

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

# Contract Award Notification

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

Contract Period: July 1, 2020 through June 30, 2021 w/3-1 year options  
Extended through 6/30/22 w/2-1 yr options (only some firms)  
Extended through 6/30/23 w/1 year option

Original Date of Issue: July 9, 2020

Date of Revision: 5/27/22

**RFP No: RFP-RC-2020-019**

**Catalog: CONSULTING SERVICES**

Authorized Users: County Agencies

Address Inquires To:

Name: Sabrina Samuels  
Title: Purchaser II  
Phone: 845-364-3807  
Fax: 845-364-3809  
E-mail: 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 20-019 <b>DID NOT RENEW</b>	0000007332	ANP Reporting 81 Central Highway, #679 Stony Point, NY 10980 Contact: Larry perrone lperrone@anptranscriptions.com	845-893-2859
RFP 20-019-A <b>pending</b>	0000000727	Gina Lombardo Nowicki 26 Aspen Court Nauet, NY 10954 Email: <a href="mailto:ginano715@gmail.com">ginano715@gmail.com</a>	914-522-9259
RFP 20-019-B	0000007335	Marian Fass d/b/a Rockland & Orange Reporting 2 Congers Road New City, NY 10956 Email: rowork@courtreportingny.com	845-634-4200 <b>FAX: 845-634-2943</b>
RFP 20-019-C <b>DID NOT RENEW</b>	0000026519	Transcription Plus LLC 3716 Messina Road Clover, SC 29710 Contact: Mary Goehring <a href="mailto:mary@transcriptionplus.net">mary@transcriptionplus.net</a>	803-701-7025
RFP 20-019-D	0000022348	Ubiques Reporting Inc. 61 Broadway Suite 1400 New York, NY 10006 Contact Mike Mitchell mmitchell@ubiques.com	212-346-6627 <b>FAX : 888-412-3655</b>
RFP 20-019-E -	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 <b>Fax : 914-684-6561</b>

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.

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.

**RFP-RC-2020-019 - Court Reporting and Transcription Services**

<b>RATES</b>	<b>Dalco Reporting V# 0000025143</b>	<b>ANP Transcription Services V #0000007332</b>	<b>Rockland &amp; Orange Reporting V #0000007335</b>	<b>Gina Nowicki V #0000000727</b>	<b>Transcription Plus V #0000026519</b>	<b>Ubiquis Reporting V #0000022348</b>
<b>HOURLY RATE CERTIFIED REPORTER</b> (Two Hour minimum)	<b>N/A</b>		No bid	N/A		
<b>HOURLY RATE NON-CERTIFIED REPORTER</b> (Two hour minimum)	<b>\$108.30/hour Item # 96124100193</b>		No bid	\$30 Item# 96124100180		
<b>FULL DAY APPEARANCE RATE CERTIFIED REPORTER</b> (9:00AM - 5:00PM)	<b>N/A</b>		\$180 Item# 96124100144	N/A		
<b>FULL DAY APPEARANCE RATE NON-CERTIFIED REPORTER</b> (9:00AM - 5:00PM)	<b>\$108.30/hour Item # 96124100194</b>		\$180 Item # 96124100145	\$160 Item# 96124100083		
<b>HALF DAY APPEARANCE RATE CERTIFIED REPORTER</b> for services provided AM Session (9:00AM - 1:00PM) or PM Session (1:00PM-5:00PM)	<b>N/A</b>		\$90 Item # 96124100146	N/A		
<b>HALF DAY APPEARANCE RATE NON-CERTIFIED REPORTER</b> for services provided AM Session (9:00AM - 1:00PM) or PM Session (1:00PM-5:00PM)	<b>\$108.30/hour item # 96124100195</b>		\$90 Item # 96124100147	\$80 Item #96124100084		

