



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 12/5/2023

Item Creation Date: 11/20/2023

LGL – Various Litigation Support Services

Agenda Item#: 10.

Background:

A motion for spending authority for the purchase of various litigation support services for the Legal Department in the following amounts: Carol Davis Reporting for court reporting services in the amount of \$100,000; Carol Davis Reporting for record retrieval and videography in the amount of \$100,000; Court Record Research, Inc. for process serving and subpoena services in the amount of \$75,000; Discovery Resource for record retrieval in the amount of \$75,000; and Discovery Services of Texas for record retrieval in the amount of \$85,000.

Background:

The City Attorney recommends City Council approve spending authority in the maximum amounts below and authorize the City Attorney to issue purchase orders to the identified vendors, as necessary, for the purchase of the services described below for the Legal Department. The spending authority is expected to fund the City's litigation support needs for three years.

Vendor	Service	Maximum Amount
Carol Davis Reporting	Court Reporting	\$100,000
Carol Davis Reporting	Record Retrieval and Videography	\$100,000
Court Record Research, Inc.	Process Serving and Subpoena Services	\$75,000
Discovery Resource	Record Retrieval	\$75,000
Discovery Services of Texas	Record Retrieval	\$85,000

The court reporting services include but are not limited to attending and preparing stenographic, video, or audio records of depositions, hearings, or trials; collecting and organizing exhibits for deposition transcripts; providing originals and copies of transcripts to parties in accordance with the Texas Rules of Civil Procedure; assisting in preparing exhibits for hearings and trials; and any other related service that is requested by the City Attorney.

The record retrieval services include but are not limited to drafting and serving subpoenas, notices, or other documents; requesting and obtaining records pertaining to medical, employment, or payroll; organizing and Bates-stamping records for preparation and submission to the City Attorney; filing certifications to the court; serving as a liaison between the requester and the records holder; and any other related service that is requested by the City Attorney.

The process serving and subpoena services include but are not limited to drafting and serving subpoenas, notices, and other documents; requesting and obtaining, via authorization, subpoenas, summonses, or other documents required for service of process or subpoenas for service of lawsuits, administrative or other proceedings; preparing affidavits or statements that subpoenas, summonses, or other documents have been served or reflecting unsuccessful attempts to serve process, subpoenas, summonses or other documents; filing affidavits, notices, subpoenas, or other documents with courts; serving as a liaison between the requestor and individuals to be served by passing communications between individuals to be served and requestor so that each request can be completed, cancelled, modified, or otherwise handled; and any other related service that is requested by the City Attorney.

Hire Houston First: The purchases are exempt from the City's Hire Houston First Ordinance based on the department's determination that compliance with the ordinance would unduly interfere with contract needs.

Pay or Play: For purchase orders where the total expenditure equals at least \$100,000, the vendor will comply with the City's Pay or Play ordinance regarding health benefits for employees of City contractors.

M/WBE Information: These expenditures are exempt from the City's M/WBE subcontracting goals as each expenditure does not exceed the \$100,000.00 threshold.

Fiscal Note: Funding for this item is included in the FY2024 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

DocuSigned by:

11/21/2023

Arturo G. Michel, City Attorney

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Prior Council Action:

None

Amount and Source of Funding:

Estimated Spending Authority			
DEPARTMENT	FY2024	OUT YEARS	TOTAL
Legal Department	\$145,000.00	\$290,000.00	\$435,000.00

Amount and Source of Funding:

\$435,000.00 – Property & Casualty Fund (1004)

Contact Information:

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ATTACHMENTS:

Description	Type
PSJ-Court Reporting 2023	Backup Material
PSJ-Record Retrieval & Videography	Backup Material
PSJ-Process Serving & Subpoenas	Backup Material
PSJ-Discovery Resource- Record Retrieval 2023	Backup Material
RCA Budget Funding Information Request	Financial Information