

COUNTY OF ROCKLAND  
Department of General Services  
**Purchasing Division**

# Contract Award Notification

Title: **Court Reporting and Transcription Services, QSL**

Contract Period: November 1, 2024 through October 31, 2026 w/3-1 year options

Original Date of Issue: November 1, 2024

Date of Revision:

RFP No: **RFP-RC-2024-034**

Catalog: **CONSULTING SERVICES**

Authorized Users: County Agencies

Address Inquiries To:

Name: Sabrina Samuels  
Title: Assistant Director of Purchasing  
Phone: 845-364-3807  
Fax: 845-364-3809  
E-mail: [samuels@co.rockland.ny.us](mailto:samuels@co.rockland.ny.us)

## Description

This contract is a qualified suppliers list for court reporting and transcription services.

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFP 24-034	0000028751	Acolad Inc. 61 Broadway, Suite 1400 New York, NY 10024 Contact: Stephane Brello <a href="mailto:sborello@acolad.com">sborello@acolad.com</a>	212-346-6631  FAX: 888-412-3655
RFP 24-034-A	0000007332	ANP Reporting dba ANP Transcriptions 135 W. Moorehead St. #11 Charlotte, NC 28202 Contact: Eva Smith <a href="mailto:esmith@anptranscriptions.com">esmith@anptranscriptions.com</a>	201-297-9344
RFP 24-034-B	0000025143	Dalco Reporting Inc. 170 Hamilton Avenue White Plains, NY 10601 Contact: Michael Levinson <a href="mailto:michael@dalcoreporting.com">michael@dalcoreporting.com</a>	914-684-8009
RFP 24-034-C	0000007335	Marian Fass d/b/a Rockland & Orange Reporting 2 Congers Road New City, NY 10956 Email: <a href="mailto:rowork@courtreportingny.com">rowork@courtreportingny.com</a>	845-634-4200  FAX: 845-634-2943
RFP 24-034-D	0000029135	Datagain Inc. 1 Creekside Court Secaucus, NJ 07094 Contact: Rishi Darira <a href="mailto:rishi@datagainservices.com">rishi@datagainservices.com</a>	201-598-1767

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFP 24-034-E	0000029136	Forbes Court Reporting 21 Woodcrest Drive Batavia, NY 14020 Contact: Kelly forbes <a href="mailto:kelly@forbescourtreporting.com">kelly@forbescourtreporting.com</a>	585-343-8612
RFP 24-034-F	0000029125	Languagers Inc. PO Box 1088 New York, NY 10028-0047 Contact: Rose Afroza <a href="mailto:team@languagers.com">team@languagers.com</a>	800-527-3001
RFP 24-034-G	0000029137	Precise Transcripts LLC 15 Chestnut Street Suffern, NY 10901 Contact: Albert Suied <a href="mailto:asuied@precisetranscripts.com">asuied@precisetranscripts.com</a>	201-677-8496

COUNTY OF ROCKLAND DGS – PURCHASING DEPARTMENT BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD POMONA, NY 10970 TELEPHONE NO.: 845-364-3820											
LINE NO.	DESCRIPTION	EST. QTY.	UNIT	Acolad Inc.  V #000028751	ANP Reporting  V #000007332	Dalco Reporting  V #0000025143	Marian Fass dba Rockland & Orange Reporting  V#0000007335	Datagain Inc.  V# 0000029135	Forbes Court Reporting  V#0000029136	Languagers Inc.  V# 0000029125	Precise Transcripts  V# 0000029137
CERTIFIED REPORTER											
1	HOURLY RATE	20	HOUR	No Bid	No Bid	150  Item #: 96124100213	No Bid	No Bid	No Bid	192  Item #9612410022	No Bid
2	FULL DAY RATE - 8 hours	10	DAY RATE	No Bid	No Bid	No Bid	250  Item #96124100144	No Bid	No Bid	703  Item #9612410022	No Bid
3	HALF DAY RATE - 4 hours in morning or afternoon session( no later than 5pm)	10	DAY RATE	No Bid	No Bid	No Bid	250  Item #96124100146	No Bid	No Bid	159  Item #9612410022	No Bid
4	OVERTIME RATE- Hourly rate payable in addition to the Full day rate if service is provided over 8 hours in a day for the County of Rockland	5	HOUR	No Bid	No Bid	250  Item #96124100214	300  Item #96124100171	No Bid	No Bid	169  Item #9612410022	No Bid
5	EVENING RATE- Hourly rate payable for evening meetings or evening hearings (Two hour minimum)	5	HOUR	No Bid	No Bid	No Bid	500  Item #96124100181	No Bid	No Bid	1331  Item #9612410022	No Bid
NON-CERTIFIED REPORTER											
	HOURLY RATE	65	HOUR	No Bid	No Bid	150  Item #: 96124100193	No Bid	No Bid	No Bid	192  Item #9612410023	No Bid
	FULL DAY RATE - 8 hours	31	DAY RATE	No Bid	No Bid	No Bid	500  Item #96124100145	No Bid	No Bid	703  Item #9612410023	No Bid
	HALF DAY RATE - 4 hours in morning or afternoon session( no later than 5pm)	120	DAY RATE	No Bid	No Bid	No Bid	250  Item #96124100147	No Bid	No Bid	159  Item #9612410023	No Bid
	OVERTIME RATE- Hourly rate payable in addition to the Full day rate if service is provided over 8 hours in a day for the County of Rockland	5	HOUR	No Bid	No Bid	No Bid	125  Item #96124100172	No Bid	No Bid	169  Item #9612410023	No Bid
	EVENING RATE- Hourly rate payable for evening meetings or evening hearings (Two hour minimum)	5	HOUR	No Bid	No Bid	250  Item # 96124100197	300  Item #96124100182	No Bid	No Bid	1331  Item #9612410023	No Bid
TRANSCRIPTION SERVICES											

