

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

**September 13, 2022**

**FROM**

**SHANNON D. DICUS, 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. 4 to Contract No. 18-742** with Bureau of Office Services, Inc. for the provision of transcription services, replacing the current Deputy Report Transcription Services Cost Schedule – Attachment A, increasing the contract amount by \$300,000 for a new total not to exceed amount of \$1,300,000, and extending the contract term by one year for a total contract period of October 1, 2018 through September 30, 2023.

(Presenter: Kelly Welty, Chief Deputy Director, 387-3760)

**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 \$1,300,000 will be funded by the Public Safety Sales Tax (Prop 172) revenue. Budget adjustments are not requested at this time but will be included in the countywide mid-year budget report presented to the Board of Supervisors (Board) for approval, if necessary.

**BACKGROUND INFORMATION**

The Sheriff/Coroner/Public Administrator (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 documents 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 department seeking qualified outside vendors for transcription services. Resulting from a competitive process, the Bureau of Office Services, Inc. (BOS) has been providing deputy report transcription services to the department since 2018.

**Amendment to Contract with Bureau of Office Services, Inc. to Provide  
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On August 9, 2022, the Department received BOS's confirmation to extend the contract for the provision of deputy report transcription services, exercising the final one-year option to extend the term from October 1, 2018 through September 30, 2023.

The proposed amendment accomplishes the following changes to the contract language:

- Extends the contract term by one year;
- Updates the maximum amount of payment allowed under the contract from \$1,000,000 to \$1,300,000;
- Replaces the current Attachment A – Cost Schedule with a new Attachment A – Cost Schedule;
- Adds an electronic signature provision.

**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, 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.

On May 18, 2021 (Item No. 79), the Board approved Amendment No. 3 to Contract 18-742, extending the contract by one-year, for a new contract period of October 1, 2018 through September 30, 2022.

Based on BOS's satisfactory performance, the Department recommends approval of the proposed amendment exercising the final option to extend the contract term to allow for uninterrupted deputy report transcription services. Either party may terminate the agreement upon 30-days advance written notice.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Richard D. Luczak, Deputy County Counsel, 387-5455) on August 23, 2022; Purchasing (Michael Candelaria, Lead Buyer, 387-0321) on August 16, 2022; Finance (Carolina Mendoza, Administrative Analyst, 387-0294) on August 25, 2022; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on August 26, 2022.

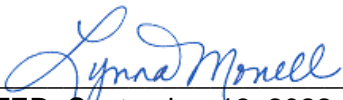
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Record of Action of the Board of Supervisors  
San Bernardino County

**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: September 13, 2022



cc: Sheriff - Welty w/agree  
Contractor - C/O Sheriff w/agree  
File - w/agree  
CCM 09/21/2022