

**CONSULTANT AGREEMENT BETWEEN REGAL COURT REPORTING, INC. AND
THE CITY OF SANTA ANA FOR COURT REPORTING
AND TRANSCRIPTION SERVICES**

THIS AGREEMENT is made and entered into on this 16th day of July, 2024, by and between Regal Court Reporting, Inc., a California corporation (“Consultant”), and the City of Santa Ana, a charter city and municipal corporation organized and existing under the Constitution and laws of the State of California (“City”).

RECITALS

- A. On February 29, 2024, the City issued Request for Proposal (“RFP”) No. 24-034 seeking to retain a consultant having special skill and knowledge in the field of court reporting and transcription services for the City’s Human Resources Department.
- B. Consultant submitted a responsive proposal that was selected by the City. Consultant represents that it is able and willing to provide such services described in the Scope of Work that was included in RFP No. 24-034.
- C. In undertaking the performance of this Agreement, Consultant represents that it is knowledgeable in its field and that any services performed by Consultant under this Agreement will be performed in compliance with such standards as may reasonably be expected from a professional consulting firm in the field.

NOW THEREFORE, in consideration of the mutual and respective promises, and subject to the terms and conditions hereinafter set forth, the parties agree as follows:

1. SCOPE OF SERVICES

Consultant shall perform during the term of this Agreement, the tasks and obligations including all labor, materials, tools, equipment, and incidental customary work required to fully and adequately complete the services described in the “Scope of Services,” attached hereto and incorporated herein by reference as **Exhibit A**, and as further described in “Consultant’s Proposal,” attached hereto and incorporated herein by reference as **Exhibit B**.

2. COMPENSATION

- a. City neither warrants nor guarantees any minimum or maximum compensation to Consultant under this Agreement. Consultant shall be paid only for actual services performed under this Agreement at the rates and charges identified in “Consultant’s Fee Proposal,” attached hereto and incorporated herein by this reference as **Exhibit C**. Consultant is one of two (2) separate consultants selected to provide services on an on-call basis under RFP 24-034. The total compensation for services provided by all consultants selected under RFP 24-034 shall not exceed the shared aggregate amount of \$250,000.00 during the term of this Agreement, including any extension periods, as set forth in Section 3, below.

- b. Payment by City shall be made within forty-five (45) days following receipt of proper invoice evidencing work performed, subject to City accounting procedures. City and Consultant agree that all payments due and owing under this Agreement shall be made through Automated Clearing House (ACH) transfers. Consultant agrees to execute the City's standard ACH Vendor Payment Authorization and provide required documentation. Upon verification of the data provided, the City will be authorized to deposit payments directly into Consultant's account(s) with financial institutions. Payment need not be made for work which fails to meet the standards of performance set forth in the Recitals which may reasonably be expected by City.

3. TERM

This Agreement shall commence on July 16, 2024 and terminate on July 15, 2027, with the option for the City to grant up to two (2), one (1) year extensions, exercisable by a writing by the City Manager and the City Attorney, unless terminated earlier in accordance with Section 15, below.

4. INDEPENDENT CONTRACTOR

Consultant shall, during the entire term of this Agreement, be construed to be an independent contractor and not an employee of the City. This Agreement is not intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow the City to exercise discretion or control over the professional manner in which Consultant performs the services which are the subject matter of this Agreement; however, the services to be provided by Consultant shall be provided in a manner consistent with all applicable standards and regulations governing such services. Consultant shall pay all salaries and wages, employer's social security taxes, unemployment insurance and similar taxes relating to employees and shall be responsible for all applicable withholding taxes.

5. OWNERSHIP OF MATERIALS

This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). Consultant shall require all subcontractors to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subcontractor prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were provided to Consultant by the City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

6. INSURANCE

Prior to undertaking performance of work under this Agreement, Consultant shall maintain and shall also require any subcontractors, to obtain and maintain insurance as described below for the entire Term of this Agreement against claims for injuries to persons or damage to property which may arise from or in connection with services, products and materials supplied to City. Total cost of such insurance shall be borne by Consultant.

Minimum Scope and Limit of Insurance:

- **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate. Required policy limits can be met with primary and umbrella/excess insurance policies.
- **Automobile Liability:** Insurance Services Office Form CA 00 01 covering Code 1 (any auto), with limits no less than \$1,000,000 combined single limits.
- **Workers’ Compensation:** as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident, policy or employee, for bodily injury or disease.
- **Professional Liability Insurance:** with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 aggregate.
- If Consultant maintains broader coverage and/or higher limits than the minimum requirements for each line of coverage shown above, City requires and shall be entitled to the broader coverage and/or the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City.

Other Insurance Provisions. The above required insurance policies are to contain or be endorsed to contain the following provisions:

- City, its City Council, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds, under Consultant’s CGL, Professional Liability, and Automobile Liability policies, with respect to any liability arising out of work or operations performed by or on behalf of the Instructor including materials, parts, equipment, and personnel furnished in connection with such work or operations.
- Consultant’s Insurance company(ies) agrees to waive all rights of subrogation against City, its City Council, its officers, officials, employees, agents, and volunteers for losses paid under the terms of any policy which arise from work performed by Consultant under this Agreement.
- For any claims related to this contract, Consultant’s insurance coverage shall be primary and any insurance maintained by City, its City Council, its officers, officials, employees, agents, or volunteers shall not contribute with it.
- A severability of interest provision must apply for all the additional insureds, ensuring that Consultant’s insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the insurer’s limits of liability.

