



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** District Attorney  
**Department No.:** 021  
**For Agenda Of:** June 7, 2016  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Director(s) Joyce E. Dudley, District Attorney  
Contact Info: Kerry Bierman, Chief Financial & Administrative Officer  
(805) 568-2304  
**SUBJECT:** Professional Services Agreement with Carlos Cerecedo, Inc. for Fiscal Year 15/16

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

Consider recommendations regarding a Professional Services Agreement with Carlos Cerecedo, Inc. for transcription and translation services, as follows:

- a) Approve and authorize the Chair to execute a Professional Services Agreement with Carlos Cerecedo, Inc. (a local vendor) for the continued and additional provision of translation and transcription services through June 30, 2016, for a total contract amount not to exceed \$150,000.00, inclusive of expenditures under existing Purchase Order CN18662 but which otherwise cancels, nullifies and supersedes Purchase Order CN18662; and
- b) Find that the proposed agreement and the above action are government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and therefore do not constitute a "project" under CEQA Guideline 15378(b)(4).

**Summary Text:**

The Office of the District Attorney routinely requires the transcription and translation of various audio files, video files and documents in order to prepare for and successfully prosecute cases within the County of Santa Barbara. In recent years, the volume of discovery has increased for a variety of reasons.

One of the most significant reasons is related to the increased use of body cams and other modes of visual surveillance. A direct result of this increased discovery is a substantial increase in the volume of translation and transcription services. In order to lawfully use the evidence gained from audio and video files during the prosecution of a case, these files must be first translated and then transcribed by a certified court interpreter. To do so, the department contracts with a certified court interpreter who translates and transcribes these files and documents.

The significant increase in the volume of electronic discovery has directly impacted Carlos Cerecedo, Inc. current workload and will cause the department’s total payments to exceed the \$100,000.00 limit placed on County Purchasing Contracts. As a result, it has become necessary to convert the current Purchasing Contract to a Board Contract. The department’s contract with Carlos Cerecedo is critical to operations, and will allow the Office of the District Attorney to continue transcribing and translating invaluable pieces of evidence that will contribute to the successful prosecution of cases.

**Background:**

The Office of the District Attorney currently has an active Purchasing Contract CN18662 with Carlos Cerecedo. The department has contracted with Carlos Cerecedo for translation services since 2001. The current contract limit is \$99,999. The department expects that total expenditures for this vendor will quickly exceed the \$100,000.00 limit for Fiscal Year 2015 - 2016.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund	\$ 95,041.00	\$ 125,000.00	\$ 25,000.00
State			
Federal			
Fees			
Other:			
<b>Total</b>	<b>\$ 95,041.00</b>	<b>\$ 125,000.00</b>	<b>\$ 25,000.00</b>

The Office of the District Attorney has spent \$152,366 through April 30, 2016 on translation and transcription services. Of this, a total of \$95,041 has been paid to Carlos Cerecedo, Inc. for translation and transcription. This total encompasses all of the translations sent to Mr. Cerecedo since July 1, 2015.

Due to the unprecedented MS-13 gang murder case, the overall volume of audio and video files requiring translation from Spanish to English has also significantly increased due to the number and complexity of the cases currently being investigated and prosecuted. Fiscal Year 2015 - 2016 payments to this contractor will quickly exceed the \$100,000.00 limit. Therefore, it is necessary to convert the current Purchasing Contract to a Board Contract in a not-to-exceed agreement of \$150,000.00 for Fiscal Year 2015 - 2016. This is based on current expenditure projections through the end of this fiscal year.

**Key Contract Risks:**

The nature of the agreement presents a minimal general liability exposure.

**Staffing Impacts:**

None

**Special Instructions:**

Please return one (1) fully executed copy to the Nicole Acosta, DA Department Business Specialist

**Attachments:**

- A) Professional Services Agreement with Carlos Cerecedo
- B) Contract Summary Form

**Authored by:**

Nicole Acosta, Department Business Specialist