COUNTY OF ROCKLAND DGS – PURCHASING DEPARTMENT BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD POMONA, NY 10970 TELEPHONE NO.: 845-364-3820											
LINE NO.	DESCRIPTION	EST. QTY.	UNIT	Acolad Inc. V #000028751	ANP Reporting V #000007332	Dalco Reporting V #0000025143	Marian Fass dba Rockland & Orange Reporting V#0000007335	Datagain Inc. V# 0000029135	Forbes Court Reporting V#0000029136	Langugers Inc. V# 0000029125	Precise Transcripts V# 0000029137
6	Cost per page <b>NORMAL COMPLETION</b> - Delivery within seven (7) business days after the proceeding	8500	PAGE	\$2.30  Item #96124100207	2.25  Item #96124100026	6.25  Item #96124100199	5.5  Item #96124100148	3.5  Item #9621410021	5  Item #9621410022	69  Item #9612410023	2.75  Item #96124100256
7	Cost per page <b>PRIORITY COMPLETION</b> - Delivery within three (3) business days after proceeding	600	PAGE	\$2.80  Item #96124100208	2.5  Item #96124100027	4.5  Item #96124100200	9.6  Item #96124100150	4  Item #9621410021	7  Item #9621410022	79  Item #9612410023	3.25  Item #96124100257
8	Cost per page <b>OVERNIGHT COMPLETION</b> - Delivery by 1pm the business day following the proceeding	200	PAGE	3.5  Item #96124100209	4.5  Item #96124100212	8.25  Item #96124100215	11  Item #96124100152	5.5  Item #9621410021	10  Item #9621410022	79  Item #9612410023	4.25  Item #96124100258
9	Cost per page <b>IMMEDIATE COMPLETION</b> - Delivery no later than 9:00PM on the date of the proceeding	215	PAGE	\$4.50  Item #96124100210	6  Item #96124100029	10  Item #96124100203	16.5  Item #96124100167	7  Item #9621410021	13  Item #9621410022	79  Item #9612410023	7.95  Item #96124100259
	Price per page for additional copies	500	PAGE	\$0.30  Item #96124100211	0.3  Item #96124100179	4  Item #96124100204	3  Item #96124100178	0.5  Item #9621410022	2  Item #9621410022	69  Item #9612410024	1.15  Item #96124100260
CANCELLATION FEE											
	Appearance Fee if session is cancelled with less than 24 hours notice	5	EACH	No Bid	No Bid	300  Item #96124100205	250  Item #96124100160	No Bid	No Bid	795  Item #9612410024	No Bid

## COURT REPORTING & TRANSCRIPTION SERVICES QUALIFIED SUPPLIERS LIST (QSL)

### HOW TO USE QUALIFIED SUPPLIERS LIST

#### 1.1 How to Use this Qualified Suppliers List

This Request for Proposal was issued to result in the selection of providers to be placed on a Qualified Suppliers list for authorized agencies to select from on an as needed basis. Based on the proposals received and evaluated, the County developed a Qualified Suppliers List and the Purchasing Division requested a formal contract be executed for each firm selected on the QSL. Using agencies will review the lists of services offered, rates, terms and conditions provided upon formation of the Qualified Suppliers List. Some of the firms may have the ability to provide multiple types of service while some may only provide a specific service such as transcription services from media.

#### Types of Services Offered under this QSL include:

- Court Reporting Services for legal proceedings including Grand Jury
- Hearing Officers & Depositions which may include Questions & Answer
- Transcription Services for the above and from media

The Purchasing Department has created a PeopleSoft Contract for each of the firms listed on this QSL and is responsible for monitoring the usage for each contract.

When necessary, agencies requiring service will contact the contractor and through discussion, further define their needs, services available, and applicable costs and shall issue a requisition for work to be performed. For ongoing services the using agencies will contract directly with a vendor for services in excess of \$75,000.

Agencies are required to review the pricing offered by each firm on the QSL for the service required before entering a requisition for a Purchase Order. If an Agency selects a firm that does not offer the lowest price the Agency shall include, on the requisition, a written justification as to why the lower price firm was not selected.

#### Open Enrollment

This Qualified Suppliers List RFP is an open enrollment contract. After the initial deadline date of this RFP, the Division of Purchasing reserves the right to solicit and add additional positions, services and/or contractors to meet any unmet needs, as deemed by the County Executive's Office and/or the Division of Purchasing, but not limited to:

- If/when all attempts to utilize awarded contractor(s) have been unsuccessful.
- If/when changing needs warrant a new specialization to be added.

Contractors will not be permitted to submit random proposals at their own discretion at any time to the Purchasing Division. The Division of Purchasing will only add qualified Contractors after a thorough proposal review to cover any unmet need(s), as identified by the Departments as indicated above.

**DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION**

Dr. Robert L. Yeager Health Center  
50 Sanatorium Rd, Building A  
Pomona, New York 10970  
Phone: (845) 364-3820 Fax: (845) 364-3809  
Email: purchasing@co.rockland.ny.us

**Paul Brennan, FNIGP, NIGP-CPP, CPPO**  
*Director of Purchasing*

## **ADDENDUM # 2**

### **RFP-RC-2024-034-Court Reporting and Transcription Services**

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

Question #1: Can a supplier bid on transcription services only or are both required?

Response #1: Yes, you are able to bid on only transcription services.

**SIGNED:**

*Paul J. Brennan*

**PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO**  
**DIRECTOR OF PURCHASING**

ADDENDUM

6/11/24

**DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION**

Dr. Robert L. Yeager Health Center  
50 Sanatorium Rd, Building A  
Pomona, New York 10970  
Phone: (845) 364-3820 Fax: (845) 364-3809  
Email: purchasing@co.rockland.ny.us

**Paul Brennan, FNIGP, NIGP-CPP, CPPO**  
*Director of Purchasing*

## **ADDENDUM # 1**

### **RFP-RC-2024-034-Court Reporting and Transcription Services**

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

Question #1: Are they typically in person/remote/half and half?

