

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: JOHN CREGAN, POLICE CHIEF
POLICE DEPARTMENT
SUBJECT: SECOND AMENDMENT TO PROFESSIONAL SERVICES
AGREEMENT WITH SPEAKWRITE, LLC

AGENDA ACTION: MOTION

RECOMMENDATION

It is recommended by the Police Department that the Council, by resolution, approve and authorize the City Manager or designee to execute a Second Amendment to Professional Services Agreement Number F001927 with SpeakWrite, LLC for police transcription services to increase compensation by \$75,000 for a not to exceed amount of \$170,000 and extend the time of performance through June 30, 2027.

EXECUTIVE SUMMARY

In 2019 the City entered into an agreement with SpeakWrite, LLC to provide transcription services for the Police Department. In 2020 the agreement was amended to add Spanish translation services. The department is satisfied with the services provided and wishes to extend the contracted services until June 30, 2027 and increase the total compensation to, not exceed \$170,000.

BACKGROUND

The Police Department uses digital recording devices to document interviews with victims, witnesses and suspects. Timely transcription services are needed for the investigation files. The Department entered into an agreement with SpeakWrite, LLC in 2019 to provide these services. In 2020 the agreement was amended to add Spanish translation services.

PRIOR CITY COUNCIL REVIEW

Not applicable.

SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT-
SPEAKWRITE
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ANALYSIS

SpeakWrite, LLC is a Texas based company which provides transcription services to law enforcement agencies nationally. They have provided high quality, secure voice to documents services for the Department and has met the Department's strict confidentiality and timely response requirements.

FISCAL IMPACT

The Police Departments fiscal year 2023-2024 adopted budget provides funding for these expenditures.

ENVIRONMENTAL IMPACT

The Council finds that the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under section 15061(b)(3) and 15378(b) in that there is no possibility that the implementation of this action would have significant effects on the environment, and that no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution/Exhibit A - Second Amendment to Professional Services Agreement

PRESENTER

John Cregan, Chief of Police jcregan@srcity.org