL PROVISIONS**

**REQUEST FOR PROPOSAL**  
**ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES**  
**GALVESTON COUNTY, TEXAS**

U.S. Supreme Court Cases since 1790
U.S. Courts of Appeals Cases since 1891
U.S. District Courts Cases since 1789
Federal Bankruptcy Courts Cases since 1979
Federal Claims Courts Cases since 1856
Military Appeals Courts Cases since 1951
U.S. Court of Veterans' Appeals Cases since 1989
U.S. Tax Courts Cases since 1924
<b><u>Federal Administrative Materials</u></b>
Code of Federal Regulations
Federal Register since 1981
United States Attorney General Opinions
<b><u>Analytical Materials</u></b>
American Law Reports
American Jurisprudence
American Jurisprudence Proof of Fact
American Jurisprudence Trials
West's Legal Forms
Causes of Action
State Practice Series
Restatement of the Law
Wright & Miller Federal Practice & Procedure
West's Federal Forms
Federal Procedure
Federal Procedure Forms
Handbook of Federal Evidence
Federal Jury Practice & Instruction
Law Reviews & Journals (nationwide)
<b><u>Texas Analytical Materials</u></b>
Texas Practice Series
Texas Practice Guide
West's Texas Forms
McDonald & Carlson Civil Practice
Stevenson's Legal Practice Forms
Texas Family Law Service

**SPECIAL PROVISIONS**

**REQUEST FOR PROPOSAL**  
**ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES**  
**GALVESTON COUNTY, TEXAS**

Texas Forms Legal & Business
Texas Jurisprudence
Texas Jurisprudence: Pleading & Practice
Texas Legal Practice Forms
<b><u>Texas Family Practitioner Content</u></b>
Aspatore
Bankruptcy and Domestic Relations Manual
Basic Legal Transactions
Child & Spousal Support Index
Child Custody Practice and Procedure
Children and the Law: Rights and Obligations
Determining Child and Spousal Support
Drafting Prenuptial Agreements
Equitable Distribution of Property
Family Law FormFinder
Legal Rights of Children
Qualified Domestic Relations Orders
Sampson and Tindall's Texas Family Code Annotated
Valuation of Divorce Assets, Revised Edition
<b><u>Texas Estate Planning Content</u></b>
ACTEC Law Journal
Advising the Elderly Client
Asset Protection: Domestic and International Law and Tactics
Bogert's Trusts and Trustees
Brown Georgia Pleading, Practice, and Legal Forms: Estate Planning and Probate
Durable Powers of Attorney and Health Care Directives
Elder Law FormFinder
Estate Planning for Farmers and Ranchers
Family Estate Planning Guide
Federal Taxation—Revenue Rulings
Irrevocable Trusts 3d
Koren—Estate, Tax, and Personal Financial Planning
Koren—Estate, Tax, and Personal Financial Planning Update
Law of Federal Income Taxation (Mertens)
Mertens Law of Federal Income Taxation—Estates and Trusts
Nichols Cyclopedia of Legal Forms: Estate Planning and Probate

**SPECIAL PROVISIONS**

**REQUEST FOR PROPOSAL  
ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES  
GALVESTON COUNTY, TEXAS**

Planning an Estate: A Guidebook of Principles and Techniques
Revocable Trusts 5th
Texas Estate Planning and Probate Texts
Will Contests, Second Edition

*End of Appendix B*

**SPECIAL PROVISIONS**

**REQUEST FOR PROPOSAL**

**ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES**

**GALVESTON COUNTY, TEXAS**

**APPENDIX C: REQUIRED DATABASE: COUNTY JAIL – INMATE SERVICES ACCESS**

Proposer's Required Databases should include all the statutory, regulatory, administrative, and judicial resources necessary for the practice of law in the State of Texas and the Federal Courts. Such Required Databases must include administrative agency decisions and regulatory materials for the State of Texas and the United States.

<b><u>Nationwide State Materials</u></b>
<i>State Legislative Materials</i>
State Statutes (Including Vernon's Texas Annotated Statutes)
State Statutes General Index
State Court Rules and Orders
State Legislative Service (current and historical)
<b><u>State Court Case Law</u></b>
State Court Cases
State Digests (headnotes)
KeyCite – Cite Checking Service
<b><u>State Administrative Materials</u></b>
State Administrative Codes
State Administrative Registers
State Attorney General Opinions
<b><u>Federal Materials</u></b>
<i>Federal Legislative Materials</i>
Congressional Record since 1985
Federal Rules
Federal Rules Decisions Rules
Legislative History – U.S. Code since 1948
United States Code Annotated (USCA)
• USCA General Index
• USCA Popular Name Table
• USCA Table of Contents Service
• USCA Tables
United States Public Laws
• Historical United States Public Laws since 1973
U.S. Code Congressional and
Administrative News

**SPECIAL PROVISIONS**

**REQUEST FOR PROPOSAL**  
**ONLINE LEGAL RESEARCH AND PROPRIETARY DATABASE SERVICES**  
**GALVESTON COUNTY, TEXAS**

<b><u>Federal Case Law</u></b>
Federal Digests(Headnotes)
U.S. Supreme Court Cases since 1790
U.S. Courts of Appeals Cases since 1891
U.S. District Courts Cases since 1789
Federal Bankruptcy Courts Cases since 1979
Federal Claims Courts Cases since 1856
Military Appeals Courts Cases since 1951
U.S. Court of Veterans' Appeals Cases since 1989
U.S. Tax Courts Cases since 1924
<b><u>Federal Administrative Materials</u></b>
Code of Federal Regulations
Federal Register since 1981
United States Attorney General Opinions
<b><u>Analytical Materials</u></b>
American Law Reports
American Jurisprudence
West's Legal Forms
West's Texas Forms
State Practice Series (including Texas Practice Series)

*End of Appendix C*