



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 25-870

January 06, 2026

Introduced: 11/25/2025

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Authorize the Contracts Purchasing Officer or their designee to execute Amendment No. 1 to Agreement No. A-16354 with One Transcription Services for continuing transcription services for the Office of the District Attorney, increasing the not-to-exceed amount by \$100,000 for a revised total of \$130,000, and extending the Agreement term by two years, retroactively extending the period from July 1, 2025 through June 30, 2027;
- b. Accept non-standard contract provisions as recommended by the District Attorney;
- c. Authorize the Contracts Purchasing Officer or their designee and the District Attorney or their designee to sign and execute the appropriate documents and verifications related to this amendment when required; and
- d. Authorize the Contracts Purchasing Officer or their designee to issue purchase orders on an as-needed basis pursuant to the Agreement retroactive to July 1, 2025 through June 30, 2027.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Authorize the Contracts Purchasing Officer or their designee to execute Amendment No. 1 to Agreement No. A-16354 with One Transcription Services for continuing transcription services for the Office of the District Attorney, increasing the not-to-exceed amount by \$100,000 for a revised total of \$130,000, and extending the Agreement term by two years, retroactively extending the period from July 1, 2025 through June 30, 2027;
- b. Accept non-standard contract provisions as recommended by the District Attorney;
- c. Authorize the Contracts Purchasing Officer or their designee and the District Attorney or their designee to sign and execute the appropriate documents and verifications related to this amendment when required; and
- d. Authorize the Contracts Purchasing Officer or their designee to issue purchase orders on an as-needed basis pursuant to the Agreement retroactive to July 1, 2025 through June 30, 2027.

SUMMARY:

It is requested that the Board authorize the Contracts Purchasing Officer or their designee to execute Amendment No. 1 to Agreement No. A 16354 with One Transcription Services to continue providing multi-language legal transcription services for the Office of the District Attorney. This amendment increases the not to exceed amount by \$100,000 for a revised total

of \$130,000 and extends the Agreement term by two years, adding the period of July 1, 2025 through June 30, 2027, with this approval being retroactive to July 1, 2025. This amendment is needed to ensure uninterrupted transcription services in support of prosecution activities.

DISCUSSION:

One Transcription Services provides detailed, accurate, and multi-language transcription of interviews, statements, and other recorded materials for the District Attorney's Office. These services are essential to case review, evidence documentation, and courtroom preparation. This amendment provides the additional funds and time needed to continue the services.

OTHER AGENCY INVOLVEMENT/COMMITTEE ACTIONS:

County Counsel has approved the agreement as to legal form.

FINANCING:

The cost of this contract was included in the District Attorney's FY2025-26 Adopted Budget. There will be no increase in General Fund Contributions as a result of this Board action.

BOARD OF SUPERVISORS STRATEGIC PLAN GOALS:

Increasing Public Safety through more efficient utilization of resources.

Mark a check to the related Board of Supervisors Strategic Plan Goals

- ☐ Well-Being and Quality of Life
- ☐ Sustainable Infrastructure for the Present and Future
- ☒ Safe and Resilient Communities
- ☐ Diverse and Thriving Economy
- ☐ Dynamic Organization and Employer of Choice

If does not fall under any of the above Board of Supervisors Strategic Plan Goals (Other):

☐ Administrative

Link to the Strategic Plan:

[<https://www.countyofmonterey.gov/home/showdocument?id=139569>](https://www.countyofmonterey.gov/home/showdocument?id=139569)

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Approved by: Jeannine M. Pacioni, District Attorney, Ext. 5470

Attachments:

- a. 2240-One Transcription Services, LLC-Amendment #1