Response #1: All services are in person.

Question #2: Are you also looking for pricing on hearings, arbitrations and/or trials? I did not see that on the fillable excel sheet, but our rates for standard CR and other matters are slightly different from one another.

Response #2: Hearings, trials, and arbitrations are scheduled directly through the Court these are not included in this RFP. Pricing is not required for those services.

**SIGNED:**

*Paul J. Brennan*

**PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO**  
**DIRECTOR OF PURCHASING**

ADDENDUM

6/4/24

**Edwin J. Day, County Executive****TITLE: Court Reporting and Transcription Services****RFP NUMBER:**  
RFP-RC-2024-034**STATEMENT OF OBJECTIVES**

Rockland County Intends for this Request for Proposal to result in the selection of providers to be placed on a qualified suppliers list for authorized agencies to select a certified or a qualified non-certified Court Reporter and transcription services on an as needed basis. Based upon the proposals received the County will develop a qualified suppliers list. Selection to the qualified suppliers list does not guarantee in any way a commitment by the county to use the supplier's services. Using agencies will review the list of services, rates, terms and conditions provided upon formation of the qualified suppliers list. When necessary, agencies requiring service will contact the contractor and through discussion, further define their needs, service available and applicable cost and shall issue a contract and purchase order.

**COURT REPORTING SERVICES AND TRANSCRIPTION SERVICES**

Contractors shall provide certified and qualified non-certified court reporters and furnish all labor, materials and equipment required to transcribe judicial and administrative proceedings including meetings, from auction audio files, digital files, flash drives other media to transcribed for various County of Rockland Agencies. Contractors who do not make or keep their commitments to provide the required personnel as agreed are subject to termination from this Qualified Suppliers List. Proposal must clearly identify the status of personnel as to whether they are certified court reporters or qualified non-certified court reporters and their experience.

If personnel offered become certified during the term of this contract, a letter and documentation must be received in writing to the Purchasing Department. Only personnel as offered in the proposal will be evaluated and be authorized to perform any work under this contract. Any changes of personnel during the term of this contract must be received in writing with documentation as requested in the original RFP response and approved by the Purchasing Department and Authorized User.

- The reporters shall take such dictation, minutes, testimony, etc. as required. All personnel shall be physically able to do their assigned work.
- All personnel must observe all regulations in effect.
- While on County property, contractor's employees shall not represent themselves as employees of the County.
- Contractor shall have the necessary hardware, software and computer support to provide services specified.
- The same court reporter shall be assigned to each hearing day involving the same case or docket number. If there has to be a change in reporter, the requesting agency must be notified in advance.
- All instructions by the presiding officer to the reporter with respect to the reporter's conduct and participation in proceedings shall be followed without discussion. Except where inconsistent with general or specific instructions issued by the Authorized User, every word spoken during a proceeding, session or meeting shall be transcribed by the reporter, unless designated specifically as "off the record" by the presiding officer. With specific permission of the presiding officer, certain "off the record" statements may be recorded.
- Instructions from anyone other than the presiding officer, concerning what shall or shall not be included in the record, shall be ignored. The Contractor shall furnish transcript proofread with all words correctly spelled, properly hyphenated and properly punctuated. Any corrections to spelling, hyphenation or punctuation requested by the presiding officer shall be made without additional cost.



**Edwin J. Day, County Executive****TITLE: Court Reporting and Transcription Services****RFP NUMBER:**  
RFP-RC-2024-034

- All original notes or other records taken in connection with any proceeding shall be held in security for a period as designated by the using agency, not to exceed one year.
- Proceedings are to be stenographically recorded and transcribed.
- Stenographic recording shall be mechanical or electronic keyboard-operated typing devices and shall meet the requirements of the State Administrative Procedure Act.
- Reporters shall be at the scheduled proceeding, session, or meeting a minimum of twenty (20) minutes prior to scheduled start time.
- The contractor understands that the County cannot predict the precise length of any hearing / session and that the contractor is responsible for assuring that court reporters are available to take and complete all scheduled hearings.
- At the opening of each proceeding and as directed by the hearing officer, the Contractor shall record and insert, in location as directed by the Using Entity, the names and addresses of persons representing parties and participants in the proceeding.
- When directed by the hearing officer, after an extended recess, the reporter shall place in the appropriate place in the transcript on the days preceding the cumulative list of appearances up to and including that day Proceedings are to be stenographically recorded, and transcribed.
- In the event of a continued hearing, the County reserves the right to withhold payment for the transcript of the final hearing until completed transcripts for all the sessions are received. The County reserves the right to take up to 30 days from date of receipt to review transcripts for accuracy and completeness. In the event of errors, subsequent payments may be withheld until the County accepts the transcript.
- If ordered, the reporter shall submit a transcript meeting the following specifications, unless other arrangements are made by using department, in which case will be discussed prior to assignment and samples given. Transcripts shall follow all Federal, State and Local guidelines. The Transcript format listed below is not intended to supplant applicable federal, state or local laws or to undermine or usurp local custom and usage:
  - Paper, 8 ½" w x 11" long or other
  - type: shall be black, ten letters to an inch and reproducible by standard copy machine type
  - spacing: shall be 25 lines minimum, double spaced between lines with ruled margin of 3/8" on right and 1 3/4" on left
  - Each question and answer to begin on a separate line
  - Each question and answer to begin no more than five spaces from the left-hand margin with no more than five spaces from the Q and A to the text
  - Carry-over Q & A lines to begin at the left-hand margin
  - Colloquy material to begin no more than 15 spaces from the left-hand margin, with carryover colloquy to the left-hand margin.
  - Quoted material to begin no more than 15 spaces from the left-hand margin, with carry-over lines to begin no more than 10 spaces from the left-hand margin