RFP-RC-2020-019 - Court Reporting and Transcription Services

RATES	Dalco Reporting V# 0000025143	ANP Transcription Services V #0000007332	Rockland & Orange Reporting V #0000007335	Gina Nowicki V #0000000727	Transcription Plus V #0000026519	Ubiquis Reporting V #0000022348
<b>OVERTIME RATE CERTIFIED REPORTER</b> 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	N/A		\$150 (per 4 hours) item # 96124100171	N/A		
<b>OVERTIME RATE NON-CERTIFIED REPORTER</b> 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	\$162.45/hour item # 96124100196		\$150 Item # 96124100172	\$30 Item # 961214100175		
<b>EVENING RATE CERTIFIED REPORTER</b> Hourly Rate payable for evening meetings or evening hearings (2 hour minimum)	N/A		180 Item #96124100181	N/A		
<b>EVENING RATE NON-CERTIFIED REPORTER</b> Hourly Rate payable for evening meetings or evening hearings (2 hour minimum)	\$162.45/hour item # 96124100197		\$180 Item # 96124100182	No bid		

RFP-RC-2020-019 - Court Reporting and Transcription Services

RATES	Dalco Reporting V# 0000025143	ANP Transcription Services V #0000007332	Rockland & Orange Reporting V #0000007335	Gina Nowicki V #0000000727	Transcription Plus V #0000026519	Ubiquis Reporting V #0000022348
Cost per page <b>CERTIFIED REPORTER</b> <b>NORMAL COMPLETION</b> Delivery within seven (7) business days after the recorded proceeding	N/A		\$5.10 Item # 96124100148	N/A		
Cost per page <b>NON-CERTIFIED REPORTER</b> <b>NORMAL COMPLETION</b> Delivery within seven (7) business days after the recorded proceeding	\$5.42/page  Item #96124100198		\$5.10 Item #96124100149	\$5 Item # 96124100085		
Cost per page <b>TRANSCRIPTION SERVICES</b> <b>FROM MEDIA NORMAL</b> <b>COMPLETION</b> Delivery within seven (7) business days after the recorded proceeding	\$5.42/page  Item #96124100199	\$2.95 Item # 96124100026	\$5.1 Item # 96124100164	No bid	\$3.70 Item# 96124100184	\$2.30 Item# 96124100188
Cost per page <b>CERTIFIED REPORTER</b> <b>PRIORITY COMPLETION</b> Delivery within three (3) business days after the recorded proceeding	N/A		\$8.90 Item # 96124100150	N/A		
Cost per page <b>NON-CERTIFIED REPORTER</b> <b>PRIORITY COMPLETION</b> Delivery within three (3) business days after the recorded proceeding	\$8.66/page  Item #96124100200		\$8.9 Item #96124100151	\$7.5 Item # 96124100086		

