

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



FROM: Purchasing and Fleet Services Department

SUBMITTAL DATE:
November 12, 2008

SUBJECT: APPROVAL OF A PERSONAL SERVICE AGREEMENT WITH STENO SOLUTIONS FOR MEDICAL TRANSCRIPTION SERVICES FOR THE RIVERSIDE REGIONAL MEDICAL CENTER (RCRMC)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and execute the agreement with Steno Solutions in the annual amount of \$115,000.00 pursuant to Ordinance 459.4, and;
2. Authorize the Purchasing Agent to exercise the option to renew annually for up to four (4) one-year periods not to exceed \$115,000 annually.

BACKGROUND: The Riverside Regional Medical Center (RCRMC), Moreno Valley Campus, uses an experienced acute hospital medical transcription contractor as a back up service to handle overflow work for medical transcription. Neither RCRMC nor the Arlington Campus has staffing or equipment to handle the total volume of medical transcription and they rely on using an experienced contractor for acute medical transcription services.

(Continued on Page 2)



 ROBERT J. HOWDYSHELL, Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 57,500.00	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	Fy 08/09

SOURCE OF FUNDS: RCRMC Enterprise Funds	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: Serena Chow
Serena Chow

County Executive Office Signature

Consent Policy
 Consent Policy

Dept's Recomm.: _____
 Per Exec. Ofc.: _____

Prev. Agn. Ref.: _____ **District:** _____ **Agenda Number:** _____

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.45

FORM APPROVED COUNTY COUNSEL BY: NEAL R. KIPNIS DATE _____
 Departmental Concurrence
 Douglas Bagley Hospital Director

BOARD OF SUPERVISORS

FORM 11: APPROVAL OF A PERSONAL SERVICE AGREEMENT WITH STENO SOLUTIONS FOR MEDICAL TRANSCRIPTION SERVICES FOR THE RIVERSIDE REGIONAL MEDICAL CENTER (RCRMC)

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PRICE REASONABLENESS

On behalf of RCRMC, County Purchasing issued a formal Request for Proposal (RFP), MCARC072 for Medical Transcription Services for RCRMC. The RFP was advertised on the Riverside County Purchasing Web Site, with a closing date of May 29, 2008 at 1:30 p.m. Seven companies submitted proposals, ranging from 0.125 to 0.13. After a review and complete evaluation of the seven proposals, based on the evaluation criteria set forth in the request for proposal, Steno Solutions, the only bidder located in Riverside County, was selected as the most responsible and responsive bidder to provide Medical Transportation Services for RCRMC. This award is based on an estimated 884,615 lines of transactions for a total annual amount of \$115,000.00.

REVIEW/APPROVAL

This procurement was reviewed and approved by the County Purchasing Agent.

REQUEST FOR PROPOSAL #MCARC072 Medical Transcription Services

Date: August 27, 2008

On May 2, 2008, County of Riverside Purchasing and Fleet Services released Request for Proposal # MCARC072 Medical Transcription Services, on behalf the County of Riverside Regional Medical Center. The bid closed on May 29, 2008 at 1:30PM with seven companies submitting proposals. After a review and evaluation of the proposals, based on price and value to the County of Riverside, it is recommended that Steno Solutions Transcription Services, Inc., with a proposed rate of \$.13 be selected to provide Medical Transcription Services for the County of Riverside, Riverside County Regional Medical Center.

RFP conducted by Richard P. Strickland, CPPB, Procurement Contract Specialist.

Signature:



Name:

Richard P. Strickland, CPPB

Title:

Procurement Contract Specialist

Date:

August 28, 2008

Attachment (1): Tally Sheet