



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

#13-0509

TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Lee Feldman, ICMA-CM, City Manager

DATE: April 16, 2013

TITLE: Motion to cancel contract F-4318-12RD with Globespan Transcription and
motion to approve a one-year contract for law enforcement transcription
services – Request for Proposal (RFP) 135-11163 - \$175,000

Recommendation

It is recommended that the City Commission terminate contract F-4318-12RD with Globespan Medical, Inc. (d/b/a Globespan Transcription) and award a one-year contract for law enforcement transcription services (items 1-6) to Net Transcripts, Inc., in the estimated annual amount of \$175,000 and authorize the City Manager to approve the renewal options contingent upon approval and appropriation of funds.

Background

The Police Department downsized and reassigned clerk/typist positions making it necessary to outsource transcription services. These services are utilized when taking witness, victim, or suspect statements and are mandatory when filing cases with the Broward County State Attorney's office. On November 20, 2012 (12-2348, PUR-1), the City awarded the City of Hollywood contract F-4318-12RD, with Globespan Medical, Inc. (d/b/a Globespan Transcription). The Police Department staff believes that Globespan Transcription cannot meet the needs of the City and the Police Department chose to release our own RFP on February 14, 2013.

The RFP opened on March 6, 2013 with seven proposals received, and also received two late proposals from EscribeSolutions, Inc. and Law Enforcement Transcription Services. On March 21, 2013 the evaluation committee voting members consisting of Sergeant Lynnette Falzone, Sergeant Steven Scelfo and Detective Matthew Finstad met, and ranked Net Transcripts, Inc. the top ranked proposer. The Police Department currently has \$175,000 allocated for these services.

Resource Impact

There will be a fiscal impact to the City in the amount of \$87,500. Future expenditures are contingent upon approval and appropriation of the FY 2014 annual budget.

FUNDS AVAILABILTY LOCATION:

FY	FUND	SUB FUND	FUND NAME	INDEX #	INDEX NAME	SUB OBJ #	SUBJECT NAME	AMOUNT
2013	001	01	General Fund	POL040301	Criminal Investigations	3210	Clerical Services	\$87,500.00
2014	001	01	General Fund	POL040301	Criminal Investigations	3210	Clerical Services	\$87,500.00
							TOTAL	\$175,000.00

Attachment

Exhibit 1 – Bid Tabulation 135-11163

Prepared by: Michael F. Walker, Manager, Procurement and Contracts
Carrie Keohane, Administrative Assistant I

Department Director: Chief Frank Adderley, Police