- Insurance policies required herein shall provide that coverage shall not be canceled, suspended, voided, reduced in coverage or in limits, non-renewed by the carrier, or materially changed except after thirty (30) days prior written notice has been given to City. Ten (10) days prior written notice shall be provided to City for policy cancellation or non-renewal due to non-payment of premium.
- Certificate Holder on each Evidence of Insurance certificate shall be: City of Santa Ana, 20 Civic Center Plaza, Santa Ana, CA 92701. The name and location of project must be included in the Description of Operations section of each certificate.

Acceptability of Insurers. Insurance is to be placed with insurers authorized to conduct business in the State of California with a current A.M. Best rating of no less than A:VII, unless otherwise acceptable to City.

Verification of Coverage. Consultant shall furnish City with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive Consultant's obligation to provide them. City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Special Risks or Circumstances. City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

7. INDEMNIFICATION

Consultant agrees to defend, and shall indemnify and hold harmless the City, its officers, agents, employees, contractors, special counsel, and representatives from liability: (1) for personal injury, damages, just compensation, restitution, judicial or equitable relief arising out of claims for personal injury, including death, and claims for property damage, which may arise from the negligent operations of the Consultant, its subcontractors, agents, employees, or other persons acting on its behalf which relates to the services described in section 1 of this Agreement; and (2) from any claim that personal injury, damages, just compensation, restitution, judicial or equitable relief is due by reason of the terms of or effects arising from this Agreement. This indemnity and hold harmless agreement applies to all claims for damages, just compensation, restitution, judicial or equitable relief suffered, or alleged to have been suffered, by reason of the events referred to in this Section or by reason of the terms of, or effects, arising from this Agreement. The Consultant further agrees to indemnify, hold harmless, and pay all costs for the defense of the City, including fees and costs for special counsel to be selected by the City, regarding any action by a third party challenging the validity of this Agreement, or asserting that personal injury, damages, just compensation, restitution, judicial or equitable relief due to personal or property rights arises by reason of the terms of, or effects arising from this Agreement. City may make all reasonable decisions with respect to its representation in any legal proceeding. Notwithstanding the foregoing, to the extent Consultant's services are subject to Civil Code Section 2782.8, the above indemnity

shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

8. INTELLECTUAL PROPERTY INDEMNIFICATION

Consultant shall defend and indemnify the City, its officers, agents, representatives, and employees against any and all liability, including costs, for infringement of any United States' letters patent, trademark, or copyright infringement, including costs, contained in the work product or documents provided by Consultant to the City pursuant to this Agreement.

9. RECORDS

Consultant shall keep records and invoices in connection with the work to be performed under this Agreement. Consultant shall maintain complete and accurate records with respect to the costs incurred under this Agreement and any services, expenditures, and disbursements charged to the City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such records and invoices shall be clearly identifiable. Consultant shall allow a representative of the City to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement during regular business hours. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement for a period of three (3) years from the date of final payment to Consultant under this Agreement.

10. CONFIDENTIALITY

If Consultant receives from the City information which due to the nature of such information is reasonably understood to be confidential and/or proprietary, Consultant agrees that it shall not use or disclose such information except in the performance of this Agreement, and further agrees to exercise the same degree of care it uses to protect its own information of like importance, but in no event less than reasonable care. "Confidential Information" shall include all nonpublic information. Confidential information includes not only written information, but also information transferred orally, visually, electronically, or by other means. Confidential information disclosed to either party by any subsidiary and/or agent of the other party is covered by this Agreement. The foregoing obligations of non-use and nondisclosure shall not apply to any information that (a) has been disclosed in publicly available sources; (b) is, through no fault of the Consultant disclosed in a publicly available source; (c) is in rightful possession of the Consultant without an obligation of confidentiality; (d) is required to be disclosed by operation of law; or (e) is independently developed by the Consultant without reference to information disclosed by the City.

11. CONFLICT OF INTEREST CLAUSE

Consultant covenants that it presently has no interests and shall not have interests, direct or indirect, which would conflict in any manner with performance of services specified under this Agreement.

12. NON-DISCRIMINATION

Consultant shall not discriminate because of race, color, creed, religion, sex, marital status, sexual orientation, gender identity, gender expression, gender, medical conditions, genetic information, or military and veteran status, age, national origin, ancestry, or disability, as defined and prohibited by applicable law, in the recruitment, selection, teaching, training, utilization, promotion, termination or other employment related activities or any services provided under this Agreement. Consultant affirms that it is an equal opportunity employer and shall comply with all applicable federal, state and local laws and regulations.

13. EXCLUSIVITY AND AMENDMENT

This Agreement represents the complete and exclusive statement between the City and Consultant, and supersedes any and all other agreements, oral or written, between the parties. In the event of a conflict between the terms of this Agreement and any attachments hereto, the terms of this Agreement shall prevail. This Agreement may not be modified except by written instrument signed by the City and by an authorized representative of Consultant. The parties agree that any terms or conditions of any purchase order or other instrument that are inconsistent with, or in addition to, the terms and conditions hereof, shall not bind or obligate Consultant or the City. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which is not embodied herein.

