

INTRADEPARTMENTAL CORRESPONDENCE

September 19, 2018
3.5

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: REQUEST APPROVAL OF AND TO NEGOTIATE AGREEMENTS WITH
SELECTED PROPOSERS FOR COURT REPORTER SERVICES

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners (Board) REVIEW and APPROVE this request for approval of the following selected proposers for court reporter services: Lynden J and Associates, Inc. (Lynden J), Platinum Reporters & Interpreters, Inc. (Platinum), and California Deposition Reporters, Inc. (CalDepo).
2. That the Board AUTHORIZE the Department to negotiate Agreements with each of the selected proposers.

DISCUSSION

On May 15, 2018, the Board approved the release of the Request for Proposals (RFP) to provide Court Reporter Services for the Los Angeles Police Department (LAPD). On May 24, 2018, the RFP was posted on the Los Angeles Business Assistance Virtual Network (LABAVN) website located at: <http://www.labavn.org>.

A Pre-Proposal Conference was conducted on June 7, 2018, to further discuss the needs of the Department as well as discuss any mandatory ordinance requirements. Six proposers were represented at the Conference and four proposals were received by the due date, July 10, 2018. Lynden J received a final average score of 98, CalDepo received a final average score of 97 and Platinum received a final average score of 81. These three Proposers satisfied all City Ordinance requirements and their proposals were determined to be acceptable. The fourth proposal was from Huntington Court Reporters & Transcription, Inc. and received a final average score of 71. It was therefore determined to be unacceptable.

One of the proposals received was from the current contractor, Lynden J, who has been delivering excellent services to LAPD for 31 years. The other two proposals received were from new proposers who want to provide their services to LAPD. They are Platinum and CalDepo. The proposals were reviewed by the Evaluation Committee, which was comprised of representatives from Internal Affairs Group and the Police Commission, who utilize the court reporting services. Lynden J, Platinum and CalDepo are each hereby recommended for a contract with the Department.

Should you have any questions regarding this matter, please contact Annemarie Sauer, Commanding Officer, Fiscal Operations Division, at (213) 486-8590.

Respectfully,



MICHEL R. MOORE
Chief of Police