**RFP-RC-2020-019 - Court Reporting and Transcription Services**

<b>RATES</b>	<b>Dalco Reporting V# 0000025143</b>	<b>ANP Transcription Services V #0000007332</b>	<b>Rockland &amp; Orange Reporting V #0000007335</b>	<b>Gina Nowicki V #0000000727</b>	<b>Transcription Plus V #0000026519</b>	<b>Ubiquis Reporting V #0000022348</b>
Cost per page <b>TRANSCRIPTION SERVICES FROM MEDIA PRIORITY COMPLETION</b> Delivery within three (3) business days after the recorded proceeding	<b>\$8.66/page</b>  Item #96124100201	\$3.5 Item# 96124100027	\$8.9 Item# 961241000165	\$7.5 Item # 96124100095	\$4.13 Item # 96124100185	\$2.80 Item # 96124100189
Cost per page <b>CERTIFIED REPORTER IMMEDIATE COMPLETION</b> Delivery by 9:00PM on the next business day after the recorded proceeding	N/A		\$10.20 (overnight) Item # 96124100152 \$15.30 (immediate) item # 96124100154	N/A		
Cost per page <b>NON-CERTIFIED REPORTER IMMEDIATE COMPLETION</b> Delivery by 9:00PM on the next business day after the recorded proceeding	<b>\$13.00/page</b>  Item #96124100202		\$10.20 (overnight) Item# 96124100153 \$15.30 (immediate) Item# 96124100155	\$10 Item # 96124100087		
Cost per page <b>TRANSCRIPTION SERVICES FROM MEDIA IMMEDIATE COMPLETION</b> Delivery by 9:00PM on the day of the recorded proceeding	<b>\$13.00/page</b>  Item #96124100203	\$4.5 item # 96124100029	\$10.20(overnight) item # 96124100166 \$15.30(immediate) Item# 96124100167	\$10 item# 96124100099	\$4.83 Item # 96124100186	\$4.50 Item # 96124100190
Price per Page for additional copies for Certified Shorthand, Court Reporter (Non-Certified and Transcripion Services from media	<b>\$3.25/page</b>  Item #96124100204	\$0.40 item # 96124100179	\$2.00 Item # 96124100178	No cost	No cost	\$0.30 Item # 96124100191
Price per page for personal computer copy.	N/A		\$10 flate fee Item # 9612410183	No cost		
Appearance Fee if session cancelled and contractor not notified as specified - CERTIFIED REPORTER	N/A		\$150 item# 96124100168	N/A		

RFP-RC-2020-019 - Court Reporting and Transcription Services

<b>RATES</b>	<b>Dalco Reporting V# 0000025143</b>	<b>ANP Transcription Services V #0000007332</b>	<b>Rockland &amp; Orange Reporting V #0000007335</b>	<b>Gina Nowicki V #0000000727</b>	<b>Transcription Plus V #0000026519</b>	<b>Ubiquis Reporting V #0000022348</b>
Appearance Fee if session cancelled and contractor not notified as specified - NON-CERTIFIED REPORTER	<b>\$243.68</b>  <b>Item #96124100206</b>		\$150 Item # 96124100169	\$90 Item # 96124100101		
Miscellaneous Charges See Proposals - End User shall enter in one line for each of the miscellaneous charges - full description of cost incurred is required	<b>Appearance Rate for first hour \$135.38/hour</b>  <b>Item #96124100207</b>	Foreign Language (Spanish) Transcription Services \$6.50/page Foreign Language (other languages) \$10/page Item # 96124100032	Condensed Transcript in addition to full \$15 flat fee item # 96124100170	Grand Jury Services but no transcripts are not ordered 1/2 per page rate will apply \$2.50/page Item # 96124100110	Optional Hourly Rate for Transcription Services from Media \$28/hour Item # 96124100187	Cost per page for next business day delivery transcription media services-\$3.50 Spanish Transcription per recorded audio hour \$315.00 Spanish to English Translation per word \$0.12 Item # 96124100192



Edwin J. Day, County Executive

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TITLE: Court Reporting and Transcription Services

RFP NUMBER:  
RFP-RC-2020-019

<b>Cost per page</b> <b>Priority Completion</b> Deliver within three (3) business days after the recorded proceeding		\$ 7.50 p.p.	\$ 7.50 p.p.
<b>Cost per page</b> <b>Immediate Completion</b> Delivered no later than 9:00 PM on the date of the recorded proceeding		\$ 10 p.p.	\$ 10 p.p.
<b>Price per page additional for</b> <b>copies</b>		N/A	N/A.
<b>Price per page additional on</b> <b>Personal Computer Diskette</b>		N/A	
<b>Appearance Fee if session</b> <b>cancelled and contractor not</b> <b>notified as specified</b>		\$ 90	

INCLUDE ANY ADDITIONAL PRICING FACTORS NOT COVERED ABOVE ON THE FOLLOWING TABLE

DB Grand jury services are required but transcripts are not ordered, 1/2 per page rate will apply (\$2.50 p.p.)





