

AGENDA



Wednesday, June 18, 2008

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION**
Item No. 54

Subject: Authorize award and execution of a 36-month requirements service contract with NET TRANSCRIPTS, INC., Tempe, AZ, for transcription services for the Austin Police Department in an estimated amount not to exceed \$555,792, with three 12-month extension options in an estimated amount not to exceed \$185,264 per extension option, for a total estimated contract amount not to exceed \$1,111,584.

Amount and Source of Funding: Funding in the amount of \$46,331 is available in the Fiscal Year 2007-2008 Operating Budget of the Austin Police Department. Funding for the remaining 33 months of the original contract period and extension options is contingent upon available funding in future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Sydney Ceder, Senior Buyer/974-2035

Purchasing Language: Best evaluated bid of three bids received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract is for transcription services of audio and video recorded interviews conducted by various units in the Austin Police Department. The interviews have been recorded on VHS videotapes, audiocassette tapes, compact discs, DVDs and other digital/electronic media and will be transcribed into a written format. The transcript of an interview is a critical component of an investigation and is required by the District Attorney's office when prosecuting a case.

Approximately 1300 interviews will be transcribed annually. The primary users of the service are Internal Affairs, Homicide, Cold Case Homicide, Child Abuse Investigations and Integrity Crime Unit. MBE/WBE solicited: 0/0 MBE/WBE bid: 0/0

PRICE ANALYSIS

- a. Adequate competition.
- b. Thirty-three notices were sent. There are no known MBEs/WBEs available for this service. Three bids were received.
- c. The pricing offered represents a 9% increase to the last contract award in September 2004.

APPROVAL JUSTIFICATION

- a. Best evaluated bid received. Net Transcripts is not the current provider of these services.
- b. The Purchasing Office concurs with the Austin Police Department's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.