**Edwin J. Day, County Executive**

**TITLE: Court Reporting and Transcription Services**

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- Parentheticals and exhibit marking to begin no more than 15 spaces from the left-hand margin, with carry-over lines to begin no more than 15 spaces from the left-hand margin
- Punches: paper shall be unpunched unless designed by Using Entity
- Format: All transcripts shall be formatted as noted below unless using entity format requirements deviate. If different, the using entity shall provide a sample format with Purchase Order / contract.
- Each transcript for a proceeding shall include a table of contents or index indicating page numbers of opening statements and closing arguments by counsel, lists of witnesses testifying at the hearing and all persons making statements. The table of contents or index shall also include a tabulation consisting of the number and description of each exhibit marked for identification with the page number on which the exhibit is marked for identification, and in due course, the page on which it is either received in evidence, withdrawn or rejected. The index shall also include separate tabulations consisting of a description of each document offered in reference, public documents and matters to be officially noted, and the page on which each item or document was marked for identification or received in evidence. The table of contents or index shall note the page where offers of proof were made and such other matters as the presiding officer directs.
- Upon Authorized User request Contractor shall have rubber stamps manufactured, per Authorized User facsimile sample, to be used by the reporter to stamp and date exhibits and copies as directed by the presiding officer for repetitive hearing requirements.
- The Contractor shall retain, safeguard or distribute, per instructions from the presiding officer, all exhibits. Additionally, the Contractor shall cause the reporter to collect appearance cards from all persons appearing on behalf of themselves or others.
- Hearing cards shall contain information as designated by the presiding officer, and the Contractor shall file all cards with the Authorized User at the close of the hearing day.
- Transcripts shall be 100% accurate. The determiner of accuracy will be the Authorized User. The contractor shall furnish transcripts with all words correctly spelled, properly hyphenated and properly punctuated. Any corrections to spelling, hyphenation or punctuation requested by the presiding officer shall be at no additional cost. Failure to meet this standard will require the reporter to produce a corrected transcript within three working days of the request.
- Transcription services using media cassettes to typewritten copy on paper. Media will be removed from using agency and transcribed at the contractor's location.
- After notification by the Authorized User, the Contractor shall take delivery of audio, digital files, flash drive or other media at the Authorized User's designated location and times or as specified by the Authorized User. Completed transcripts shall be delivered to the Authorized User at designated location and within designated times.
- Audio files, digital files, flash drive, searchable PDF or other media shall be identified by the Authorized User with completion requirements.
- Contractor shall transcribe verbatim all audible portions of the recorded proceeding. If any inaudible portions are encountered, the Contractor shall re-play the inaudible portions and if portions are still inaudible, the contractor shall identify the section as inaudible, and identify the length in minutes and seconds. Contractor and Authorized User will discuss type of media prior to assignment.

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- All successful contractors, when requested by the using agency, are required to provide, the transcripts on one or more diskette(s) in an agreed upon format. Include pricing for disk on cost proposal page.
- Appropriate telephone jacks and electrical outlets for computerized transcription will be made available to the contractor in all of the hearing rooms where contractor's services will be performed, with prior notification. The contractor is responsible for any long-distance charge incurred.

**COMPLETION REQUIREMENTS****Normal Completion:**

- The Contractor shall deliver transcripts to the Authorized User within seven (7) business days after the recorded proceeding, excluding Saturday, Sunday, and New York State designated holidays. Additional copies of PUBLIC HEARING proceeding transcripts shall be delivered to all ordering parties within seven (7) business days after purchase order is received, excluding Saturday, Sunday, and designated holidays:
- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln's Birthday
- Presidents Birthday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas

**Priority Completion:**

- The Contractor shall deliver transcripts to the Authorized User within three (3) business days after the recorded proceeding, excluding Saturday, Sunday, and New York State designated holidays. Additional copies of PUBLIC HEARING proceeding transcript shall be delivered to all ordering parties within three (3) business days after purchase order for those additional copies is received, excluding Saturday, Sunday, and designated holidays.

**Overnight Completion:**

- The Contractor shall deliver transcripts to the Authorized User no later than 1:00 p.m. on the business day following the proceeding. Additional copies of proceeding transcripts shall be delivered to all ordering

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parties no later than 1:00 p.m. on the business day after receipt of purchase order.

**Immediate Completion:**

- The Contractor shall deliver transcripts no later than 9:00 p.m. on the date of the proceeding. Additional copies of public hearing proceeding transcripts shall be delivered to all ordering parties no later than 9:00 p.m. on date of the receipt of the purchase order.

The contractor must charge for service requested only. Should the contractor complete the transcription within a shorter time frame than completion requirements noted herein the authorized user will not be responsible for expedited payment. Expedited completion requests must be requested by authorized personnel agreed upon by the contractor and using department.

**Proceeding Cancellation:**

- The Authorized User shall notify the Contractor by 5:00 PM of the day preceding the scheduled appearance. Contractors not duly notified by the Authorized User and dispatch a reporter to a canceled appearance may charge the Authorized User and “attendance fee” as offered in the proposal response. The only exception to this rule will be when an authorized conducting official cancels the next session in the presence of the attending reporter. It is incumbent upon the reporter to notify his/her agency. Under these circumstances, the County will not be liable for any appearance charges for the canceled session.

**Overtime:**

- Overtime will be calculated as any hours over eight (8) hours that the contractor has worked for the County of Rockland. If the contractor did not work a total of eight (8) hours for the County of Rockland but has billed as such they will be asked for a revised invoice with the corrected hourly rate or evening rate.

**Evening Hours:**

- Evening hours will be defined as any hours of court reporting or transcription during evening hours after 5pm with a two (2) hour minimum. These hours are not considered overtime hours if the contractor has worked less than eight (8) hours for the County of Rockland.

**Security**

All reporters will be subject to any security checks or clearances as may be required by the Authorized User.

**Legal Determination**

Proposal must include all adverse determinations against your firm, or its employees or persons acting on its behalf, with respect to actions, proceedings, claims or complaints concerning violations of federal, state or County laws.