14. ASSIGNMENT

Inasmuch as this Agreement is intended to secure the specialized services of Consultant, Consultant may not assign, transfer, delegate, or subcontract any interest herein without the prior written consent of the City and any such assignment, transfer, delegation or subcontract without the City's prior written consent shall be considered null and void. Nothing in this Agreement shall be construed to limit the City's ability to have any of the services which are the subject to this Agreement performed by City personnel or by other Contractors retained by City.

15. TERMINATION

This Agreement may be terminated by the City upon thirty (30) days written notice of termination. In such event, Consultant shall be entitled to receive and the City shall pay Consultant compensation for all services performed by Consultant prior to receipt of such notice of termination, subject to the following conditions:

- a. As a condition of such payment, the Executive Director may require Consultant to deliver to the City all work product(s) completed as of such date, and in such case such work product shall be the property of the City unless prohibited by law, and Consultant consents to the City's use thereof for such purposes as the City deems appropriate.
- b. Payment need not be made for work which fails to meet the standard of performance specified in the Recitals of this Agreement.

16. WAIVER

No waiver of breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure or right, or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

17. JURISDICTION - VENUE

This Agreement has been executed and delivered in the State of California and the validity, interpretation, performance, and enforcement of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California. Both parties further agree that Orange County, California, shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

18. PROFESSIONAL LICENSES

Consultant shall, throughout the term of this Agreement, maintain all necessary licenses, permits, approvals, waivers, and exemptions necessary for the provision of the services hereunder and required by the laws and regulations of the United States, the State of California, the City of Santa Ana and all other governmental agencies. Consultant shall notify the City immediately and in writing of its inability to obtain or maintain such permits, licenses, approvals, waivers, and exemptions. Said inability shall be cause for termination of this Agreement.

19. NOTICE

Any notice, tender, demand, delivery, or other communication pursuant to this Agreement shall be in writing and shall be deemed to be properly given if delivered in person or mailed by first class or certified mail, postage prepaid, or sent by fax or other telegraphic communication in the manner provided in this Section, to the following persons:

To City:

City Clerk
City of Santa Ana
20 Civic Center Plaza (M-30)
P.O. Box 1988
Santa Ana, California 92702-1988
Fax: 714- 647-6956

With courtesy copies to:

Executive Director, Human Resources
City of Santa Ana

20 Civic Center Plaza
P.O. Box 1988
Santa Ana, California 92702

To Consultant:

Isaiah Leslie
Co-Founder
Regal Court Reporting, Inc.
1551 N. Tustin Ave., Suite 750
Santa Ana, California 92705

A party may change its address by giving notice in writing to the other party. Thereafter, any communication shall be addressed and transmitted to the new address. If sent by mail, communication shall be effective or deemed to have been given three (3) days after it has been deposited in the United States mail, duly registered or certified, with postage prepaid, and addressed as set forth above. If sent by fax, communication shall be effective or deemed to have been given twenty-four (24) hours after the time set forth on the transmission report issued by the transmitting facsimile machine, addressed as set forth above. For purposes of calculating these time frames, weekends, federal, state, County or City holidays shall be excluded.

20. MISCELLANEOUS PROVISIONS

- a. Each undersigned represents and warrants that its signature herein below has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify City fully, including reasonable costs and attorney's fees, for any injuries or damages to City in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.
- b. All Exhibits referenced herein and attached hereto shall be incorporated as if fully set forth in the body of this Agreement.

[signatures on following page]

**SIGNATURE PAGE FOR CONSULTANT AGREEMENT BETWEEN REGAL COURT
REPORTING, INC. AND THE CITY OF SANTA ANA FOR COURT REPORTING AND
TRANSCRIPTION SERVICES**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first
above written.

ATTEST

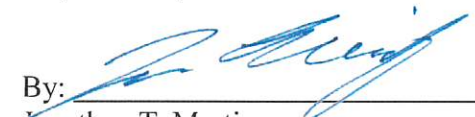
CITY OF SANTA ANA

Jennifer L. Hall
City Clerk


Alvaro Nunez
Acting City Manager

APPROVED AS TO FORM
SONIA R. CARVALHO
City Attorney

CONSULTANT

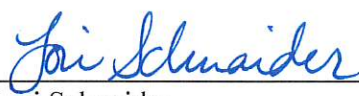
By: 

Jonathan T. Martinez
Assistant City Attorney



By:
Title:

RECOMMENDED FOR APPROVAL:



Lori Schnaider
Executive Director
Human Resources

EXHIBIT A

SCOPE OF SERVICES



CITY OF SANTA ANA

EXHIBIT I

SCOPE OF SERVICES

Proposer(s) shall perform the services as set forth below.

A. General Description

The City of Santa Ana ("City") seeks proposals from court reporting agencies to provide court reporting and transcription services for the City of Santa Ana Personnel Board (Board) Hearings. The Board hears employee appeals regarding discipline. The Board's appellate review is a full evidentiary hearing wherein the Board applies its independent judgement to the law, the facts, and to the arguments presented in each case. The Personnel Board meets as needed to hear these appeals. Presently, hearings are conducted in person in the evenings, and are scheduled as needed.

