



**Purchasing Service Agreement  
CITY OF AUSTIN  
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 23  
AGENDA DATE: Thu 08/12/2004  
PAGE: 1 of 2**

**SUBJECT:** Authorize execution of a 12-month service agreement with AFTERWORDS, Austin, TX, for transcription services of tapes and other media for the Austin Police Department in an amount not to exceed \$86,930, with two 12-month extension options in an amount not to exceed \$86,930 per extension option, for a total agreement amount not to exceed \$260,790.

**AMOUNT & SOURCE OF FUNDING:** Funding in the amount of \$14,488 is available in the Fiscal Year 2003-2004 Approved Operating Budget of the Austin Police Department. Funding for the remaining 10 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.

**REQUESTING** Purchasing  
**DEPARTMENT:** for Police;

**DIRECTOR'S**  
**AUTHORIZATION:** Vickie Schubert

**FOR MORE INFORMATION CONTACT:** Mick Osborne, Sr. Buyer/974-2995

**PRIOR COUNCIL ACTION:** N/A

**BOARD AND COMMISSION ACTION:** N/A

**PURCHASING:** *One bid received.*

**MBE / WBE:** This contract will be awarded in compliance with Chapter 2-9 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.

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This service agreement is for transcription services from VHS videotapes, audiocassette tapes, compact discs, DVDs and other digital/electronic media used to record interviews with witnesses and suspects conducted by officers, detectives, internal affairs and various units in the Austin Police Department. Approximately 575 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. The transcript of an interview is a critical component of an investigation and is required by the District Attorney's office to prosecute a case.

MBE/WBE solicited: 2/1

MBE/WBE bid: 0/0



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**BID TABULATION  
TRANSCRIPTION SERVICES (4 LINE ITEMS)  
IFB NO. MO04300370**

<u>VENDOR</u>	<u>TOTAL BID</u>
AFTERWORDS Austin, TX	\$86,930

**PRICE ANALYSIS**

- Sole bid received. Of the two other firms who received bid packages, one bidder's courier was delayed in traffic and did not deliver the bid by the deadline. The other firm did not submit a bid due to internal delays within the company.
- Twenty-three notices were sent, including two MBEs and one WBE. Three solicitations were issued including one MBE and no WBEs. One bid was received with no MBE/WBE response.
- The bid pricing is the same as the current contract pricing.

**APPROVAL JUSTIFICATION**

- Austin Police Department concurs with the recommended award.
- Advertised in the Austin American-Statesman and on the Internet.