



# Board of Commissioners of Cook County

118 North Clark Street  
Chicago, IL

## Legislation Text

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**File #:** 17-2221, **Version:** 1

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### **PROPOSED CONTRACT AMENDMENT**

**Department(s):** Cook County Medical Examiner

**Vendor:** We Type Transcription, LLC, Menomonee Falls, Wisconsin

**Request:** Authorization for the Chief Procurement Officer to renew and increase contract

**Good(s) or Service(s):** Autopsy, Microscopic, Neuropathology, and Radiology Report Transcription Services

**Original Contract Period:** 4/14/ 2014 - 4/13/2016, with two (2), one (1) year renewal options

**Proposed Contract Period Extension:** 4/14/2017 - 4/13/2018

**Total Current Contract Amount Authority:** \$165,088.00

**Original Approval (Board or Procurement):** 4/14/2014, \$115,088.00

**Previous Board Increase(s) or Extension(s):** 3/23/2016, \$50,000.00 4/14/2016 - 4/13/2017

**Previous Chief Procurement Officer Increase(s) or Extension(s):** N/A

**This Increase Requested:** \$55,000.00

**Potential Fiscal Impact:** FY 2017 \$34,374.98, FY 2018 \$20,625.02

**Accounts:** 259-268

**Contract Number(s):** 1484-13277

#### **Concurrences:**

The vendor has met the Minority- and Women-owned Business Enterprise Ordinance via direct participation.

The Chief Procurement Officer concurs.

**Summary:** This increase and second of two (2), one (1) year renewal options will allow the Cook County Medical Examiner to continue to receive medical transcription services used to transcribe autopsy reports that describe the manner and cause of death for the decedents of Cook County.

This contract was awarded through the competitive bidding process in accordance with the Cook County Procurement Code. We Type Transcription, LLC was the lowest, responsive and responsible bidder.