



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

**#21-0166**

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

**FROM:** Chris Lagerbloom, ICMA-CM, City Manager

**DATE:** February 16, 2021

**TITLE:** Motion Approving Consent to Assignment of Contract for Transcription  
Services to Elite Office Solutions, Inc. - **(Commission Districts 1, 2, 3  
and 4)**

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**Recommendation**

Staff recommends the City Commission approve an assignment of contract, in substantially the form attached, for transcription services from Professional Filing Systems, Inc. d/b/a Transcription Experts to Elite Office Solutions, Inc.

**Background**

On September 6, 2017, the City Commission approved Contract No. 773-11969 with Professional Filing Systems, Inc. d/b/a Transcription Experts (PFS) for transcription services (CAM 17-0759). The initial contract term was for one year with three (3) one-year renewal options. The contract is currently in the final renewal term and is due to expire on September 30, 2021.

The company has merged its operations with another company, Elite Office Solutions. As a result, PFS has assigned the contract, in its entirety, to the new company. If assignment is approved, Elite shall perform PFS' duties, obligations, and responsibilities under the original contract.

**Resource Impact**

There is no fiscal impact to the City associated with this action.

**Strategic Connections**

This item supports the *Press Play Fort Lauderdale 2024 Strategic Plan*, specifically advancing:

- The Public Safety Focus Area
- Goal 6: Build a safe and well-prepared community
- Objective: Prevent and solve crime in all neighborhoods

This item advances the *Fast-Forward Fort Lauderdale 2035 Vision Plan: We Are Community*.

**Attachments**

Exhibit 1 – Original Agreement

Exhibit 2 – Assignment of Contract

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Prepared by: Kenneth Campbell, Business Operations Manager  
AnnDebra Diaz, Procurement Administrator, Finance  
Claudelle Rose, Sr. Admin Assistant, Finance

Department Director: Luis Alvarez, Acting Chief of Police  
Susan Grant, Finance