

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: Stanley L. Sniff Jr., Sheriff

SUBMITTAL DATE:
August 15, 2008

SUBJECT: Approval of the Professional Service Agreement with Steno Solutions
Transcription Services, Inc. for the Sheriff's Department.

RECOMMENDED MOTION: Move that the Board of Supervisors:

- 1) Approve and execute the professional service agreement with Steno Solutions Transcription Services, Inc., in the annual amount of \$140,000.00 for five (5) years, renewable in one-year increments, in accordance with Ordinance 459.4; and
- 2) Authorize the Purchasing Agent to sign amendments and exercise renewal options for an amount not to exceed the annual CPI rates.

BACKGROUND: Riverside County Purchasing issued a formal Request for Proposal (RFP# SHARC088) seeking competitive bids from companies for transcription services for the Sheriff's Department. Transcription services are utilized by the Sheriff's Department's stations and bureaus throughout Riverside County, and at the request of the District Attorney's office. A wide variety of reports, recorded interviews and other documents are transcribed in order to expedite cases and investigations.

(Continued on Page 2)

Stanley L. Sniff, Jr., Sheriff-Coroner-PA

 Pete Labahn

BR 09-032

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 140,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 77,000	Budget Adjustment:	No
	Annual Net County Cost:	\$ 77,000	For Fiscal Year:	FY 08/09

SOURCE OF FUNDS: Departmental Budget and Contract Law Enforcement Revenue	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

 BY: Steve P. Schubert

County Executive Office Signature

FORM APPROVED COUNTY COUNSEL
 BY:
 SYNTHIA M. GUNZEL
 DATE: 9-10-08
 Departmental Concurrence

Purchasing:
 Mark Sailer, Assistant Director

Dep't Recomm.: Consent Policy
 Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.: | **District:** ALL | **Agenda Number:**

BOARD OF SUPERVISORS

FORM 11: Approval of Agreement with Steno Solutions Transcription Services, Inc.

BR 09-032 PAGE 2

PRICE REASONABLENESS: In March 2008, County Purchasing issued a formal Request for Proposal (RFP) SHARC088 for Transcription Services. The RFP was sent to thirty seven (37) potential bidders and was advertised on the purchasing website. The County received ten (10) responses for transcription services. A comprehensive analysis was performed by County Purchasing and an evaluation team from the Sheriff's Department. Each response was scored based on the evaluation criteria set forth in the RFP: overall response to the RFP requirements, bidders experience and ability, overall cost, references, technical capability and credential, resumes, licenses and certifications. Based on an overall summation of the proposals submitted and the volume of services required within the County, the Sheriff's Department is requesting to award the contract to Steno Solutions Transcription Services Inc. The County entered into best and final negotiations with Steno Solutions Transcription Services, Inc. resulting in an annual cost not to exceed \$140,000. Steno Solutions Transcription Services, Inc. is a local vendor in Riverside County and has provided excellent service for the Sheriff's Department.

REVIEW AND APPROVAL

Riverside County Purchasing and Fleet Services and County Counsel concur with this request.