

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): Stephen Craigen, Elections/Records

PROGRAM: Law Library

SUBJECT: Law Library Subscription Payable

Attached is a payable for a yearly Thomson Reuters subscription for the Umatilla County Law Library. The invoice is \$15,468.00, which is over \$5,000 and requires Commissioner approval. This is currently a monthly expense and has been budgeted. We would like to change to a yearly subscription that would last for a total of three years. By switching to a three year contract, the annual increase is limited to 5% per year.	() <u>ACTION REQUESTED:</u> Approve payable to Thomson Reuters -West in the amount of \$15,468.00.
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ATTACHMENTS: Payable

Date: (9-5-2025) Submitted By: (Stephen Craigen)

*****For Internal Use Only*****

Checkoffs:

() Dept. Head (copy)
() Fiscal
() Legal (copy)
() (Other - List)

To be notified of Meeting: Dan Lonai

Needed at Meeting:


Scheduled for meeting on: September 17, 2025

Action taken:

Follow-up:

Proforma

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 **Thomson Reuters™**
Thomson Reuters
West Publishing Corporation
2900 Ames Crossing Rd
Eagan, MN 55121

UMATILLA COUNTY LAW LIBRARY

Invoice # : 23228031-2
Account # : 1003883483
Invoice date: August 27, 2025
Purchase order # :

UMATILLA COUNTY LAW LIBRARY
PATRON ACCESS
216 SE 4TH ST STE 18
PENDLETON, OR 97801-2699

Total Due in USD
15,468.00

Product Detail	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
Westlaw National Core, Business Transactions Solution, Enterprise access, Law Firm Nov 1, 2025- Oct 31, 2026, Monthly Rate is \$1.289.00	12	1,289.00	15,468.00	0.00	15,468.00

Billing note:

Pricing and Tax Subject to Change.
If applicable, ancillary charges will be billed separately and are payable.



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UMATILLA COUNTY LAW LIBRARY

Invoice#: 23228031-2
Invoice date: August 27, 2025
Account #: 1003883483

Amount due in USD : 15,468.00

Please make checks payable to:

Amount enclosed: _____

Thomson Reuters - West
Payment Center
P.O. Box 6292
Carol Stream, IL 60197-6292

Information and payment details



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SWIFT Code: HATRUS44

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