

RESOLUTION NO. .

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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RESOLUTION AUTHORIZING A SECOND AMEDEMMENT TO THE AGREEMENT WITH VIQ SOLUTIONS, INC. TO CONTUNUE PROVIDING TRANSCRIPTION AND TRANSLATION SERVICES FOR PROSECUTION CASES, EXTENDING THE TERM THROUGH DECEMBER 31, 2026, AND INCREASING THE MAXIMUM AMOUNT PAYABLE UNDER THE AGREEMENT BY \$150,000 TO A NEW TOTAL AMOUNT NOT TO EXCEED \$310,500

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, on August 1, 2023, the County entered into an agreement with VIQ Solutions, Inc. to provide transcription and translation services for prosecution cases; and

WHEREAS, on April 30, 2025, the parties amended the Agreement (“Amendment 1”) to increase the maximum amount payable under the Agreement by \$70,500, to an amount not to exceed \$160,500; and

WHEREAS, to allow the County to conduct a competitive procurement to identify and select a provider for these services under a new agreement and in compliance with the County’s procurement policies, this Board wishes to approve a 5 months extension to the Agreement with VIQ Solutions, Inc. which will ensure continued use of the transcription and translation services for prosecution cases while the procurement proceeds; and

WHEREAS, it is in the best interest of the County that the Agreement be amended a second time to extend the term through December 31, 2026, increasing the maximum amount payable by \$150,000 to a new total amount not to exceed \$310,500, and the Procurement Manager has approved a waiver request to sole/ single source the contract amendment; and

WHEREAS, this Board has been presented with the second amendment (“Second Amendment”) to the Agreement and has approved it as to both form and content and desires to enter into said Second Amendment to the Agreement.

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED, that the President of the Board of Supervisors be and is hereby authorized and directed to execute said Second Amendment to the Agreement for and on behalf of the County of San Mateo, and the clerk of this Board shall attest the President’s signature thereto.

BE IT FURTHER RESOLVED that the District Attorney, or designee, is authorized and directed to execute contract amendments which modify the County’s maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

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