



**Request for City Council Committee Action
From the City Attorney's Office**

Date: May 11, 2005
To: Ways & Means/Budget Committee
Referral to: None

Subject: Court Reporting Services

Recommendation: That your Committee authorize the proper City Officials to enter into three year \$50,000 contracts with Kirby A. Kennedy & Associates and Pat Carl & Associates for court reporting services.

Previous Directives: None

Prepared by: Jay M. Heffern

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Approved by: _____
Jay M. Heffern
City Attorney

Presenter in Committee: Jay M. Heffern, City Attorney

Financial Impact (Check those that apply)

- Action is within current department budget.
(If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain):
- Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information

In 1998 and in 2002, the City Attorney's Office proposed that the market place be tested to ensure that the City was procuring court reporting services at a cost competitive rate. After Request for Proposal (RFP) processes in 1998 and 2002, the City entered into a series of contracts and amendments with court reporting companies that are scheduled to expire on June 30, 2005. Accordingly, on February 10, 2005 the Permanent Review Committee authorized the issuance of a new Request for Proposal (RFP) for the City Attorney's Office court reporting services. On February 25, 2005 the City Council authorized the issuance of the RFP to ensure that the cost of

the service remain competitive. Three responses to the RFP were received. A City Attorney's Office committee evaluated the proposals and concluded that two firms should be selected because of, among other factors, their proposed cost, record of reliability and expertise in technology. Those two firms are Kirby A. Kennedy & Associates and Pat Carl & Associates. We are requesting that your Committee authorize the proper City Officials to enter into a three year \$50,000 contracts with those firms for court reporting services.

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