

Dane County Contract Addendum Cover Sheet

RES 322
SIGNIFICANT

Revised 06/2021

Contract # Admin will assign	13863B
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Dept./Division	Medical Examiner	Vendor Name	Diskriter Inc
Brief Addendum Title/Description	Transcription services for autopsy reports on an as needed basis.	Vendor MUNIS #	29809
		Addendum Term	January 1, 2022 - December 31, 2024
		Amount (\$)	\$ 162,000.00

Department Contact Information		Vendor Contact Information	
Contact	Suzanne Eskola	Contact	Laveena Yadav
Phone #	608-284-6000	Phone #	800-242-1622, Ext 717
Email	eskola.suzanne@countyofdane.com	Email	laveena.yadav@diskriter.com
Purchasing Officer			

Purchase Order – Maintenance or New PO					
<input type="checkbox"/>	PO Maintenance Needed PO#	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	
<input type="checkbox"/>	No PO Maintenance Needed – this addendum does not change the dollar amount of the contract.				
<input checked="" type="checkbox"/>	New PO / Req. Submitted Req#	Org: MEDEXAM	Obj: 22632	Proj:	
	633	Org:	Obj:	Proj:	

Budget Amendment	
<input checked="" type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Total Contracted Amount – List the Original contract info, then subsequent addenda including this new addendum					
<p>A resolution is required when the total contracted amount first exceeds \$100,000.</p> <p>Additional resolutions are then required whenever the sum(s) of any additional addenda exceed(s) \$100,000</p>	Addendum #	Term	Amount	Resolution	
	Original	01/01/2020-12/31/2020	\$ 45,000.00	<input checked="" type="checkbox"/> None	Res#
		01/01/2021-12/31/2021	\$ 45,000.00	<input checked="" type="checkbox"/> None	Res#
		01/01/2022-12/31/2024	\$ 162,000.00	<input type="checkbox"/> None	Res# 2021 RES-322
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
Total Contracted Amount			\$ 252,000.00		

Contract Language Pre-Approval – prior to internal routing, this contract has been reviewed/approved by:		
<input type="checkbox"/> Corporation Counsel:	<input type="checkbox"/> Risk Management:	<input type="checkbox"/> No Pre-Approval

APPROVAL	
Dept. Head / Authorized Designee	
Eskola, Suzanne	Digitally signed by Eskola, Suzanne Date: 2021.12.28 13:13:52 -06'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
<i>Greg Brockmeyer</i>	<i>David Gault</i>

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 1/11/22	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Tuesday, January 18, 2022 11:40 AM
To: Hicklin, Charles; Gault, David; Rogan, Megan; Lowndes, Daniel
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #13863B
Attachments: 13863B.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 1/18/2022 12:38 PM	Approve: 1/18/2022 12:38 PM
	Gault, David	Read: 1/18/2022 1:56 PM	Approve: 1/18/2022 1:57 PM
	Rogan, Megan	Read: 1/18/2022 12:55 PM	Approve: 1/18/2022 12:55 PM
	Lowndes, Daniel		Approve: 1/18/2022 12:22 PM
	Stavn, Stephanie	Read: 1/18/2022 12:14 PM	
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #13863B
Department: Medical Examiner
Vendor: Diskriter
Contract Description: Addendum for transcription services for autopsy reports (RES 322)
Contract Term: 1/1/22 – 12/31/24
Contract Amount: \$162,000.00

Michelle Goldade

Administrative Manager
Dane County Department of Administration
Room 425, City-County Building
210 Martin Luther King, Jr. Boulevard
Madison, WI 53703
PH: 608/266-4941
Fax: 608/266-4425
TDD: Call WI Relay 711

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays in accordance with COVID 19 response guidelines.

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2021 RES-322

**EXTENSION OF CONTRACT WITH DISKRITER INC FOR TRANSCRIPTION SERVICES FOR
THE DANE COUNTY MEDICAL EXAMINER**

The Dane County Medical Examiner is in need of transcription services from Diskriter Inc. Diskriter Inc. was selected in 2019 through RFP #119077. The initial contract was issued for one year at \$45,000 with yearly extensions. Diskriter Inc. agreed not to increase the fees through December 31, 2024.

This resolution is to extend the contract with Diskriter Inc. for (3) years from January 1, 2022-December 31, 2024 for \$54,000 per year. This is an increase due to a larger amount of transcriptions completed.

NOW, THEREFORE, BE IT RESOLVED the County Board approves the award of an extension to the contract with Diskriter Inc. for a period ending on 12/31/2024 for a total of \$162,000. The County Board also authorizes the County Executive and County Clerk to execute the contract document, and authorizes the Controller to issue checks for payment of invoices.



DANE COUNTY CONTRACT

ADDENDUM # 13863B

Revised 06/2021

THIS ADDENDUM, made and entered into effective as of the date by which both parties hereto have executed this document, by and between the County of Dane (hereinafter referred to as "County") and Diskriter Inc (hereinafter, "Provider").

WITNESSETH:

WHEREAS Provider and County, by a separate document (hereinafter, the "Master Agreement"), Dane County Contract # 13863, have previously entered into a contractual relationship pursuant to which Provider provides medical transcription services for autopsy reports on an as needed basis, and


WHEREAS County and Provider wish to amend the Master Agreement in order to extend the term of the agreement and add funds to the agreement.

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is hereby acknowledged by each party for itself, the parties do agree as follows:

1. The Master Agreement shall remain in full force and effect unchanged in any manner by this addendum except as changes are expressly set forth herein. This addendum shall control only to the extent of any conflict between the terms of the Master Agreement and this addendum.
2. The Master Agreement, and any amendment or addendum to it, may be executed and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, the Master Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not such reproduction was made by each party in the regular course of business. This term does not apply to the service of notices under the Master Agreement, or any subsequent amendment or addendum.
3. The term of the contract is extended through December 31, 2024 to continue the contract at an additional cost of \$54,000 per year or a total of \$162,000.

IN WITNESS WHEREOF, the parties, by their respective authorized representatives, have set their hands and seals as of the dates set forth below.

FOR PROVIDER: Diskriter Inc.



01/06/2022

NAME

LAVEENA YADAV

Date

TITLE

CEO

FOR COUNTY:

Joseph T. Parisi
Dane County Executive

Date

Scott McDonell
Dane County Clerk

Date