

RESOLUTION NO. 59-21

**RESOLUTION OF THE COUNCIL OF THE CITY OF RICHMOND, CALIFORNIA,
AUTHORIZING CONTRACTS FOR ON-CALL TRANSCRIPTION SERVICES FOR
AN AMOUNT NOT TO EXCEED \$50,000 PER VENDOR, OVER THREE YEARS,
FROM JULY 2021 THROUGH JUNE 2024, WITH AN OPTION TO EXTEND THE
CONTRACTS FOR TWO YEARS**

WHEREAS, the City of Richmond Community Development Department and other City departments anticipate needing transcription services for public meetings, public hearings, community events, and other meetings; and

WHEREAS, the Richmond Community Development Department has demonstrated that the use of vendors drawn from a list of pre-qualified firms that have undergone a competitive bidding process eliminates delays and costs associated with project-by-project bidding; and

WHEREAS, on March 15, 2021, the Richmond Community Development Department solicited a Request for Qualifications (RFQ) for on-call transcription services; and

WHEREAS, five vendors were notified, and three firms responded to the RFQ; and

WHEREAS, all vendor responses were reviewed by a panel consisting of staff from Community Development, City Manager's Office, and Library Services; and

WHEREAS, the panel evaluated the responses based on each firm's qualifications and experience completing similar work, the qualifications and experience of key project staff, and compliance with the requirements of the RFQ; and

WHEREAS, the panel recommends the three firms for inclusion to the on-call list for transcription services:

1. Anita L. Tucci-Smith, LLC
2. Cybertary.com
3. Sherri D. Lewis

WHEREAS, each contract would be for an amount not-to-exceed \$50,000, over a three-year period, from July 2021 through June 2024, with an option to extend the contracts for two years; and

WHEREAS, firms on the on-call list will be selected to provide transcription services of Historic Preservation Commission, Design Review Board, Planning Commission, Recreation and Parks Commission, Library Commission, Police Commission, and Economic Development Commission, and other public meetings based on availability and costs; and

WHEREAS, the Community Development Department will manage the contracts, the costs of each contract will be paid indirectly by applicant fees, and from professional services accounts held by various City departments, and

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Richmond hereby authorizes the Community Development Department to enter into contracts for on-call transcription services with the firms mentioned above, for an amount not to exceed \$50,000 per vendor, over a three year period, from July 2021 through June 2024, with an option to extend the contracts for two additional years.

I certify that the foregoing resolution was passed and adopted by the Council of the City of Richmond at a regular meeting thereof held May 18, 2021, by the following vote:

AYES: Councilmembers Bates, Jimenez, Martinez, McLaughlin, Willis, Vice Mayor Johnson III, and Mayor Butt.
NOES: None.
ABSTENTIONS: None.
ABSENT: None.

PAMELA CHRISTIAN
CLERK OF THE CITY OF RICHMOND
(SEAL)

Approved:

THOMAS K. BUTT
Mayor

Approved as to form:

TERESA STRICKER
City Attorney

State of California }
County of Contra Costa } : ss.
City of Richmond }

I certify that the foregoing is a true copy of **Resolution No. 59-21**, finally passed and adopted by the City Council of the City of Richmond at a regular meeting held on May 18, 2021.



Pamela Christian, Clerk of the City of Richmond