

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

May 18, 2021

FROM

JOHN McMAHON, Sheriff/Coroner/Public Administrator

SUBJECT

Amendment to Contract with Bureau of Office Services, Inc. to Provide Deputy Report Transcription Services

RECOMMENDATION(S)

Approve **Amendment No. 3 to Contract No. 18-742** with Bureau of Office Services, Inc. for the provision of transcription services, replacing the current Deputy Report Transcription Services Fee Schedule – Attachment A, and extending the contract term by one year for a total contract period of October 1, 2018 through September 30, 2022, with no change to the total contract amount of \$1,000,000.

(Presenter: John Ades, Captain, 387-0640)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The cost of transcription services in the amount of \$1,000,000 will be funded by the Public Safety Sales Tax (Prop 172) revenue reserve, as approved by the Board of Supervisors (Board) on January 8, 2019 (Item No. 49). To date the Sheriff/Coroner/Public Administrator (Department) has spent \$677,900 under this Contract. Budget adjustments are not requested at this time but will be included in a future countywide quarterly budget report presented to the Board for approval, if necessary.

BACKGROUND INFORMATION

The Department is responsible for maintaining countywide criminal and civil incident reports in digital media format. Deputies, and other Department users, verbally dictate report narratives into Department-issued digital audio belt recorders to complete reports in a timely manner. Deputies submit the audio dictations to a typist who is responsible for the transcription of the dictation and the return of the document to the originating Deputy or other Department user.

Of the approximate 107,000 reports filed each year, 79,000 contain a written narrative. The volume of work and need for quick turn-around times resulted in the need to seek qualified outside vendors to for transcription services.

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PROCUREMENT

On September 25, 2018 (Item No. 48), as a result of a competitive process, the Board awarded Contract No. 18-742 to Bureau of Office Services (BOS), Inc. for the period of October 1, 2018 through September 30, 2019 with the option to extend the term for two one-year periods.

The Board approved Amendment No. 1 to Contract 18-742 on September 10, 2019 (Item No. 62), extending the contract by one-year, for a total contract term of October 1, 2018 through September 30, 2020, with no change to the original \$1,000,000 contract amount, and provided additional options to extend the term through 2023.

On August 11, 2020 (Item No. 47), the Board approved Amendment No. 2 to Contract 18-742, extending the contract by one-year, for a new contract period of October 1, 2018 through September 30, 2021.

The proposed amendment will allow for the continuation of Deputy report transcription services, exercising the third option to extend the contract term by an additional one-year period through September 30, 2022.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Richard D. Luczak, Deputy County Counsel, 387-5455) on April 19, 2021; Purchasing (Michael Candelaria, Lead Buyer, 387-2060) on April 16, 2021; Finance (Carolina Mendoza, Administrative Analyst, 387-0294) on April 29, 2021; and County Finance and Administration (Kelly Welty, Deputy Executive Officer, 387-5423) on April 29, 2021.

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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Janice Rutherford

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY



DATED: May 18, 2021



cc: Sheriff - Ades w/agree
Contractor - C/O Sheriff w/agree
File - w/agree
CCM 05/26/2021