

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: ANN HARGREAVES, RESEARCH & PROGRAM  
COORDINATOR, POLICE DEPARTMENT  
SUBJECT: FOURTH AMENDMENT TO PROFESSIONAL SERVICES  
AGREEMENT - SPEAKWRITE  
AGENDA ACTION: MOTION

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RECOMMENDATION

It is recommended by the Police Department (Department) that the Council, by motion, approve the fourth amendment increasing compensation of the agreement with SpeakWrite, LLC (Consultant), from Austin, Texas. SpeakWrite, LLC provides national law enforcement transcription services. It is used by the City of Santa Rosa for transcribing investigative reports, interviews, and other verbal recordings. The Department recommends increasing compensation by \$50,000, for a total amount not to exceed \$149,999.

EXECUTIVE SUMMARY

In 2014, the Department awarded and the City Manager approved agreement number F000690, dated February 24, 2014, in an amount not to exceed \$99,999 for the Consultant to provide transcription services to the Department. The initial contract period was for one year. The second and third amendments modified the time of performance to July 31, 2016 and July 31, 2017, respectively. The Department is satisfied with the service provided by the Consultant and wishes to approve a fourth amendment increasing compensation of the agreement by \$50,000 for a total compensation in an amount not to exceed \$149,999 by July 31, 2017.

BACKGROUND

The Police Department uses digital voice recorders to document interviews with victims, witnesses and suspects; the volume of recording can create a transcription backlog. In 2013, the Department conducted an RFP process, from which the Consultant was selected as best meeting the RFP criteria. Agreement number F000690, dated February 24, 2014, was established in an amount not to exceed \$99,999. The first amendment made January 8, 2015, extended the time of performance to not later than January 1, 2016. The second amendment made December 28, 2015, extended the time of performance to not later than July 31, 2016. The third amendment made May 11, 2016, extended the time of performance to not later than July 31, 2017. The Department is

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satisfied with the Consultant's services and wishes to increase compensation by \$50,000, for a total amount not to exceed \$149,999 with services extending to June 31, 2017.

### PRIOR COUNCIL REVIEW

Not applicable.

### ANALYSIS

SpeakWrite, LLC is a Texas based company which provides transcription services to law enforcement agencies nationally. The Consultant has provided high quality, secure voice to documents services for the Department since February 24, 2014 and has met the Department's strict confidentiality requirements. The Department wishes to continue receiving transcription services from the Consultant.

### FISCAL IMPACT

The Department's fiscal year 2016-17 adopted budget provides the funds for this expenditure. Future budget proposals will include funding for this recurring operating expenditure.

### ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment or a foreseeable indirect physical change in the environment pursuant to CEQA guideline section 15378.

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

### NOTIFICATIONS

Not applicable.

### ATTACHMENTS

1. SpeakWrite Amendment 4
2. SpeakWrite Amendments 1-3
3. SpeakWrite PSA

### CONTACT

Ann Hargreaves, Research and Program Coordinator, Police (707) 543-3561