Identify if your firm, or any of its employees present or past, or anyone acting on its behalf, has ever been convicted of any crime or offense arising directly or indirectly from the conduct of your firm's business, or has any of your firm's officers, director or persons exercising substantial policy discretion ever been convicted of any crime or offense involving business or financial misconduct or fraud? If so, please describe any such convictions and surrounding circumstances in detail.

Identify any action, suit, proceeding or investigation pending or threatened against your firm including, without limitation, any proceeding known to be contemplated by government authorities or private parties.

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Identify if your firm, or any of its employees, or anyone acting on its behalf, has been indicted or otherwise charged in connection with any criminal matter arising directly or indirectly from the conduct of your firm's business which is still pending, or has any of your firm's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving business or financial misconduct or fraud with is still pending? If so, please describe any such indictments or charges and surrounding circumstances in detail.

**OWNERSHIP**

All transcripts are the property of the County of Rockland. Copies of completed transcriptions are not to be supplied to any third-party person or firm without the express written consent of the County of Rockland.

**INVOICES**

The contractor shall submit one invoice for both appearance fees and the transcription fees and other fees related to hearing. Each invoice shall specify the hearing / session date, docket number(s), type of handling (ex. Normal, priority, overnight or immediate completion), appearance fee, number of pages, etc. Proposal shall include a sample of current invoicing procedures.

**LATE COMPLETION BACK CHARGES**

The following liquidated payment reductions will be assessed by Authorized Users for late completion of transcription work:

- One Day Late: Five (5) percent per page rate reduction.
- More than One Day Late: Fifteen (15) percent per page rate reduction.
- More than fifteen (15) percent of transcripts returned late in any calendar month:

The County may arrange to have transcription work completed by another vendor and the contractor shall be liable for costs incurred over contract costs.

**CONFIDENTIALITY REQUIREMENTS**

- Closed Hearing (as designated by the Authorized User):
  - All recorded and hard copy testimony and material will remain the property of the Authorized User. The Contractor shall maintain the confidentiality of all material, identity of any parties and content of any material related to the hearing.
  - Any requests for information on closed hearings from third parties shall be reported to the Authorized User in writing within twenty-four hours.
- Public Hearing (as designated by the Authorized User):
  - The Agency, or any other purchaser of transcript or document of any hearing, investigation, session, meeting, etc., may duplicate or otherwise reproduce any document for their own use, except for sale to other prospective purchasers, without compensation to the Contractor. Any transcript or documents received by the Authorized User are public documents accessible for public inspection and copying under the terms and provisions of Article 6 - Section 87 of the Public Officers Law. The Contractor shall use paper or ink suitable for copying with standard electrostatic office copy equipment.

**Edwin J. Day, County Executive****TITLE: Court Reporting and Transcription Services****RFP NUMBER:**  
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All transcripts shall be typewritten or mechanical reproduction process if approved in writing by the Authorized User.

**TRAVEL AND ADDITIONAL EXPENSES**

The Contractor shall not be compensated or reimbursed for travel time or travel related expenses.

**STAFFING & PERSONNEL BIOGRAPHIES**

Court Reporters shall have a minimum of two (2) years' experience as a full time verbatim reporter, be of good moral character, be at least 21 years of age, be a U.S. Citizen or an alien lawfully admitted for permanent residence in the U.S.

Court Reporters shall be experienced and qualified for verbatim records of depositions, hearings, and other events as required by Rockland County Agencies.

The Authorized User may deem the use of a qualified non-certified court reporter to be adequate for any proceedings or session.

Personnel qualifications and experience should be detailed as part of the Technical Proposal. Include resumes for all personnel to be assigned to this project.

Contractor shall include Grand Jury experience for personnel indicating if the court reporter is Certified or Qualified Non-Certified court reporter with Grand Jury experience.

**CERTIFICATION/LICENSE REQUIREMENTS**

Certified Court Reporters shall have a NYS License as a CSR as administered by the NYS Education Department, Office of the Professions, Division of Professional Licensing Services, or equivalent certifications such as – RPR (Registered Professional Reporter), RMR (Registered Merit Reporter) etc. These certifications are issued by the National Court Reporters Association (NCRA).

## COURT REPORTING & TRANSCRIPTION SERVICES QUALIFIED SUPPLIERS LIST (QSL)

### HOW TO USE QUALIFIED SUPPLIERS LIST

#### 1.1 How to Use this Qualified Suppliers List

This Request for Proposal was issued to result in the selection of providers to be placed on a Qualified Suppliers list for authorized agencies to select from on an as needed basis. Based on the proposals received and evaluated, the County developed a Qualified Suppliers List and the Purchasing Division requested a formal contract be executed for each firm selected on the QSL. Using agencies will review the lists of services offered, rates, terms and conditions provided upon formation of the Qualified Suppliers List. Some of the firms may have the ability to provide multiple types of service while some may only provide a specific service such as transcription services from media.

#### Types of Services Offered under this QSL include:

- Court Reporting Services for legal proceedings including Grand Jury
- Hearing Officers & Depositions which may include Questions & Answer
- Transcription Services for the above and from media

The Purchasing Department has created a PeopleSoft Contract for each of the firms listed on this QSL and is responsible for monitoring the usage for each contract.

When necessary, agencies requiring service will contact the contractor and through discussion, further define their needs, services available, and applicable costs and shall issue a requisition for work to be performed. For ongoing services the using agencies will contract directly with a vendor for services in excess of \$75,000.

Agencies are required to review the pricing offered by each firm on the QSL for the service required before entering a requisition for a Purchase Order. If an Agency selects a firm that does not offer the lowest price the Agency shall include, on the requisition, a written justification as to why the lower price firm was not selected.

