



**Boulder County Procurement
1325 Pearl Street
Boulder, CO 80302**

SUBMISSION INSTRUCTIONS

Reference Number: RFP-109-24

Project Name: Legal Research Software

Background:

The Boulder County Attorney's office desires to purchase a fixed fee, all inclusive, annual subscription for web-based legal research. The Attorney's Office has been accessing online legal research sites for several years. Approximately 22 attorneys and 12 office staff will require unlimited access to online legal research services, as well as one user at the Boulder County jail and an additional user at the Boulder County Sheriff's headquarters. The quote for services should indicate the fixed fee for this number of users, along with price differentials for fewer or additional users. In addition, the bidder should provide pricing for services and databases on a per usage basis as a comparison to a fixed fee subscription.

The quote for services should also include a list of databases the bidder has available outside of the all-inclusive subscription, with pricing options for each database. (This may generate a large list, so we may want to discuss what we are really looking for and narrow the request).

The Attorney's Office is currently under contract for these services through December 31, 2024. Although subscriptions based on responses to this proposal would not be purchased until the 2025 calendar year, we would like to obtain as much product and pricing information as possible for use in the county's 2025 budget approval process which is currently beginning. Contingent upon funding, any pricing or subscription offers in your proposal shall be honored through 2024, as a contract cannot be signed until after budget adoption and appropriations approval make funds available in mid-December 2024. We would like to enter into a contract for services from January 1, 2025 through December 31, 2025, with the right to renew the contract for four additional one-year periods beginning in January 1, 2026.

Instructions:

Boulder County uses a [Boulder County Bonfire portal](#) for accepting and evaluating proposals digitally:

- To post the Proposal
- To receive any questions or inquiries
- To issue any associated addenda
- To post award notices

Proposals must be submitted electronically on or before the Close Date at [Boulder County Bonfire portal](#).

Important: Submissions will not be accepted by email, fax or hand-delivery; unless otherwise noted.

Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.

Contact:

To contact Boulder County Purchasing or ask questions in relation to this proposal, respondents must register on [Boulder County Bonfire portal](#) and initiate the communication electronically through the **Vendor Discussions** or the **Ask a Question** feature.

All questions must be received on or before the Deadline for Submission of Clarifications, as specified in the Schedule of Events. Boulder County will not accept any respondent's communications by any other means, except as specifically stated in this proposal.

Addendum:

At any time prior to the Close Date, Boulder County may alter, clarify, amend, delete or add to, in whole or in part, any terms or provisions of this proposal.

In order to afford the Bidders a reasonable time for taking into account a material amendment (the materiality of which Boulder County in its own discretion may determine) or for any other reason, Boulder County may, at its own discretion, extend the Close Date.

For the most up-to-date project information refer to our Bonfire portal.

All vendor submissions may be amended, but only before the Close Date on [Boulder County Bonfire portal](#).

Need Help:

To assist with registration and submission of responses, learn how to get started with Bonfire, watch this [training video](#). For questions or support when using the platform, [access the Bonfire online knowledge base](#), search the FAQ or contact the Bonfire support team at support@gobonfire.com.

Americans with Disabilities Act (ADA): Boulder County aims to ensure all digital content and documents are accessible. While efforts have been made to maximize accessibility, some types of content have inherent technical limitations. For alternate formats or accommodations, please submit an [ADA Web Accommodation Request Form](#) or email ADA@bouldercounty.gov, or call 303-441-1386. [View the county's accessibility statement.](#)