



TO: Chris Snyder, Purchasing Agent
Purchasing Division
FROM: Thomas W. Kennedy, Director
Records, Taxes and Treasury
SUBJECT: Solicitation No.: GEN2117620B1
Real Time Captioning and Recording Services

Recommended Vendor: Laws Reporting, Inc.
Recommended Group(s)/Line Item(s): Group 1 and Group 2
Initial Award Amount: \$205,700 Potential Total Amount: \$514,250
Initial Contract Term: Two Years Contract Term, including Renewals: Five Years

CONCURRENCE:

The agency has reviewed Vendor's response(s) for specification compliance and Vendor responsibility. I
 have reviewed all documents including the Vendor Questionnaire and after careful evaluation, I concur with recommendation for award to the Vendor.

FINANCIAL BACKGROUND/D & B REPORT: (check one)

I am satisfied with the Vendor's financial background and/or rating and payment performance.
 Not applicable Provide explanation if choosing this option

LITIGATION HISTORY: (check one)

I have reviewed the Litigation History Form and there is no issue of concern.
 Refer to additional information from the Office of the County Attorney to address an issue/concern.

PAST PERFORMANCE: (check all that apply)

I have reviewed the Vendor's past Performance Evaluations in Contracts Central and:

- Vendor received an overall rating ≥ 2.59 on all evaluations.
- No evaluations within the past three years contained any items rated a score of 2 or less.
- Vendor received a rating ≤ 2.59 on an evaluation(s). Refer to additional information.
- Vendor received a score of ≤ 2 on an individual item(s). Refer to additional information.
- Past evaluations are not relevant to the scope of this contract.
- No past Performance Evaluations exist in Contracts Central.

AND

Reference Verification Forms are attached.


OR

Reference Verification Forms are not required: Commodity only purchase (less than \$250,000); Service less than \$50,000 and the Vendor has a Performance Evaluation within the past three years.

NON-CONCURRENCE:

I do not concur. Detailed reason for non-concurrence is attached.

TYPED NAME OF SIGNER: Andre Morrell TITLE: RTT Manager
(Individual authorized to administer the contract.)

SIGNATURE:  Digitally signed by Andre Morrell
Date: 2019.04.22 14:15:17
-04'00' DATE: April 22, 2019



Vendor Reference Verification Form

Broward County Solicitation No. and Title: GEN2117620B1 - Real Time Captioning and Recording Services
 Reference for: (Name of Firm) Laws Reporting, Inc.
 Organization/Firm Name providing reference: Public Defender's Office 11th Judicial Circuit
 Contact Name/Title: Rick DeMaria
 Contact E-mail: rdemaria@pdmiami.com
 Contact Phone: 305.545.1600
 Name of Referenced Project: Criminal Courts
 Contract No. N/A
 Contract Amount: \$300,000 by page and hour
 Date Services Provided: 1998 to Current

(list date range or date services began until "current")

Vendor's role in Project: Prime Vendor Sub-consultant/Sub-contractor
 Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:
 Vendor provides court reporting services for the Public Defender's Office.

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization				
a. Staff expertise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)
 We've been working with Laws for over twenty years. They are very professional and we've had no issues with the services they provide.

References Checked By
 Name: Andre Morrell Title: RTT Manager
 Division/Department: Records, Taxes and Treasury Date of Verification: April 18, 2019



Vendor Reference Verification Form

Broward County Solicitation No. and Title: GEN2117620B1
 Reference for: (Name of Firm) Laws Reporting, Inc.
 Organization/Firm Name providing reference: Miami-Dade 11th Judicial Circuit
 Contact Name/Title: Mary Woolley Larrea, Director of Operations
 Contact E-mail: MLarrea@jud11.flcourts.org
 Contact Phone: 305.349.5749
 Name of Referenced Project: Criminal Courts
 Contract No. N/A
 Contract Amount: N/A - by hour and page
 Date Services Provided: 10/2018 to Current
 (list date range or date services began until "current")

Vendor's role in Project: Prime Vendor Sub-consultant/Sub-contractor
 Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:
 Court Reporting Services for Miami-Dade 11th Judicial Circuit.

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization				
a. Staff expertise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

References Checked By
 Name: Andre Morrell Title: RTT Manager
 Division/Department: Records, Taxes and Treasury Date of Verification: April 22, 2019



Vendor Reference Verification Form

Broward County Solicitation No. and Title: GEN2117620B1 - Real Time Captioning and Recording Services
 Reference for: (Name of Firm) Laws Reporting, Inc.
 Organization/Firm Name providing reference: Broward County Records, Taxes and Treasury
 Contact Name/Title: Real Time Captioning and Recording Services
 Contact E-mail: amorrell@broward.org
 Contact Phone: 954.357.7298
 Name of Referenced Project: Broward County Commissioners
 Contract No. N1376702B1_1
 Contract Amount: \$100,000 annually
 Date Services Provided: 2005 to Current

(list date range or date services began until "current")

Vendor's role in Project: Prime Vendor Sub-consultant/Sub-contractor
 Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:
Closed Captioning and Minutes Transcription Services.

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)
We've worked with this vendor for over ten years, and their service has always been great.

References Checked By
 Name: Andre Morrell Title: RTT Manager
 Division/Department: Records, Taxes and Treasury Date of Verification: April 15, 2019