Edwin J. Day, County Executive

**TITLE: Court Reporting and Transcription Services**

**RFP NUMBER:  
RFP-RC-2020-019**

**COST PROPOSAL TEMPLATE**

**COST PROPOSAL PAGE**

VENDOR: ROCKLAND ORANGE REPORTING Phone Number: 845-634-4300 Email: ROWORD@COURTREPORTINGNY.COM

NAME OF PERSON RESPONSIBLE FOR THIS CONTRACT: MARIN L. FASS

TYPE OF SERVICE / CATEGORY	CERTIFIED SHORTHAND REPORTER RATES	COURT REPORTER (NON-CERTIFIED)	TRANSCRIPTION SERVICES FROM MEDIA
<b>HOURLY RATES</b> (Two hour minimum)	N/A	N/A	
<b>FULL DAY RATE</b> (9:00 AM -5:00 PM)	\$ 180.00	\$ 180.00	
<b>HALF DAY RATE</b> for services provided during AM Session (9:00 AM -1:00 PM) or PM Session (1:00 PM – 5:00 PM)	\$ 90.00	\$ 90.00	
<b>OVERTIME RATE</b> 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	\$ 150.00 (per 4 hrs.)	\$ 150.00 (per 4 hrs.)	
<b>EVENING RATE</b> Hourly Rate payable for evening meetings or evening hearings. (Two hour minimum)	\$ 180.00	\$ 180.00	
<b>Cost per page</b> <b>Normal Completion</b> Deliver within seven (7) business days after the recorded proceeding	\$ 5.10	\$ 5.10	\$ 5.10

Edwin J. Day, County Executive

**TITLE: Court Reporting and Transcription Services**

**RFP NUMBER:  
RFP-RC-2020-019**

<p>Cost per page Priority Completion Deliver within three (3) business days after the recorded proceeding</p>	\$ 8.90	\$ 8.90	\$ 8.90
<p>Cost per page Immediate Completion Delivered no later than 9:00 PM on the date of the recorded proceeding</p>	\$ 10.20 out. \$ 15.30	\$ 10.20 out. \$ 15.30	\$ 10.20 out. \$ 15.30
<p>Price per page additional for copies</p>	\$ 2.00	\$ 2.00	\$ 2.00
<p>Price per page additional on Personal Computer Diskette</p>	\$ 10.00 flat fee	\$ 10.00 flat fee	
<p>Appearance Fee if session cancelled and contractor not notified as specified</p>	\$ 150.00	\$ 150.00	

INCLUDE ANY ADDITIONAL PRICING FACTORS NOT COVERED ABOVE ON THE FOLLOWING TABLE



Edwin J. Day, County Executive

**TITLE: Court Reporting and Transcription Services**

**RFP NUMBER:  
RFP-RC-2020-019**

**COST PROPOSAL PAGE – ADDITIONAL PRICING FACTORS**

VENDOR: ROCKLAND & ORANGE Reporting Phone Number: 845-634-4200 Email: RODORX@COURTREPORTINGNY.COM  
 NAME OF PERSON RESPONSIBLE FOR THIS CONTRACT: MARIAN L. FASS

TYPE OF SERVICE / CATEGORY	CERTIFIED SHORTHAND REPORTER RATES	COURT REPORTER (NON-CERTIFIED)	TRANSCRIPTION SERVICES FROM MEDIA
CONDENSED TRANSCRIPT # IN ADDITION TO FULL	\$ 15.00 flat fee	# 15.00 flat fee	# 15.00 flat fee

Cost Proposals are to be uploaded as a separate attachment to your RFP response. Please refer to the separate attachment titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non-responsive.