The scope of work includes, but is not limited to, the following court reporting services during hearings:

B. Availability

Selected firms must have the sufficient staff to provide the City with court reporters during evening hours.

C. Certified Reporter

Selected firms must provide certified shorthand reporters ("CSRs"). The CSRs must be able to provide proof of their certification prior to the hearing for which they are providing services.

D. Professional Ability

CSRs, provided by selected firms, must be able to accurately keep pace with all persons speaking during hearings and accurately identify the parties speaking. CSRs must be equipped to provide real-time services and recounts during hearings.

E. Promptness

CSRs, provided by selected firms, must be on time for all hearing proceedings. Specifically, CSRs must plan to be present, in the location of the hearing (with all necessary equipment setup), no less than 10 minutes before the scheduled start time of the hearing.

F. Confirmation of Appointment

Selected firms must notify the City of the placement of the CSR three business days prior to the scheduled hearing date. If the firm cannot place a CSR they must communicate with the City until they receive acknowledgement that a CSR was not scheduled for the hearing.

G. Completed Transcript – Certified Copy and Original – Sealed Copy

The firm shall provide an electronic copy within 14 calendar days. As such, the selected firm agrees to hold a copy of the transcript for a minimum of one year after the conclusion of the hearing. A completed transcript must include: (1) certification of original transcript and one copy; (2) condensed transcript ("mini"); and (3) word index. The original transcript must be delivered to the requesting agency no later than 14 calendar days from when it is prepared.



CITY OF SANTA ANA

H. Format of Transcripts

All hearing transcripts shall be prepared and submitted to the City in PDF format, or if requested on 25-line numbered paper. All hearing transcripts shall be proofread and free of spelling errors prior to submission to the City and should include the CSR's signed certification page. Each hearing exhibit shall have a unique and sequential exhibit name or number.

I. Expedited and/or Rough Transcripts

When requested, selected firms must provide an expedited rough transcript within as little as 24 hours, up to one week..

J. Invoices for Services

Selected firms must prepare an invoice for each hearing conducted in accordance with Exhibit II of the Professional Services Agreement. For expedited work, the invoice must state the name of the person who made the request, time and date of the expedited request. In addition, all invoices must state the date of the hearing, the name of the Personnel Board Secretary, the property address, Personnel Board case number and the appellant's name.

K. Reproduction Activity

Selected firms must have the ability to reproduce photos, drawings, charts, and graphs used in hearings. The firm must safeguard original exhibits provided by the hearing secretary so as to return them in their original condition and sequences.

L. Billing

The City shall not pay for costs that do not comply with the fee schedule listed on Attachment A-2. Services for which there is no additional charge are specified below:

Services for which there is no additional charge include, but may not be limited to, the following:

- a. Handling, processing or administrative fees
- b. Certification fees
- c. Parking
- d. Delivery of certified, expedited transcript via email
- e. Word indexing (included in per page transcript fee)
- f. Attachment and handling of original exhibits (but not scanning or copying)
- g. Notary fee
- h. Wait time less than 30 minutes
- i. Travel time
- j. Mileage
- k. Administration of oath
- l. Telephone or Zoom reporting
- m. Cancellation of court reporter and or videographer services up until 4:00PM the day before a scheduled assignment

EXHIBIT B

CONSULTANT'S PROPOSAL



March 26, 2024

Lori Schnaider, Human Resources Operations Manager
City of Santa Ana – Human Resources
20 Civic Center Plaza
Santa Ana, CA 92701

Dear Ms. Schnaider:

Regal Court Reporting, Inc. is honored to present our enclosed comprehensive proposal in response to the City of Santa Ana's RFP for Court Reporter & Transcription Services, per Invitation #24-034.

Founded in 2007 by my wife, Stephanie Leslie, and myself, Regal Court Reporting is a certified shorthand reporter-owned and operated agency that has steadfastly upheld the values and integrity of a family-owned enterprise in an industry landscape increasingly dominated by large, impersonal corporations. Our founding ethos is rooted in providing unparalleled, client-centric services, where each engagement is approached with a personalized touch, mirroring the care and attention to detail that is emblematic of our family-run business.

We are acutely aware of the pivotal role that a proficient and dependable court reporter plays. It is with this understanding that we extend our proposal, aspiring to become an integral partner to the City of Santa Ana in this vital capacity.

We sincerely appreciate the opportunity to present our proposal. We are at your disposal for any further information or discussions that may be required in its evaluation.

Thank you for considering Regal Court Reporting, Inc. as your partner in court reporting and transcription services. We are eager to contribute our expertise and services to the City of Santa Ana.

