



# COLLIN COUNTY

Office of the Purchasing Agent  
2300 Bloomdale Road  
Suite 3160  
McKinney, Texas 75071  
[www.collincountytx.gov](http://www.collincountytx.gov)

October 6, 2022

West Publishing Corporation  
610 Opperman Dr.  
Eagan, MN 55123-1340

RE: Award of Contract 2022-456 WestLaw Proflex Online Services per DIR contract DIR-LGL-CALIR-02

Dear Cody Miller:

Collin County has awarded all of the above referenced quote to your company per the DIR contract DIR-LGL-CALIR-02 and Court Order No. (CO#). It is understood all terms, conditions and prices will be held firm as per your response to the request for quote. This is an annual fixed price contract for the purchase of West Proflex Online Legal Research Access for the District Attorney's Office with Collin County. The contract term begins 12/1/2022 and continues through and including 11/30/2025. The County will also have the right and option to terminate the contract upon thirty (30) days written notice.

This is a notification only, purchase orders will be issued on an as needed basis. The delivery address for orders will be printed on each purchase order issued.

A purchase order is required for all products or services ordered. Do not deliver any products or perform any services without a purchase order.

Invoices should be e-mailed to the Collin County Auditor's office at [accountspayable@collincountytx.gov](mailto:accountspayable@collincountytx.gov) and to the department contact, Debbie Harrison, at [dfharrison@co.collin.tx.us](mailto:dfharrison@co.collin.tx.us). Please ensure that the appropriate purchase order number is on all invoices.

Please acknowledge receipt of this letter, as indicated below, and e-mail it to Michelle Michaelis at [mmichaelis@co.collin.tx.us](mailto:mmichaelis@co.collin.tx.us) or fax to 972-548-4694.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

Thank you for your interest in serving our needs. We look forward to a successful business relationship. If you have any further questions, please contact me at 972-548-4113 or [mmichaelis@co.collin.tx.us](mailto:mmichaelis@co.collin.tx.us).

Sincerely,

Michelle Michaelis  
Senior Buyer

Copy to:  
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