Edwin J. Day, County Executive

TITLE: Court Reporting and Transcription Services

RFP NUMBER:  
RFP-RC-2020-019**COST PROPOSAL TEMPLATE****COST PROPOSAL PAGE**VENDOR: Ubiquis Reporting Inc. Phone Number: 212-346-6627 Email: mmitchell@ubiquis.comNAME OF PERSON RESPONSIBLE FOR THIS CONTRACT: Mike Mitchell

TYPE OF SERVICE / CATEGORY	CERTIFIED SHORTHAND REPORTER RATES	COURT REPORTER (NON-CERTIFIED)	TRANSCRIPTION SERVICES FROM MEDIA
<b>HOURLY RATES</b> (Two hour minimum)	No Bid	No Bid	
<b>FULL DAY RATE</b> (9:00 AM -5:00 PM)	No Bid	No Bid	
<b>HALF DAY RATE</b> for services provided during AM Session (9:00 AM -1:00 PM) or PM Session (1:00 PM – 5:00 PM)	No Bid	No Bid	
<b>OVERTIME RATE</b> 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	No Bid	No Bid	
<b>EVENING RATE</b> Hourly Rate payable for evening meetings or evening hearings. (Two hour minimum)	No Bid	No Bid	
<b>Cost per page</b> <b>Normal Completion</b> Deliver within seven (7) business days after the recorded proceeding	No Bid	No Bid	\$2.30

**TITLE: Court Reporting and Transcription Services**
**RFP NUMBER:  
 RFP-RC-2020-019**

<b>Cost per page</b> <b>Priority Completion</b> Deliver within three (3) business days after the recorded proceeding	No Bid	No Bid	\$2.80
<b>Cost per page</b> <b>Immediate Completion</b> Delivered no later than 9:00 PM on the date of the recorded proceeding	No Bid	No Bid	\$4.50
<b>Price per page additional for          copies</b>	No Bid	No Bid	\$0.30
<b>Price per page additional on          Personal Computer Diskette</b>	No Bid	No Bid	
<b>Appearance Fee if session          cancelled and contractor not          notified as specified</b>	No Bid	No Bid	

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Edwin J. Day, County Executive

TITLE: Court Reporting and Transcription Services

RFP NUMBER:  
RFP-RC-2020-019**COST PROPOSAL PAGE – ADDITIONAL PRICING FACTORS**VENDOR: Ubiquis Reporting Inc. Phone Number: 212-346-6627 Email: mmitchell@ubiquis.com

NAME OF PERSON RESPONSIBLE FOR THIS CONTRACT: \_\_\_\_\_

TYPE OF SERVICE / CATEGORY	CERTIFIED SHORTHAND REPORTER RATES	COURT REPORTER (NON- CERTIFIED)	TRANSCRIPTION SERVICES FROM MEDIA
Cost per page Next Business Day Delivery	No Bid	No Bid	\$3.50
Spanish Transcription per recorded audio hour	No Bid	No Bid	\$315.00
Spanish to English Translation per word	No Bid	No Bid	\$0.12

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# SCHEDULE A



**Edwin J. Day, County Executive**

<b>TITLE: Court Reporting and Transcription Services</b>	<b>RFP NUMBER: RFP-RC-2020-019</b>
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## COST PROPOSAL TEMPLATE

### COST PROPOSAL PAGE

**VENDOR:** DALCO Reporting Phone Number: 914-684-9009 Email: michael@dalcoreporting.com

**NAME OF PERSON RESPONSIBLE FOR THIS CONTRACT:** Michael E. Levinson

TYPE OF SERVICE / CATEGORY	CERTIFIED SHORTHAND REPORTER RATES	COURT REPORTER (NON-CERTIFIED)	TRANSCRIPTION SERVICES FROM MEDIA
<b>HOURLY RATES</b> (Two hour minimum)	new rate \$108.30	\$100/hr	
<b>FULL DAY RATE</b> (9:00 AM -5:00 PM)		billed hourly	
<b>HALF DAY RATE</b> for services provided during AM Session (9:00 AM -1:00 PM) or PM Session (1:00 PM – 5:00 PM)		billed hourly	
<b>OVERTIME RATE</b> 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	new rate 162.45  \$150/hr	\$725/ps	
<b>EVENING RATE</b> Hourly Rate payable for evening meetings or evening hearings. (Two hour minimum)		\$725/ps	
<b>Cost per page</b> <b>Normal Completion</b> Deliver within seven (7) business days after the recorded proceeding	<b>new rate 5.42</b>	\$5 <sup>00</sup> /ps	