Very truly yours,

Isaiah Leslie, Co-Founder
Regal Court Reporting, Inc.
isaiah@regalcourtreporting.com



Table of Contents

SERVICES PROVIDED	3
CONSULTANT AGREEMENT	5
FIRM AND TEAM EXPERIENCE	15
Resume of Isaiah Leslie, Co-Founder.....	16
Resume of Stephanie Leslie, Co-Founder and CEO.....	18
PROPOSED WORK PLAN	19
ATTACHMENTS	
Attachment A-1, Proposer’s Certification	21
Attachment A-2, Fee Schedule	22
Attachment B, References	23
Attachment C, Proposer’s Statement	25
Attachment D, Non-Collusion Affidavit.....	26
Attachment E, Non-Lobbying Certification	27
Attachment F, Non-Discrimination Certification.....	28



SERVICES PROVIDED

A. General Description

Regal Court Reporting, Inc. (“Regal”) shall provide the City of Santa Ana (“City”) with Certified Shorthand Reporters (“CSRs”) for the City’s Personnel Board Hearings.

B. Availability of Certified Shorthand Reporters

Regal acknowledges the essential need for court reporting services during evening hours. Regal has a robust team of CSRs who are flexible and available for scheduling during the evening hours as required by the City. Further, Regal’s CSRs will be able to provide proof of their certification prior to the hearing for which they are providing services, and will be equipped to provide realtime services and recounts during hearings. Regal shall also instruct all CSRs to plan to be present in the location of the hearing (with all necessary equipment set up), no less than ten (10) minutes before the scheduled start time.

C. Confirmation of Appointment

Regal shall notify the City of the placement of the CSR three (3) business days prior to the scheduled hearing date. If Regal cannot place a CSR, they shall communicate with the City until they receive acknowledgement that a CSR was not scheduled for the hearing.

D. Completed Transcript – Certified Copy and Original – Sealed Copy

Regal shall provide electronic copies of transcripts of proceedings within 14 calendar days of the proceeding date. As such, Regal agrees to hold a copy of the transcript for a minimum of one (1) year after the conclusion of the hearing.

The transcript shall include: (1) certification of original transcript and one copy; (2) condensed transcript (“mini”); and (3) word index. The original transcript shall be delivered to the requesting agency no later than 14 calendar days from when it is prepared.



E. Format of Transcripts

Regal shall provide all hearing transcripts to the City in PDF format, or if requested, on 25-line numbered paper. All hearing transcripts shall go through Regal's rigorous Quality Control process prior to submission to the City, and shall include the CSR's signed certification page. Further, each hearing exhibit shall have a unique and sequential exhibit name or number.

F. Expedited and/or Rough Transcripts

When requested, Regal shall provide an expedited rough transcript within as little as 24 hours, up to one week.

G. Invoices for Services

Regal shall prepare an invoice for each hearing conducted. For expedited work, the invoice shall state the name of the person who made the request, as well as the time and date of the expedited request. In addition, all invoices shall state the date of the hearing, the name of the Personnel Board Secretary, the property address, Personnel Board case number and the appellant's name.

H. Reproduction Activity

Regal has the ability to reproduce photos, drawings, charts, and graphs used in hearings. Regal shall safeguard original exhibits provided by the hearing secretary so as to return them in their original condition and sequences.



FIRM AND TEAM EXPERIENCE

- i. Regal Court Reporting, Inc. is a certified shorthand reporter-owned and operated agency founded in 2007 by Isaiah and Stephanie Leslie. Stephanie's experience as a CSR and Isaiah's experience in sales and marketing form the foundation of Regal's distinctive identity – a court reporting agency dedicated to fulfilling the comprehensive needs of any client, with the personalized touch and care inherent in a family-owned business.

Regal prides itself in having built a team that exemplifies an unwavering commitment to delivering excellence and integrity. With 16 on staff and hundreds of court reporters in its network, Regal keeps an eye to the future, constantly striving to expand its clientele while making sure to maintain a staff robust enough to protect and enhance the customer experience.

- ii. Regal Court Reporting, Inc., is headquartered at 1551 N. Tustin Avenue, Suite 750, Santa Ana, CA 92705, conveniently located near the office of the City of Santa Ana.
- iii. Project Manager / Principal Agent:
Stephanie Leslie, Co-Founder
sleslie@regalcourtreporting.com
(866) 228-2685
- iv. Resumes attached herewith.

Isaiah Leslie

Santa Ana, California, United States

isaiah@regalcourtreporting.com

714-474-3606

[linkedin.com/in/isaiahleslie](https://www.linkedin.com/in/isaiahleslie)

Summary

As a co-founder of Regal Court Reporting, I have been providing court reporting and litigation support services to AM 100 law firms, In-house and municipal organizations for over 17 years. My mission is to make depositions, arbitrations, hearings, public meetings and trials easier with our customized service, which includes court reporting, videography, interpreting, realtime, remote depositions, online depository, online scheduling, and trial technology.

I am also an entrepreneur and a producer with 9 years of experience in video production and documentaries. I co-founded Regality Media, a production company that specializes in documentaries, commercials, branded content, and production services. I am currently working on a feature-length sports documentary, Wild About '88, The Rise of Arizona Wildcats basketball, and looking for a corporate or media partner to help finance post-production and distribution. I have a BA in Political Science from the University of Southern California and have published several articles on topics such as the California court system, the San Onofre Nuclear Generation Station, and the Irvine Ranch Water District.

Experience



Co-Founder

Regal Court Reporting, Inc.

