



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
July 16, 2024

TOPIC: Approve Agreements for Court Reporting and Transcription Services

AGENDA TITLE

Aggregate Agreements for Court Reporting and Transcription Services with Kennedy Court Reporters, Inc. and Regal Court Reporting, Inc. in an Aggregate Amount Not to Exceed \$250,000 (Specification No. 24-034) (General Fund)

RECOMMENDED ACTION

Authorize the City Manager to execute aggregate agreements with Kennedy Court Reporters, Inc. and Regal Court Reporting, Inc. to provide court reporting and transcription services for a three-year term beginning July 16, 2024 and ending July 15, 2027, with provisions for two, one-year extensions, in an amount not to exceed \$250,000 (Core Agreement No. A-2024-XXX).

GOVERNMENT CODE §84308 APPLIES: Yes

DISCUSSION

The City maintains continued need for ongoing court reporting and transcription services. These agreements will provide the Human Resources Department with the necessary resources to efficiently meet the expanded court reporting and transcription needs of the City's administrative hearings, including, but not limited to, Personnel Board hearings on an as needed-basis.

Staff recommends approval of the agreements to provide court reporting and transcription services in an efficient manner, on an as needed-basis by the City. This on-call service agreement does not guarantee work for the vendor.

The Request for Proposals (RFP) No. 24-034 was issued on February 29, 2024, on the City's online bid management and publication system. A summary of vendor participation and results is as follows:

185	Vendors notified
18	Santa Ana vendors notified
19	Vendors downloaded the RFP packet
2	Proposals received
2	Proposals received from Santa Ana vendors

Proposals were solicited, opened on March 21, 2024, and evaluated. Two proposals were submitted by the RFP deadline and both were determined to be responsible, responsive to the specifications, and met the City's requirements. The evaluation committee reviewed and rated the proposals according to the criteria listed in the RFP. Based on the criteria outlined in the RFP, the following summarizes the responding firms and their rankings:

Firm	Location	Rank
Kennedy Court Reporters, Inc.	Santa Ana, CA	1
Regal Court Reporting, Inc.	Santa Ana, CA	2

Staff recommends awarding agreements to both ranked firms based on the City's projected needs. The proposals submitted by these firms demonstrated they have the necessary capacity and expertise to provide court reporting and transcription services as specified in the RFP. Additionally, the firms' rates are reasonable and within industry standard, and the proposals were determined to provide the best overall value for the City.

ENVIRONMENTAL IMPACT

There is no environmental impact associated with this action.

FISCAL IMPACT

The estimated expenditures below are strictly approximations; contract authority may be paid in its entirety during any given fiscal year, expended throughout the term of the contract, or not spent at all. Moreover, any contract services and associated expenditures are subject to available funding in the Human Resources Department budget.

Funds for the agreements for court reporting and transcription services are budgeted and available in the Human Resources Services, Contract Services-Professional expenditure account (no. 01109050-62300) for FY 2024-25 and funding for subsequent fiscal years will be included in the proposed budgets for City Council consideration. This on-call service agreement does not guarantee work for the vendor.

Fiscal Year	Accounting Unit - Account No.	Fund Description	Accounting Unit, Account Description	Amount
FY 24-25	01109050-62300	General Fund	Human Resources Serv. Contract Professional	\$50,000.00
FY 25-26	01109050-62300	General Fund	Human Resources Serv. Contract Professional	\$50,000.00

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FY 26-27	01109050-62300	General Fund	Human Resources Serv. Contract Professional	\$50,000.00
FY 27-28	01109050-62300	General Fund	Human Resources Serv. Contract Professional	\$50,000.00
FY 28-29	01109050-62300	General Fund	Human Resources Serv. Contract Professional	\$50,000.00
			Total	\$250,000.00

EXHIBIT(S)

1. Agreement with Kennedy Court Reporters, Inc.
2. Agreement with Regal Court Reporting, Inc.

Submitted By: Lori Schnaider, Executive Director of Human Resources

Approved By: Alvaro Nuñez, Acting City Manager