



Legislation Text

File #: 21-514, **Version:** 1

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: April 28, 2021

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a three-year service price agreement for court reporting services for various City departments - Magna Legal Services, most advantageous proposer of two - Estimated amount of \$288,508.24 - Financing: General Fund (\$88,440.05) and Liability Reserve Fund (\$200,068.19)

BACKGROUND

This action does not encumber funds; the purpose of a service price agreement is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This service price agreement will provide for court reporting services to various City departments. These services include court reporters and transcribers to take verbatim transcriptions of legal proceedings. Such proceedings could be but are not limited to depositions, appellate hearings, meetings, witness statements, and any other proceedings where accurate written accounts are necessary. Additional services include the following:

- Administering oaths
- Providing electronic versions of transcripts
- Videotaping of proceedings

Civil Service uses court reporting services for Trial Board Hearings and for monthly Civil Service Board Meetings.

A six-member committee from the following departments reviewed and evaluated the qualifications:

- City Attorney's Office (2)
- Civil Service (2)
- Office of Economic Development Business Workforce and Inclusion Division (1)*
- Office of Procurement Services (1)*

*The Office of Procurement Services evaluated cost and local preference, if applicable. The Office of Economic Development Business Workforce and Inclusion Division only evaluated the Business Inclusion and Development Policy.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

- Cost 30 points
- Experience 25 points
- Approach, capabilities, and services offered 25 points
- Business Inclusion and Development Plan 15 points
- Local Preference 5 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$12.38; the selected vendor meets this requirement.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On February 13, 2013, City Council authorized a three-year service contract for court reporting services with All American Reporting and Net Transcripts, Inc. by Resolution No. 13-0284.

FISCAL INFORMATION

Fund	FY 2021	FY 2022	Future Years
General Fund	\$29,480.02	\$29,480.02	\$29,480.01
Liability Reserve Fund	\$66,689.39	\$66,689.40	\$66,689.40
Total	\$96,169.41	\$96,169.42	\$96,169.41

M/WBE INFORMATION

In accordance with the City's Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal	M/WBE %	M/WBE \$
\$288,508.24	Other Services	N/A	N/A	N/A
<ul style="list-style-type: none"> • The Business Inclusion and Development Policy does not apply to Other Service contracts. • Magna Legal Services - Non-local; Workforce - 0.00% Local 				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none"> • Utilized for high technology procurements, insurance procurements, and other goods and services • Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications • Always involves a team evaluation • Allows for negotiation on contract terms, including price
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The Office of Procurement Services received the following proposals from solicitation number BQZ21-00015369. We opened them on January 8, 2021. We recommend the City Council award this service price agreement in its entirety to the most advantageous proposer.

*Denotes successful proposer

<u>Proposers</u>	<u>Address</u>	<u>Score</u>
*Magna Legal Services	1635 Market St. 8th Floor Philadelphia, PA 19103	68.75
All American Reporting	325 Spring Valley Dr. Denison, TX 75020	66.25

OWNER**Magna Legal Services**

Peter Hecht, Partner, Executive Vice President Sales