Jun 2007 - Present (16 years 10 months)

We provide court reporting and litigation support services from the point of discovery through to the end of trial. We are big enough to deliver on all almost every service along the way, whether it's court reporting (in depositions or trial), videography (including site inspections and independent medical exams), interpreting, realtime, remote depositions, online depository, online scheduling or Trial Technology. We're not a corporate corporation with multiple levels of phone trees and staff. When you call us, you get the person you need to speak with in the right department, the first call, every time.



President

Regality Media

Jan 2014 - Present (10 years 3 months)

Regality Media is a production company specializing in documentaries, commercials, branded content, and production services. Whether you are a creative agency embarking on a new campaign, a company with a product to promote, or a fellow filmmaker in need of support, we can help. We utilize both in-house talent, and a wide network of film professionals to help our clients tackle projects of any size. At Regality, "cinematic" is more than just an aesthetic buzzword. It's a holistic philosophy that puts equal emphasis on both style and substance. Our award winning work has been highlighted by The Orange County Business Journal, The Arizona Daily Star, as well as on TV and radio.



Producer

Waterfoot Films LLC

Apr 2014 - Present (10 years)

Promotion and distribution of The Invisible Man, a five-part web-series. Development of future projects, content and distribution channels.

Account Manager

Chemcentral

Nov 2003 - Jul 2005 (1 year 9 months)

Account Manager, Sales & Marketing, Development of new sales

Sales Specialist

The Seal Beach Sun Newspaper

Mar 2002 - Nov 2003 (1 year 9 months)

Managed the Classifieds, Service and Legal Directory, Wrote several Op-Ed pieces, conducted on-the-street interviews

Education



University of Southern California

BA, Political Science

1996 - 2002

Political Science

Skills

Leadership • Management • Business Development • Litigation Support • Wedding Officiant •
Depositions • Court Reporting • Training

Stephanie Leslie

1622 North Dressage Street, Orange, California 92869 | (714) 904-5969 | sleslie@regalcourtreporting.com

Experience

OWNER / CEO | REGAL COURT REPORTING | JULY 2007 - PRESENT

- Recruit, hire, train certified stenographers
- Management of quality control – transcript production
- Preparation of employee payroll
- Licensed stenographer reporting depositions, arbitrations, public meetings, and court proceedings

FREELANCE STENOGRAPHER | JILIO VERITEXT, SARNOFF | SEPTEMBER 2004 – JUNE 2008

- Purchased and managed court reporting equipment
- Traveled to various locations as requested to swear in witnesses and report testimony stenographically
- Edited, proofread, and produced final transcripts of testimony as requested by agency and their clients

Education

ASSOCIATE OF ARTS | MAY 2002 | FLORIDA COLLEGE, TEMPLE TERRACE, FLORIDA

CERTIFICATE OF COURT REPORTING | JULY 2004 | SOUTH COAST COLLEGE, ORANGE, CALIFORNIA

Additional Certifications

- Registered Professional Reporter (RPR) from National Court Reporters Association
- Certified Realtime Reporter (CRR) from National Court Reporters Association
- California Certified Realtime Reporter (CCRR) from California Deposition Reporters Association

Skills & Abilities

- Excellent interpersonal and communication skills
- Poised under pressure
- Detail oriented
- Task oriented
- Reliable with deadlines

Activities and Interests

Outdoors, traveling, church activities



PROPOSED WORK PLAN

- i. Upon receiving a scheduling request from the City of Santa Ana (“City”), Regal Court Reporting, Inc. (“Regal”) shall immediately add each request to calendar.
- ii. Two weeks in advance of the hearing date, Regal shall reach out to its network of Certified Shorthand Reporters (“CSRs”) to secure coverage.
- iii. Regal shall notify the City of the placement of the CSR three business days prior to the scheduled hearing date. If Regal cannot place a CSR, they shall communicate with the City until they receive acknowledgement that a CSR was not scheduled for the hearing.
- iv. Regal shall instruct the CSRs to be present at the location of the hearing, with all necessary equipment set up, no less than 10 minutes before the scheduled start time.
- v. When requested, Regal shall provide an expedited rough transcript within as little as 24 hours, up to one week.
- vi. Regal shall send reminders to CSRs at 10 and 12 calendar days to ensure timely delivery of transcripts.
- vii. Upon receiving transcripts from CSRs, said transcripts will be subject to Regal’s rigorous Quality Control protocol to verify accurate speaker identification and spellings, and revisions shall be requested from CSRs as needed.
- viii. Regal shall reproduce photos, drawings, charts, and graphs used in hearings, and safeguard original exhibits provided by the hearing secretary so as to return them in their original condition and sequences.
- ix. Regal shall provide electronic copies of Q/C’d transcripts within 14 calendar days of the proceeding date. As such, Regal agrees to hold a copy of the transcript for a minimum of one (1) year after the conclusion of the hearing.

The transcript shall include: (1) certification of original transcript and one copy; (2) condensed transcript (“mini”); and (3) word index. The original transcript shall be delivered to the requesting agency no later than 14 calendar days from when it is prepared.

All transcripts will be produced and provided to the City in PDF format, or if requested, on 25-line numbered paper. All hearing transcripts shall include the CSR’s signed



certification page, and each hearing exhibit shall have a unique and sequential exhibit name or number.

