

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



ITEM: 3.12
(ID # 12016)

MEETING DATE:

Tuesday, March 17, 2020

FROM: SHERIFF-CORONER-PA:

SUBJECT: SHERIFF-CORONER-PA: Approval of Amendment No. 1 to the Professional Services Agreement with Steno Solutions Transcription Services, Inc., for Multilingual Transcription Services; All Districts [Total cost \$600,000; up to \$60,000 in additional compensation]. 100% General Fund.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve Amendment No. 1 to the Professional Services Agreement with Steno Solutions Transcription, Inc., for multilingual transcription services to increase the total contract aggregate amount by \$235,000, from \$425,000 to \$660,000, and authorize the Chairman of the Board to sign the Amendment on behalf of the County; and,
2. Authorize Purchasing Agent, in accordance with Ordinance 459, based on the availability of fiscal funding and as approved by County Counsel, to: a) sign amendments that exercise the options of the Agreement including modifications of the statement of work that stay within the intent of the Agreement; and (b) sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total annual cost of the Agreement.

ACTION:Policy


Donald Sharp, Chief Deputy, SHERIFF 3/11/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: March 17, 2020
xc: Sheriff

Kecia R. Harper
Clerk of the Board

By 
Deputy

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STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 150,000	\$ 150,000	\$ 660,000	\$ 0
NET COUNTY COST	\$ 150,000	\$ 150,000	\$ 660,000	\$ 0
SOURCE OF FUNDS: 100% Sheriff's Budget			Budget Adjustment: No	
			For Fiscal Year: 19/20-22/23	

C.E.O. RECOMMENDATION: [CEO use]

BR: 20-064

BACKGROUND:

Summary

Sheriff Department facilities use transcription services for a wide variety of confidential law enforcement related documents, including but not limited to, crime reports, interview transcripts, search warrant affidavits, arrest warrant declarations and reports of an internal nature.

The Central Homicide Unit (CHU) is requesting additional funding for transcription services due to an increase in call volume. CHU is tasked with investigating homicides, Deputy Involved Shootings, in-custody deaths and suspicious death cases. These types of investigations are sensitive in nature and require detailed reports as part of the investigative process. Transcription of sensitive interviews is also a requirement from the District Attorney's Office and as such CHU must comply.

Impact on Residents and Businesses

The citizens benefit from having transcription reports used to solve criminal cases.

Contract History and Price Reasonableness

The Riverside County Sheriff's Department Purchasing Unit released a Request for Proposal (RFP # SHARC-333), soliciting a proposal for multilingual transcription Services. The proposal was advertised on publicpurchase.com in which three (3) vendors submitted their responses to the RFP. The proposals were reviewed by the evaluation team consisting of CHU, and each bid response was evaluated based on the criteria outlined in the RFP: overall responses to the RFP requirements, bidders experience and ability provide all the transcription services and meet service timeframe, reference, and financial, and overall compliance with the RFP. It was determined that Steno Solutions, Inc., a County vendor, is the lowest, most responsive responsible bidder that can meet all the County requirements.

Based on the increase in call volume from the prior fiscal year, the Department is requesting an annual aggregate amount of \$150,000.


Attachment


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

Amendment No. 1 – 2 copies


Misley Wang, Supervising Accountant 3/6/2020


Teresa Summers, Director of Purchasing 3/5/2020


Cherilyn Williams 3/11/2020


Gregory F. Priamos, Director County Counsel 3/5/2020

COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE AGREEMENT
WITH

STENO SOLUTIONS TRANSCRIPTIONS SERVICES

Original Contract Term:	5/7/2018 through 6/30/2019
Effective Date of Amendment:	February 4, 2020
Original Annual Maximum Contract Amount:	\$85,000
Contract ID:	SHARC-96172-002-06/23

This Amendment No. 1 to the Professional Service Agreement between the County of Riverside (COUNTY) and STENO SOLUTIONS TRANSCRIPTIONS SERVICES (CONTRACTOR) is entered into by and between COUNTY and CONTRACTOR, effective February 4, 2020.

WHEREAS, COUNTY and CONTRACTOR entered into that certain Professional Service Agreement for Multilingual Transcription Services, effective May 7, 2018 (the "Agreement"); and

WHEREAS, pursuant to the Agreement, COUNTY and CONTRACTOR desire to exercise all options to renew and to increase the annual contract amount.

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows:

1. The above recitals are true and correct, and are incorporated herein by reference.
2. The term of the Agreement is extended through June 30, 2023, and no remaining options to renew.
3. The second sentence of Section 3.1. is hereby deleted in its entirety and replaced with the following:

"Maximum payments by COUNTY to CONTRACTOR shall not exceed one hundred and fifty thousand dollars (\$150,000) annually including all expenses."

4. All other terms and conditions of the Agreement not modified herein shall remain unchanged.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment No. 1.

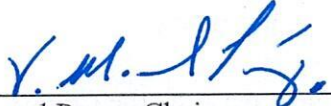
[Signature page to follow.]


COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE AGREEMENT
WITH

STENO SOLUTIONS TRANSCRIPTIONS SERVICES

COUNTY OF RIVERSIDE, a political
subdivision of the State of California

STENO SOLUTIONS
TRANSCRIPTION SERVICES, INC.

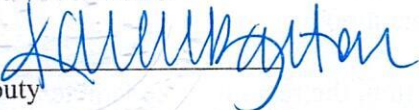
By: 
V. Manuel Perez, Chairman
Board of Supervisors

By: 
Ko Fitzgerald
Chief Financial Officer


Dated: MAR 17 2020

Dated: 2-10-2020

ATTEST:
Kecia R. Harper
Clerk of the Board

By: 
Deputy

APPROVED AS TO FORM:
Gregory P. Priamos
County Counsel

By: 
Susanna Oh
Deputy County Counsel