

## A G E N D A



## Recommendation for Council Action (Purchasing)

Austin City Council

Item ID:

52825

Agenda Number

40.

Meeting Date:

December 17, 2015

Department:

Purchasing

## Subject

Authorize award and execution of a 36-month contract with NET TRANSCRIPTS INC., or one of the other qualified bidders for Invitation for Bid-Best Value EAD0612, to provide transcription services in an amount not to exceed \$224,403, with three 12-month extension options in an amount not to exceed \$74,801 per extension option, for a total contract amount not to exceed \$448,806.

## Amount and Source of Funding

Funding in the amount of \$49,101 is available in the Fiscal Year 2015-2016 Operating Budget of the Austin Police Department. Funding in the amount of \$4,000 is available in the Fiscal Year 2015-2016 Operating Budget of the Austin Fire Department. Funding in the amount of \$3,000 is available in the Fiscal Year 2015-2016 Operating Budget of the Emergency Medical Services Department. Funding for the remaining 27-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.

Purchasing  
Language:

Best evaluated bid received.

Prior Council  
Action:For More  
Information:

Erin D'Vincent, Senior Buyer Specialist, 512-974-3070

Boards and  
Commission  
Action:

Related Items:

MBE / WBE:

This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C of the Minority Owned and Women Owned Business Enterprise Procurement Program. For the goods and services required for this solicitations, there were an insufficient number of certified M/WBEs; therefore, no subcontracting goals were established.

## Additional Backup Information

The contract will provide transcription and translation services of audio and video recordings for the Austin Police Department (APD), Emergency Medical Services Department (EMS), and the Austin Fire Department (AFD).

APD is required to transcribe audio and video recordings during the course of criminal and internal investigations. Recordings may consist of interviews, telephone conversations, walk-throughs, in-car audio and video footage, and any other necessary recordings. Accurate and timely transcriptions are a critical component of an investigation and used by APD personnel and related government agencies such as the District Attorney's office in preparation for trial proceedings and may be presented in court when prosecuting a case. The source material may be: compact disks (CDs), digital video disks (DVDs), digital sound files, audio and video tapes, or digital video. This service is primarily utilized by the Internal Affairs, Homicide, Cold Case, and Child Abuse Units at APD consisting of approximately 1,300 interviews annually.

EMS is required to transcribe audio during the course of internal investigations pursuant to Civil Service Law. The source material may be CDs, DVDs, digital sound files, audio and video tapes, or digital video.

AFD transcription services are used during administrative investigations. All interviews with a particular subject or witness are audio recorded and will then be transcribed via files provided by secure internet site or mail.

The solicitation was issued as a best value solicitation allowing the City to select the vendor who provided the best value. The bids were evaluated by APD and AFD staff and the evaluation team recommended Net Transcripts, Inc. as the best value based on: cost, ability to perform the scope of work, qualifications and experience, and local business presence.

The absence of this contract will limit the City's ability to conduct its daily business and will increase in the backlog of case files which will delay court actions and timely prosecutions for APD and AFD.

MBE/WBE solicited: 12/1

MBE/WBE bid: 0/0

The expenditures for the first 12 months of this contract are estimated to be \$74,801.

#### **PRICE ANALYSIS**

- a. Adequate competition.
- b. 305 notices were sent including 12 MBEs and one WBE. Five bids were received with no response from the MBEs/WBE. Multiple notices may be sent to the same vendor, e.g. one vendor may have multiple addresses/fax numbers.
- c. The pricing structure has been significantly modified since the last contract award to meet the current needs of the contract, therefore, there is no pricing history available.

#### **APPROVAL JUSTIFICATION**

- a. Best evaluated bid.
- b. The Purchasing Office recommends award consistent with the evaluation committee.
- c. Advertised in the Austin American Statesman and on the internet.