#### Open Enrollment

This Qualified Suppliers List RFP is an open enrollment contract. After the initial deadline date of this RFP, the Division of Purchasing reserves the right to solicit and add additional positions, services and/or contractors to meet any unmet needs, as deemed by the County Executive's Office and/or the Division of Purchasing, but not limited to:

- If/when all attempts to utilize awarded contractor(s) have been unsuccessful.
- If/when changing needs warrant a new specialization to be added.

Contractors will not be permitted to submit random proposals at their own discretion at any time to the Purchasing Division. The Division of Purchasing will only add qualified Contractors after a thorough proposal review to cover any unmet need(s), as identified by the Departments as indicated above.

**DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION**

Dr. Robert L. Yeager Health Center  
50 Sanatorium Rd, Building A  
Pomona, New York 10970  
Phone: (845) 364-3820 Fax: (845) 364-3809  
Email: [purchasing@co.rockland.ny.us](mailto:purchasing@co.rockland.ny.us)

**Paul Brennan, FNIGP, NIGP-CPP, CPPO**  
*Director of Purchasing*

## **ADDENDUM # 2**

### **RFP-RC-2024-034-Court Reporting and Transcription Services**

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

Question #1: Can a supplier bid on transcription services only or are both required?

Response #1: Yes, you are able to bid on only transcription services.

**SIGNED:**

*Paul J. Brennan*

**PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO**  
**DIRECTOR OF PURCHASING**

ADDENDUM

6/11/24



**DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION**

Dr. Robert L. Yeager Health Center  
50 Sanatorium Rd, Building A  
Pomona, New York 10970  
Phone: (845) 364-3820 Fax: (845) 364-3809  
Email: purchasing@co.rockland.ny.us

**Paul Brennan, FNIGP, NIGP-CPP, CPPO**  
*Director of Purchasing*

## **ADDENDUM # 1**

### **RFP-RC-2024-034-Court Reporting and Transcription Services**

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

Question #1: Are they typically in person/remote/half and half?

Response #1: All services are in person.

Question #2: Are you also looking for pricing on hearings, arbitrations and/or trials? I did not see that on the fillable excel sheet, but our rates for standard CR and other matters are slightly different from one another.

Response #2: Hearings, trials, and arbitrations are scheduled directly through the Court these are not included in this RFP. Pricing is not required for those services.

**SIGNED:**

*Paul J. Brennan*

**PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO**  
**DIRECTOR OF PURCHASING**

ADDENDUM

6/4/24

**Edwin J. Day, County Executive****TITLE: Court Reporting and Transcription Services****RFP NUMBER:**  
RFP-RC-2024-034**STATEMENT OF OBJECTIVES**

Rockland County Intends for this Request for Proposal to result in the selection of providers to be placed on a qualified suppliers list for authorized agencies to select a certified or a qualified non-certified Court Reporter and transcription services on an as needed basis. Based upon the proposals received the County will develop a qualified suppliers list. Selection to the qualified suppliers list does not guarantee in any way a commitment by the county to use the supplier's services. Using agencies will review the list of services, rates, terms and conditions provided upon formation of the qualified suppliers list. When necessary, agencies requiring service will contact the contractor and through discussion, further define their needs, service available and applicable cost and shall issue a contract and purchase order.

**COURT REPORTING SERVICES AND TRANSCRIPTION SERVICES**

Contractors shall provide certified and qualified non-certified court reporters and furnish all labor, materials and equipment required to transcribe judicial and administrative proceedings including meetings, from auction audio files, digital files, flash drives other media to transcribed for various County of Rockland Agencies. Contractors who do not make or keep their commitments to provide the required personnel as agreed are subject to termination from this Qualified Suppliers List. Proposal must clearly identify the status of personnel as to whether they are certified court reporters or qualified non-certified court reporters and their experience.

If personnel offered become certified during the term of this contract, a letter and documentation must be received in writing to the Purchasing Department. Only personnel as offered in the proposal will be evaluated and be authorized to perform any work under this contract. Any changes of personnel during the term of this contract must be received in writing with documentation as requested in the original RFP response and approved by the Purchasing Department and Authorized User.

- The reporters shall take such dictation, minutes, testimony, etc. as required. All personnel shall be physically able to do their assigned work.
- All personnel must observe all regulations in effect.
- While on County property, contractor's employees shall not represent themselves as employees of the County.
- Contractor shall have the necessary hardware, software and computer support to provide services specified.
- The same court reporter shall be assigned to each hearing day involving the same case or docket number. If there has to be a change in reporter, the requesting agency must be notified in advance.
- All instructions by the presiding officer to the reporter with respect to the reporter's conduct and participation in proceedings shall be followed without discussion. Except where inconsistent with general or specific instructions issued by the Authorized User, every word spoken during a proceeding, session or meeting shall be transcribed by the reporter, unless designated specifically as "off the record" by the presiding officer. With specific permission of the presiding officer, certain "off the record" statements may be recorded.
- Instructions from anyone other than the presiding officer, concerning what shall or shall not be included in the record, shall be ignored. The Contractor shall furnish transcript proofread with all words correctly spelled, properly hyphenated and properly punctuated. Any corrections to spelling, hyphenation or punctuation requested by the presiding officer shall be made without additional cost.

