

## **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:** 10/29/2024

**End Date:** 10/28/2027, with two (2) one-year 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:**

Taylor Dozier

Category Specialist

Central Procurement Office

(615) 532-0400

[Taylor.Dozier@tn.gov](mailto:Taylor.Dozier@tn.gov)

**Supplier Contact Information:**

RELX Group (“LexisNexis”)

Edison Contract #84953

Korinne Pace

Phone: (937) 546-5614

[korinne.pace@lexisnexis.com](mailto:korinne.pace@lexisnexis.com)

9443 Springboro Pike

Miamisburg, Ohio 45342

West Publishing Corp (“Westlaw”)

Edison Contract #84951

John Perry

Phone: (304) 610-5457

[john.perry@thomsonreuters.com](mailto:john.perry@thomsonreuters.com)

PO Box 64833, St. Paul, MN 55164

24/7 Customer Support – 1-800-WESTLAW

LexisNexis Risk Solutions FL Inc.

Edison Contract #84952

Gaurang Dave

Phone: (202) 378-1018

[Gaurang.dave@Lncsi.com](mailto:Gaurang.dave@Lncsi.com)

1775 Greensboro Station Drive, Suite

425E McLean, VA 22102

**Contract Document Links:**

[RELX Inc. – Products and Pricing sheet](#)

[RELX Inc. - Order Forms](#)

[LexisNexis Risk Solutions FL Inc. – Products and Pricing sheet](#)

[LexisNexis Risk Solutions FL Inc. – Order Forms](#)

[West Publishing Corporation – Products and Pricing sheet](#)

[West Publishing Corporation – Order Forms](#)

**Usage Instructions:**

1. Picking a Supplier

There are three Suppliers on contract – RELX Inc., LexisNexis Risk Solutions FL Inc., and West Publishing Corporation. 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.

2. Training and Support:

All three suppliers offer product training courses and materials. Please contact the Supplier contact, listed above, for more information on training and support services.

- LexisNexis Risk Solutions FL Inc & RELX Inc. Support Center  
<https://support.lexisnexis.com>
- West Publishing Corporation (Westlaw) technical support and customer service  
<http://legalsolutions.thomsonreuters.com/law-products/support/>
- West Publishing Corporation (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

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.