

SCOPE OF SERVICE

The CTA seeks to enter into a service agreement with a Contractor that has the technical capability, experience, and financial ability to provide access to the Lawyerport platform for comprehensive online court and public record information. The platform shall be hosted by the Contractor, and both its content and its usability must meet the minimum requirements specified within this scope of service. In addition, it is the desire of the CTA to include within this same service agreement the procurement of certain print publications; the Contractor must also be able to meet those minimum requirements detailed herein.

A. Online Services

The service is required by attorneys and staff in the CTA's Law Department and will have a user base of up to 90 individuals, comprised of up to 60 attorneys and 30 support staff. These direct licensees must be able to access the subscribed platform's databases from the internet by means of user IDs and passwords. The service shall be available to the licensees 24 hours per day, 7 days per week (including holidays), for the duration of the contract. As part of any evaluation process deemed necessary by the CTA, the Contractor will, upon the CTA's request, provide up to ten CTA designees with access to its proposed online service on a trial basis, such trial access to be for a period of up to two consecutive weeks and at no cost to the CTA.

Database requirements. The CTA's licensed users of the platform require access to both current and archived case information regarding Illinois state and local trial verdicts, settlements, and arbitrations, reported trial histories and profiles of all Illinois judges and attorneys, and other resources as detailed within this scope of service. To that end, the Contractor must be able to provide, at a minimum, all of the content below, namely, but not limited to:

1. Summaries of cases
 - a. Cook County jury verdicts, settlements, and arbitrations
 - b. Illinois jury verdicts, settlements, and arbitrations
 - c. Illinois Appellate Court
2. Court information
 - a. Cook County court dockets
 - b. Cook County judges' standing orders
 - c. Court calls
 - i. Circuit Court of Cook County (all operational divisions)
 - ii. Illinois Workers Compensation Commission
 - iii. Illinois Appellate Court, 1st District
 - iv. U. S. Bankruptcy Court—Northern District of Illinois, Eastern Division
 - v. U. S. District Court—Northern District of Illinois
 - d. Illinois state court rules
 - e. Illinois federal court rules
3. News
 - a. *Chicago Daily Law Bulletin*
 - b. *Chicago Lawyer*
4. Directories
 - a. *Sullivan's Law Directory*
 - b. *Sullivan's Judicial Profiles*

(Note: All references to Cook County within this scope of service shall be construed as that county in Illinois.)

Utilization requirements. The service shall include, at no additional cost to the CTA, unlimited online printing, offline printing, and down-loading of any information from the base subscription. Moreover, the required databases must be searchable by key words and phrases, or by other appropriate and practical detailed search criteria, as classifiable under their respective general categories, namely, but not limited to:

1. Summaries of cases
 - a. Body parts
 - b. Injuries, diseases, and harm
 - c. Surgical procedures
 - d. Gender and age demographics
 - e. Case categories (e.g., auto collisions, carriers, civil rights, invitees, pedestrians, street hazards, etc.)
 - f. Jurisdiction (Cook County, Illinois circuit courts by county, and Illinois federal courts)
 - g. Named parties to litigation
 - h. Insurers
 - i. Judges
 - j. Attorneys
 - k. Medical providers (i.e., treating physicians), by name and by practice
 - l. Expert witnesses (medical and non-medical), by name and by practice
 - m. Damages (individual and total)
 - n. Awards (non-monetary, plaintiff monetary, and total monetary)
 - o. Dates of publication
2. Court information
 - a. Court dockets, judges' standing orders, and court calls
 - i. Case numbers
 - ii. Parties to litigation
 - iii. Attorneys and firms/agencies
 - iv. Judges
 - v. Jurisdictions
 - vi. Practice areas (for Illinois Appellate Court case summaries)
 - vii. Dates of activity
 - b. Court rules
 - i. Jurisdictions
 - ii. Rule numbers
 - iii. Rule titles
3. News
 - a. Keywords within articles
 - b. Authors
 - c. Titles of articles
 - d. Practice areas
 - e. Dates of publication
4. Directories
 - a. People
 - i. Personal names
 - ii. Primary organizations (including types and locations)
 - iii. Practice areas
 - iv. Dates of admission to state and court practice
 - b. Organizations
 - i. Organization names
 - ii. Primary locations
 - iii. Types of organizations (e.g., court, government, law firm, school, etc.)
 - iv. Practice areas

B. Print Publication Subscription Services

The CTA wishes to include in this procurement its ability to subscribe to certain print publications that are valuable to its legal practice. Therefore, the Contractor shall provide, during the term of this agreement, and at a minimum, the following required titles and quantities, namely, but not limited to:

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| 1. <i>The Chicago Daily Law Bulletin</i> | 4 copies |
| 2. <i>The Chicago Law Journal</i> | 1 copy |
| 3. <i>Sullivan's Law Directory, Secretary's Edition</i> | 5 copies |

The cost of the subscribed print publications shall be itemized and included with the Contractor's total price proposal for this procurement.

C. Additional Services

Support. The Contractor will provide the CTA's licensees with training to enhance the use of the subscribed databases. Training will be at the request of, and at no additional cost to, the CTA, and will be scheduled during normal weekday business hours of 9:00 a.m. and 5:00 p.m. Central Time, and may take place as onsite group and individual sessions at the CTA and as online webinars. The contracted service will include customer and technical support via help desks available online and by telephone and at no additional charge to the CTA. At a minimum, support will be available during the Contractor's normal business hours and will include, but not be limited to, a help system that will both answer questions regarding the use of online services and provide research assistance.

Billing. The Contractor shall bill the CTA on a monthly basis and shall submit its invoices to the CTA Law Department's manager of this contract, or other designee, as soon as is practical after the close of each billing period. The Contractor shall also provide the contract manager or designee with itemized monthly reports showing individual licensees' usage of the online services described herein and including, at a minimum, such details as dates of use, databases accessed, and value of each session of use.