- x. Within one or two days of transcript production, Regal shall prepare an invoice for each hearing conducted. For expedited work, the invoice shall state the name of the person who made the request, as well as the time and date of the expedited request. In addition, all invoices shall state the date of the hearing, the name of the Personnel Board Secretary, the property address, Personnel Board case number and the appellant's name.



CITY OF SANTA ANA

ATTACHMENT A-1

PROPOSER'S CERTIFICATION

Certification - I certify that I have read, understand and agree to the terms and conditions of this Request for Proposals. I have examined the Scope of Services (Exhibit I) and am qualified to provide services being requested as specified herein. I understand and agree that I am responsible for reporting any errors, omissions or discrepancies to the City for clarification prior to the submission of my proposal.

PROPOSER'S STATEMENT: I have read, understood and agree to the terms and conditions on all pages of the Request for Proposals. Upon request, I will transfer and deliver goods or services to the City in accordance with said terms and conditions.

REGAL COURT REPORTING, INC.
LEGAL NAME OF COMPANY

(866) 228-2685
PHONE AND FAX NUMBERS

1551 N. TUSTIN AVENUE, SUITE 750, SANTA ANA, CA 92705
BUSINESS ADDRESS

ISAIAH LESLIE
PRINTED NAME OF AUTHORIZED AGENT

CO-FOUNDER
TITLE

SIGNATURE OF AUTHORIZED AGENT

3/23/2024
DATE

ISAIAH@REGALCOURTREPORTING.COM
E-MAIL ADDRESS

26-1751903
FEDERAL ID NUMBER (IF APPLICABLE)

N/A
CONTRACTOR LICENSE NUMBER
(IF APPLICABLE)

366464

CITY OF SANTA ANA BUSINESS LICENSE NUMBER

(PLEASE PROVIDE IF AVAILABLE, BUT NOT REQUIRED UNTIL AND IF AN AWARD IS MADE TO PROPOSER.)

**THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.
PROPOSALS THAT DO NOT CONTAIN THIS FORM WILL BE CONSIDERED NONRESPONSIVE.**



CITY OF SANTA ANA

ATTACHMENT B

REFERENCES



CITY OF SANTA ANA

List and describe fully the contracts performed by your firm which demonstrate your ability to provide the supplies, equipment or services included in the scope of the proposal specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

REFERENCE

Customer Name: City of Huntington Beach - City Attorney's Office

Contact Individual: Chris Keleman

Address: 2000 Main Street, 4th Floor Phone Number: 714-536-5555

Huntington Beach, CA 92648 EMAIL: Chris@surfcity-hb.org

Contract Amount: \$10,000 Year: 2023

Description of supplies, equipment, or services provided:

Court reporter and transcription services

REFERENCE

Customer Name: City of Anaheim Contact Individual: Ariana Hernandez

Address: 200 S. Anaheim Blvd, Ste 620 Phone Number: 714-765-5110

Anaheim, CA 92805 EMAIL: arihernandez@anaheim.net

Contract Amount: \$5,000 Year: 2023

Description of supplies, equipment, or services provided:

Court reporter and transcription services

REFERENCE

Customer Name: 32nd District Agricultural Association, State of California

Contact Individual: Summer Angus

Address: 88 Fair Drive Phone Number: 714-708-1514

Costa Mesa, CA 92626 EMAIL: SAngus@ocfair.com

Contract Amount: \$49,000 Year: 2020 - 2022

Description of supplies, equipment, or services provided:

Provided court reporters for Monthly board meetings and special committee meetings

**THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.
PROPOSALS THAT DO NOT CONTAIN THIS FORM WILL BE CONSIDERED NONRESPONSIVE.**



CITY OF SANTA ANA

ATTACHMENT C

PROPOSER'S STATEMENT

Proposer understands and agrees that this written RFP (or any part thereof specifically designated and accepted by the City of Santa Ana, hereinafter City) shall constitute the entire agreement between proposer and the City only after it has been accepted by the City Council, endorsed by the Clerk of the Council with her signature and official seal noting hereon the action of approval of the Council, signed by the Executive Director or his duly authorized agent, and signed by the City Attorney, denoting his approval of the form of this document, and its execution, and when it or an exact copy of it has been either delivered to proposer or deposited with the United States Postal Service properly addressed to the proposer with the correct postage affixed thereto.

Proposer further agrees that upon delivery (as defined above) of the accepted agreement he/she will furnish City all required required bonds and certificate of liability insurance within ten (10) days (excluding Saturdays, Sundays and City's legal holidays), or the funds, check, draft, or proposer's bond substituted in lieu thereof accompanying this proposal shall become the property of the City and shall be considered as payment of damages due to the delay and other causes suffered by City because of the failure to furnish the necessary bonds and because it is distinctly agreed that the proof of damages actually suffered by City is difficult to ascertain; otherwise said funds, check drafts, or proposer's bond substituted in lieu thereof shall be returned to the undersigned.

Proposer understands that a proposal is required for the entire work, that the estimated quantities set forth in the RFP schedule are solely for the purpose of comparing proposals, and that final compensation under the contract will be based upon the actual quantities of work satisfactorily completed.

All terms contained in the specifications, the certification of nondiscrimination by contractors, and the required insurance certificates are to be incorporated by reference into this agreement and are made specifically as part of this RFP.