**Edwin J. Day, County Executive****TITLE: Court Reporting and Transcription Services****RFP NUMBER:**  
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- All original notes or other records taken in connection with any proceeding shall be held in security for a period as designated by the using agency, not to exceed one year.
- Proceedings are to be stenographically recorded and transcribed.
- Stenographic recording shall be mechanical or electronic keyboard-operated typing devices and shall meet the requirements of the State Administrative Procedure Act.
- Reporters shall be at the scheduled proceeding, session, or meeting a minimum of twenty (20) minutes prior to scheduled start time.
- The contractor understands that the County cannot predict the precise length of any hearing / session and that the contractor is responsible for assuring that court reporters are available to take and complete all scheduled hearings.
- At the opening of each proceeding and as directed by the hearing officer, the Contractor shall record and insert, in location as directed by the Using Entity, the names and addresses of persons representing parties and participants in the proceeding.
- When directed by the hearing officer, after an extended recess, the reporter shall place in the appropriate place in the transcript on the days preceding the cumulative list of appearances up to and including that day Proceedings are to be stenographically recorded, and transcribed.
- In the event of a continued hearing, the County reserves the right to withhold payment for the transcript of the final hearing until completed transcripts for all the sessions are received. The County reserves the right to take up to 30 days from date of receipt to review transcripts for accuracy and completeness. In the event of errors, subsequent payments may be withheld until the County accepts the transcript.
- If ordered, the reporter shall submit a transcript meeting the following specifications, unless other arrangements are made by using department, in which case will be discussed prior to assignment and samples given. Transcripts shall follow all Federal, State and Local guidelines. The Transcript format listed below is not intended to supplant applicable federal, state or local laws or to undermine or usurp local custom and usage:
  - Paper, 8 ½" w x 11" long or other
  - type: shall be black, ten letters to an inch and reproducible by standard copy machine type
  - spacing: shall be 25 lines minimum, double spaced between lines with ruled margin of 3/8" on right and 1 3/4" on left
  - Each question and answer to begin on a separate line
  - Each question and answer to begin no more than five spaces from the left-hand margin with no more than five spaces from the Q and A to the text
  - Carry-over Q & A lines to begin at the left-hand margin
  - Colloquy material to begin no more than 15 spaces from the left-hand margin, with carryover colloquy to the left-hand margin.
  - Quoted material to begin no more than 15 spaces from the left-hand margin, with carry-over lines to begin no more than 10 spaces from the left-hand margin



**Edwin J. Day, County Executive**

**TITLE: Court Reporting and Transcription Services**

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- Parentheticals and exhibit marking to begin no more than 15 spaces from the left-hand margin, with carry-over lines to begin no more than 15 spaces from the left-hand margin
- Punches: paper shall be unpunched unless designed by Using Entity
- Format: All transcripts shall be formatted as noted below unless using entity format requirements deviate. If different, the using entity shall provide a sample format with Purchase Order / contract.
- Each transcript for a proceeding shall include a table of contents or index indicating page numbers of opening statements and closing arguments by counsel, lists of witnesses testifying at the hearing and all persons making statements. The table of contents or index shall also include a tabulation consisting of the number and description of each exhibit marked for identification with the page number on which the exhibit is marked for identification, and in due course, the page on which it is either received in evidence, withdrawn or rejected. The index shall also include separate tabulations consisting of a description of each document offered in reference, public documents and matters to be officially noted, and the page on which each item or document was marked for identification or received in evidence. The table of contents or index shall note the page where offers of proof were made and such other matters as the presiding officer directs.
- Upon Authorized User request Contractor shall have rubber stamps manufactured, per Authorized User facsimile sample, to be used by the reporter to stamp and date exhibits and copies as directed by the presiding officer for repetitive hearing requirements.
- The Contractor shall retain, safeguard or distribute, per instructions from the presiding officer, all exhibits. Additionally, the Contractor shall cause the reporter to collect appearance cards from all persons appearing on behalf of themselves or others.
- Hearing cards shall contain information as designated by the presiding officer, and the Contractor shall file all cards with the Authorized User at the close of the hearing day.
- Transcripts shall be 100% accurate. The determiner of accuracy will be the Authorized User. The contractor shall furnish transcripts with all words correctly spelled, properly hyphenated and properly punctuated. Any corrections to spelling, hyphenation or punctuation requested by the presiding officer shall be at no additional cost. Failure to meet this standard will require the reporter to produce a corrected transcript within three working days of the request.
- Transcription services using media cassettes to typewritten copy on paper. Media will be removed from using agency and transcribed at the contractor's location.
- After notification by the Authorized User, the Contractor shall take delivery of audio, digital files, flash drive or other media at the Authorized User's designated location and times or as specified by the Authorized User. Completed transcripts shall be delivered to the Authorized User at designated location and within designated times.
- Audio files, digital files, flash drive, searchable PDF or other media shall be identified by the Authorized User with completion requirements.
- Contractor shall transcribe verbatim all audible portions of the recorded proceeding. If any inaudible portions are encountered, the Contractor shall re-play the inaudible portions and if portions are still inaudible, the contractor shall identify the section as inaudible, and identify the length in minutes and seconds. Contractor and Authorized User will discuss type of media prior to assignment.

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- All successful contractors, when requested by the using agency, are required to provide, the transcripts on one or more diskette(s) in an agreed upon format. Include pricing for disk on cost proposal page.
- Appropriate telephone jacks and electrical outlets for computerized transcription will be made available to the contractor in all of the hearing rooms where contractor's services will be performed, with prior notification. The contractor is responsible for any long-distance charge incurred.

**COMPLETION REQUIREMENTS****Normal Completion:**

- The Contractor shall deliver transcripts to the Authorized User within seven (7) business days after the recorded proceeding, excluding Saturday, Sunday, and New York State designated holidays. Additional copies of PUBLIC HEARING proceeding transcripts shall be delivered to all ordering parties within seven (7) business days after purchase order is received, excluding Saturday, Sunday, and designated holidays:
- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln's Birthday
- Presidents Birthday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas

**Priority Completion:**

- The Contractor shall deliver transcripts to the Authorized User within three (3) business days after the recorded proceeding, excluding Saturday, Sunday, and New York State designated holidays. Additional copies of PUBLIC HEARING proceeding transcript shall be delivered to all ordering parties within three (3) business days after purchase order for those additional copies is received, excluding Saturday, Sunday, and designated holidays.

**Overnight Completion:**

- The Contractor shall deliver transcripts to the Authorized User no later than 1:00 p.m. on the business day following the proceeding. Additional copies of proceeding transcripts shall be delivered to all ordering

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parties no later than 1:00 p.m. on the business day after receipt of purchase order.

