

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

November 5, 2024

FROM

Whitney J. Fields, Director, Department of Risk Management

SUBJECT

Contracts for Certified Court Reporting and Videography Services

RECOMMENDATION(S)

Approve contracts with the following companies to provide certified court reporting and videography services for the County's self-insured general liability and workers' compensation claims programs, in accordance with the contracted fee schedule, with an estimated aggregate cost of \$1,520,000, for the period of November 20, 2024, through November 19, 2029:

1. Global Access Litigation Services **Contract No. 24-1079**
2. Jilio Ryan Court Reporters **Contract No. 24-1080**
3. Deposition Solutions, LLP DBA Lexitas **Contract No. 24-1081**
4. Platinum Reporters & Interpreters, Inc. **Contract No. 24-1082**
5. The Sullivan Group **Contract No. 24-1083**
6. Todd Olivas & Associates, Inc. **Contract No. 24-1084**
(Presenter: Whitney J. Fields, Director, 386-8621)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost) as these services will be paid from the Department of Risk Management's (DRM) self-insurance funds in accordance with the contracted fee schedule (Attachment A of the contracts). The self-insurance funds are financed by County departments and Board-Governed Special Districts (Special Districts) via internal service rates approved annually by the Board of Supervisors. The estimated aggregate cost of these services over a five-year period is \$1,520,000 per year. The total contract amount was estimated based on statistical usage information from the three years prior and current market rates. The estimated cost of court reporting and videography services for the remainder of 2024-25 is approximately \$41,000. Sufficient appropriation and revenue has been included in the DRM's 2024-25 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Department of Risk Management (DRM) self-administers the County's general liability and workers' compensation claims programs. DRM contracts with workers' compensation and public liability attorneys as required for the legal defense of claims for the County and Special Districts. Contracts for certified court reporting and videography services are necessary as DRM does not have the necessary staff or the equipment to provide these specialized services.

**Contracts for Certified Court Reporting and Videography Services
November 5, 2024**

Outsourcing is the most economical method to obtain and provide these services, as it allows DRM to more accurately forecast and control costs by using a standard fixed rate schedule.

On November 19, 2019 (Item No. 33), as a result of a successful competitive process, the Board of Supervisors approved Contract No.19-766 with Atkinson Baker, Inc., Contract No.19-767 with Imber Court Reporters, Contract No. 19-768 with Jilio-Ryan Hunter & Olsen, Contract No. 19-769 with Platinum Reporters and Interpreters, Inc., Contract No. 19-779 with Sound Deposition Services, Inc. and Contract No. 19-771 with Todd Olivas & Associates, Inc. with an estimated aggregate cost of \$1,520,000 for the period of November 20, 2019, through November 19, 2024.

Due to the current contracts ending on November 19, 2024, DRM recommends approving the contracts with the six companies in the Recommendation to continue utilizing these certified court reporting and videography services for the County's general liability and workers' compensation claims programs.

PROCUREMENT

On March 21, 2024, DRM released a Request for Proposal (RFP) for certified court reporting and videography services. The RFP was posted on the County's Electronic Procurement Network (ePro) and the following six vendors submitted proposals:

Vendor Name	Location
Global Access Litigation Services	San Clemente, CA
Jilio Ryan Court Reporters	Tustin, CA
Deposition Solutions, LLP dba Lexitas	Houston, TX
Platinum Reporters & Interpreters, Inc.	San Pedro, CA
The Sullivan Group	Long Beach, CA
Todd Olivas & Associates, Inc	Murrieta, CA

A review panel consisting of staff from DRM and County Counsel, with oversight by the Purchasing Department, evaluated the proposals and ranked them based on compliance with the RFP requirements, company qualifications and experience, as well as interviews, technical and cost evaluations. The review panel recommends contracts be awarded to all six vendors.

The recommended contracts include guaranteed rates for the entire term and shall be effective from November 20, 2024, through November 19, 2029, with either party able to terminate the contract with 30 days written notice.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Laura Feingold, Chief Assistant County Counsel, 387-5455) on October 8, 2024; Purchasing (Leo Gomez, Purchasing Manager, 387-2063) on October 10, 2024; County Administrative Office (Diane Rundles, Assistant Executive Officer, 387-5572) on October 11, 2024; Finance (Ivan Ramirez, Administrative Analyst, 387-4020) on October 15, 2024; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on October 21, 2024.

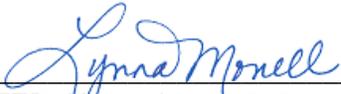
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: November 5, 2024



cc: Risk Management - Fields w/agree
Contractor - c/o Risk Management w/agree
File - w/agree
MBA 11/7/2024