Firm Regal Court Reporting, Inc.

Signed and Printed Name: Isaiah Leslie

Title Co-founder

Date 3/23/2024

**THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.
PROPOSALS THAT DO NOT CONTAIN THIS FORM WILL BE CONSIDERED NONRESPONSIVE.**



CITY OF SANTA ANA

ATTACHMENT D

NON-COLLUSION AFFIDAVIT

(Title 23 United States Code Section 112 and Public Contract Code Section 7106)

To the CITY OF SANTA ANA

In accordance with Title 23 United States Code Section 112 and Public Contract Code 7106 the proposer declares that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Note: The above non-collusion affidavit is part of the proposal. Signing this proposal on the signature portion thereof shall also constitute signature of this non-collusion affidavit. Proposers are cautioned that making a false certification may subject the certifier to criminal prosecution.

Signed Isaiah Bruce Leslie

State of CA, County of Orange

Subscribed and sworn to (or affirmed) before me on this 24th day of March, 2024, by Isaiah Bruce Leslie, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

[Signature]
Notary Public Signature



Notary Public Seal

**THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.
PROPOSALS THAT DO NOT CONTAIN THIS FORM WILL BE CONSIDERED NONRESPONSIVE.**



CITY OF SANTA ANA

ATTACHMENT E

NON-LOBBYING CERTIFICATION

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in conformance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Signed:

Title:

Co-Founder

Firm:

Regal Court Reporting, Inc.

Date:

3/23/2024

**THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.
PROPOSALS THAT DO NOT CONTAIN THIS FORM WILL BE CONSIDERED NONRESPONSIVE.**



CITY OF SANTA ANA

ATTACHMENT F

NON-DISCRIMINATION CERTIFICATION

The undersigned consultant or corporate officer, during the performance of this contract, certifies as follows:

1. The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
2. The Consultant shall, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
3. The Consultant shall send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Consultant's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The Consultant shall comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The Consultant shall furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation, to ascertain compliance with such rules, regulations, and orders.
1. In the event of the Consultant's non-compliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, the contract may be canceled, terminated, or suspended in whole or in part and the Consultant may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulations, or order of the Secretary of Labor, or as otherwise provided by law.
2. The Consultant shall include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontract



CITY OF SANTA ANA

or purchase order as the administering agency may direct as means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event the Consultant becomes involved in, or is threatened with, litigation with a subconsultant or vendor as a result of such direction by the administering agency, the Consultant may request that the United States enter into such litigation to protect the interests of the United States.

8. Pursuant to California Labor Code Section 1735, as added by Chapter 643 Stats. 1939, and as amended, no discrimination shall be made in the employment of persons upon public works because of race, religious creed, color, national origin, ancestry, physical handicaps, mental condition, marital status, or sex of such persons, except as provided in Section 1420, and any consultant of public works violating this Section is subject to all the penalties imposed for a violation of the Chapter.

Signed: _____

A handwritten signature in blue ink, appearing to be "Bj SA", written over a horizontal line.

Title: _____

Co-Founder

Firm: _____

Regal Court Reporting, Inc.

Date: _____

3/23/2024

THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.
PROPOSALS THAT DO NOT CONTAIN THIS FORM WILL BE CONSIDERED NONRESPONSIVE.

EXHIBIT C

CONSULTANT'S FEE PROPOSAL



CITY OF SANTA ANA

ATTACHMENT A-2 PERSONNEL BOARD APPEAL HEARINGS PROPOSAL PRICING FEE SCHEDULE

Description of Service – Regal Court Reporting, Inc.	Proposal Rate Per Service
1. Administrative Appeal Appearances: a. Half day hearing b. Full day hearing c. Overtime/Evening rate (after 6:00 pm)	a. \$1,135 (up to 3 hours) b. \$2,245 c. \$85/hour
2. Maximum Cancellation Fee: Provide cancellation policy The Cancellation Fee is chargeable when cancellation is made after 4:00 pm the day before the scheduled administrative appeal proceeding.	\$555 \$1,135 if reporter is en route
3. Transcript: Per page for original and certified copy (Rates are based on 25-line Per Page Format and Minimum Transcript Format Standards)	\$8.25/page
4. Expedited Transcript: a. Next Day b. 2-3 Business Days c. 4-5 Business Days d. 6-9 Business Days	a. addtl 100% of page rate b. addtl 90% of page rate c. addtl 70% of page rate d. addtl 50% of page rate
5. Expedited Rough Electronic Transcript During Hearing: Next Day (with purchase of full transcript)	\$2.15/page
6. Transcript Delivery by U.S. PostalMail:	\$35 per box
7. Transcript Delivery by Other Delivery Service or Vendor Drop Off: Per delivery in one box of one or more transcripts	\$50 per box
8. Real-time Service to Hearing Officer/Counsel: (Please specify any fee that is charged for “real-time” services and is billed in addition to per page rate)	\$2.55/page \$110/unit equipment rental
9. Court of Appeal Transcript: Change cover page, Repaginate, and Reprint New Original Transcript, including exhibits	\$2.00/page, \$150 minimum

**THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.
PROPOSALS THAT DO NOT CONTAIN THIS FORM WILL BE CONSIDERED NONRESPONSIVE.**