**Immediate Completion:**

- The Contractor shall deliver transcripts no later than 9:00 p.m. on the date of the proceeding. Additional copies of public hearing proceeding transcripts shall be delivered to all ordering parties no later than 9:00 p.m. on date of the receipt of the purchase order.

The contractor must charge for service requested only. Should the contractor complete the transcription within a shorter time frame than completion requirements noted herein the authorized user will not be responsible for expedited payment. Expedited completion requests must be requested by authorized personnel agreed upon by the contractor and using department.

**Proceeding Cancellation:**

- The Authorized User shall notify the Contractor by 5:00 PM of the day preceding the scheduled appearance. Contractors not duly notified by the Authorized User and dispatch a reporter to a canceled appearance may charge the Authorized User and “attendance fee” as offered in the proposal response. The only exception to this rule will be when an authorized conducting official cancels the next session in the presence of the attending reporter. It is incumbent upon the reporter to notify his/her agency. Under these circumstances, the County will not be liable for any appearance charges for the canceled session.

**Overtime:**

- Overtime will be calculated as any hours over eight (8) hours that the contractor has worked for the County of Rockland. If the contractor did not work a total of eight (8) hours for the County of Rockland but has billed as such they will be asked for a revised invoice with the corrected hourly rate or evening rate.

**Evening Hours:**

- Evening hours will be defined as any hours of court reporting or transcription during evening hours after 5pm with a two (2) hour minimum. These hours are not considered overtime hours if the contractor has worked less than eight (8) hours for the County of Rockland.

**Security**

All reporters will be subject to any security checks or clearances as may be required by the Authorized User.

**Legal Determination**

Proposal must include all adverse determinations against your firm, or its employees or persons acting on its behalf, with respect to actions, proceedings, claims or complaints concerning violations of federal, state or County laws.

Identify if your firm, or any of its employees present or past, or anyone acting on its behalf, has ever been convicted of any crime or offense arising directly or indirectly from the conduct of your firm's business, or has any of your firm's officers, director or persons exercising substantial policy discretion ever been convicted of any crime or offense involving business or financial misconduct or fraud? If so, please describe any such convictions and surrounding circumstances in detail.

Identify any action, suit, proceeding or investigation pending or threatened against your firm including, without limitation, any proceeding known to be contemplated by government authorities or private parties.

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Identify if your firm, or any of its employees, or anyone acting on its behalf, has been indicted or otherwise charged in connection with any criminal matter arising directly or indirectly from the conduct of your firm's business which is still pending, or has any of your firm's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving business or financial misconduct or fraud with is still pending? If so, please describe any such indictments or charges and surrounding circumstances in detail.

**OWNERSHIP**

All transcripts are the property of the County of Rockland. Copies of completed transcriptions are not to be supplied to any third-party person or firm without the express written consent of the County of Rockland.

**INVOICES**

The contractor shall submit one invoice for both appearance fees and the transcription fees and other fees related to hearing. Each invoice shall specify the hearing / session date, docket number(s), type of handling (ex. Normal, priority, overnight or immediate completion), appearance fee, number of pages, etc. Proposal shall include a sample of current invoicing procedures.

**LATE COMPLETION BACK CHARGES**

The following liquidated payment reductions will be assessed by Authorized Users for late completion of transcription work:

- One Day Late: Five (5) percent per page rate reduction.
- More than One Day Late: Fifteen (15) percent per page rate reduction.
- More than fifteen (15) percent of transcripts returned late in any calendar month:

The County may arrange to have transcription work completed by another vendor and the contractor shall be liable for costs incurred over contract costs.

**CONFIDENTIALITY REQUIREMENTS**

- Closed Hearing (as designated by the Authorized User):
  - All recorded and hard copy testimony and material will remain the property of the Authorized User. The Contractor shall maintain the confidentiality of all material, identity of any parties and content of any material related to the hearing.
  - Any requests for information on closed hearings from third parties shall be reported to the Authorized User in writing within twenty-four hours.
- Public Hearing (as designated by the Authorized User):
  - The Agency, or any other purchaser of transcript or document of any hearing, investigation, session, meeting, etc., may duplicate or otherwise reproduce any document for their own use, except for sale to other prospective purchasers, without compensation to the Contractor. Any transcript or documents received by the Authorized User are public documents accessible for public inspection and copying under the terms and provisions of Article 6 - Section 87 of the Public Officers Law. The Contractor shall use paper or ink suitable for copying with standard electrostatic office copy equipment.



**Edwin J. Day, County Executive****TITLE: Court Reporting and Transcription Services****RFP NUMBER:**  
RFP-RC-2024-034**RECORDING MEDIUM**

All transcripts shall be typewritten or mechanical reproduction process if approved in writing by the Authorized User.

**TRAVEL AND ADDITIONAL EXPENSES**

The Contractor shall not be compensated or reimbursed for travel time or travel related expenses.

**STAFFING & PERSONNEL BIOGRAPHIES**

Court Reporters shall have a minimum of two (2) years' experience as a full time verbatim reporter, be of good moral character, be at least 21 years of age, be a U.S. Citizen or an alien lawfully admitted for permanent residence in the U.S.

Court Reporters shall be experienced and qualified for verbatim records of depositions, hearings, and other events as required by Rockland County Agencies.

The Authorized User may deem the use of a qualified non-certified court reporter to be adequate for any proceedings or session.

Personnel qualifications and experience should be detailed as part of the Technical Proposal. Include resumes for all personnel to be assigned to this project.

Contractor shall include Grand Jury experience for personnel indicating if the court reporter is Certified or Qualified Non-Certified court reporter with Grand Jury experience.

**CERTIFICATION/LICENSE REQUIREMENTS**

Certified Court Reporters shall have a NYS License as a CSR as administered by the NYS Education Department, Office of the Professions, Division of Professional Licensing Services, or equivalent certifications such as – RPR (Registered Professional Reporter), RMR (Registered Merit Reporter) etc. These certifications are issued by the National Court Reporters Association (NCRA).