



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: A 25-431

November 04, 2025

Introduced: 10/21/2025

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Approve and authorize the Chief Contracts and Procurement Officer or their designee to execute an Agreement with West Publishing Corporation dba West, a Thomson Reuters Business, for the subscription of West Proflex legal support software for Child Support attorneys for the period retroactive to November 1, 2025 through October 31, 2028, for the maximum amount of \$85,132.
- b. Accept non-standard contract provisions and insurance provisions as recommended by the Director of Child Support Services.
- c. Approve and authorize the Chief Contracts and Procurement Officer or their designee to execute up to three (3) future amendments to the Agreement, provided the total amendments do not exceed 10% (\$8,513) of the original Agreement amount, do not significantly alter the scope of work, and do not cause the total contract amount to exceed \$93,645.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Chief Contracts and Procurement Officer or their designee to execute an Agreement with West Publishing Corporation dba West, a Thomson Reuters Business, for the subscription of West Proflex legal support software for Child Support attorneys for the period retroactive to November 1, 2025 through October 31, 2028, for the maximum amount of \$85,132.
- b. Accept non-standard contract provisions and insurance provisions as recommended by the Director of Child Support Services.
- c. Approve and authorize the Chief Contracts and Procurement Officer or their designee to execute up to three (3) future amendments to the Agreement, provided the total amendments do not exceed 10% (\$8,513) of the original Agreement amount, do not significantly alter the scope of work, and do not cause the total contract amount to exceed \$93,645.

SUMMARY:

It is requested that the Board authorize approval of a non-standard Agreement and amendments with West Publishing Corporation for the use of West Proflex software beginning November 1, 2025 through October 31, 2028, in the amount of \$85,132. The proposed agreement will ensure continued online access to attorney reference materials essential to the child support process.

DISCUSSION:

DCSS is requesting approval to enter into a non-standard agreement with West Publishing Corporation for the use of West Proflex software. This agreement would cover the period from November 1, 2025, through October 31, 2028, for a total contract amount of \$85,132.

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West Proflex provides essential online access to legal reference materials that are critical to the department's ability to carry out its mandate effectively. These materials include current legal research tools, case law databases, statutes, and other attorney resources that support accurate and timely legal actions related to child support enforcement.

DCSS has been utilizing the services of West Publishing Corporation since 2010 due to the specialized nature of the software services and limited availability of comparable alternative services that meet DCSS's specific legal research needs. The proposed agreement ensures continuity of service and access to up-to-date legal resources necessary for case preparation, litigation, and compliance with state and federal regulations.

The Agreement is non-standard for the County. It adopts modifications to the County's standard agreement, set forth in Exhibit B-1. Additionally, the proposed Agreement is based upon West Publishing Corporation's standard agreement, attached as Exhibit B, "Order Form."

A three-year contract was negotiated to take advantage of discounted rates available with a longer contract and the cost of service was found to be comparable with other providers.

OTHER AGENCY INVOLVEMENT/COMMITTEE ACTIONS:

County Counsel, Contracts and Procurement, and Risk Management have reviewed the agreement as to legal form and insurance requirements. Auditor-Controller's Office reviewed the contract but does not agree to the non-standard payment provisions.

FINANCING:

This agreement is funded by Federal (66%) and State (34%) funds and approval of this action does not require County General Fund contributions. Funds for this agreement are included in the Child Support Services' adopted budget for FY 2025-26, with no increase in appropriations required. Transactions relating to future fiscal years will be included in each respective recommended budget.

BOARD OF SUPERVISORS STRATEGIC PLAN GOALS:

Entering into this agreement aligns with the Board of Supervisors' Strategic Plan goals by indirectly enhancing the health and quality of life for families and children in Monterey County, thereby supporting the "Well-Being and Quality of Life" goal. It also supports the "Administrative" goal by providing the department with efficient, cost-effective access to online attorney reference materials.

Mark a check to the related Board of Supervisors Strategic Plan Goals:

- ☒ Well-Being and Quality of Life
- ☐ Sustainable Infrastructure for the Present and Future
- ☐ Safe and Resilient Communities
- ☐ Diverse and Thriving Economy
- ☒ Administrative

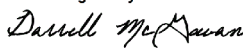
Link to the Strategic Plan:

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[<https://www.countyofmonterey.gov/home/showdocument?id=139569>](https://www.countyofmonterey.gov/home/showdocument?id=139569)

Prepared by: Patty Rosales, Finance Manager I, x8723

Approved by: Darrell McGowan, Director of Child Support Services, x3284

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Attachments: 2025-2028 West Publishing Corporation Agreement