Edwin J. Day, County Executive

**TITLE: Court Reporting and Transcription Services**

**RFP NUMBER:  
RFP-RC-2020-019**

<p><b>Cost per page</b> <b>Priority Completion</b> Deliver within three (3) business days after the recorded proceeding</p>	<p><b>new rate 8.66</b></p>	<p>\$8<sup>00</sup>/p</p>	
<p><b>Cost per page</b> <b>Immediate Completion</b> Delivered no later than 9:00 PM on the date of the recorded proceeding</p>	<p><b>new rate 13.00</b></p>	<p>\$12<sup>00</sup>/p</p>	
<p><b>Price per page additional for copies</b></p>	<p><b>new rate 3.25</b></p>	<p>\$3<sup>00</sup>/p</p>	
<p><b>Price per page additional on Personal Computer Diskette</b></p>		<p>n/c</p>	
<p><b>Appearance Fee if session cancelled and contractor not notified as specified</b></p>	<p><b>new rate 243.68</b></p>	<p>\$225</p>	

**INCLUDE ANY ADDITIONAL PRICING FACTORS NOT COVERED ABOVE ON THE FOLLOWING TABLE**



# County of Rockland CONTRACT

## Dept. of General Services

Purchasing Division  
50 Sanatorium Rd  
Bldg A, 6th Fl  
POMONA NY 10970  
www.rcpurchasing.com

Dispatch via Print

<b>Contract ID</b> RFP 20-019-A		Page 1 of 2
<b>Contract Dates</b> 07/01/2020 to 06/30/2022		<b>Currency</b> USD
Court Reporting & Transcriptio		<b>Contract Maximum</b> 75,000.00
<b>Freight Terms</b>	<b>Buyer Email</b> samuelss@co.rockland.ny.us	
<b>Buyer</b> SAMUELS, SABRINA	<b>Phone</b>	<b>Fax</b>

**Supplier** 0000000727  
Gina Lombardo Nowicki  
26 Aspen Court  
Nanuet NY 10954

Phone 845/425-8807

NOWICKI@OPTONLINE.NET

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		Non-Certified Reporter Hourly Rate (Two Hour Minimum)	96124100180	30.00000	Hour
2		NON-CERTIFIED REPORTER, FULL DAY APPEARANCE RATE, 9:00AM - 5:00 PM	96124100083	160.00000	Day
3		NON-CERTIFIED REPORTER, HALF DAY APPEARANCE, FOR SERVICES PROVIDED AM SESSION (9:00 AM - 1:00 PM) OR PM SESSION (1:00PM-5:00PM)	96124100084	80.00000	Half Day
4		OVERTIME RATE, COURT REPORTERS (NON-CERTIFIED),GINA NOWICKI, AFTR 5PM (AFTER 1ST HOUR) RATE PAYABLE IN ADDITION THE FULL DAY RATE IF SERVICE IS PROVIDED OVER 8 HOURS IN A DAY	96124100175	30.00000	Hour
5		NON-CERTIFIED REPORTER, MEETING & HEARINGS, NORMAL COMPLETION, COST PER PAGE, DELIVERY WITHIN 7 BUSINESS DAYS AFTER THE RECORDED PROCEEDING	96124100085	5.00000	Each
6		NON-CERTIFIED REPORTER, MEETING & HEARINGS, PRIORITY COMPLETION, COST PER PAGE, DELIVERY WITHIN 3 BUSINESS DAYS AFTER THE RECORDED PROCEEDING	96124100086	7.50000	Each
7		TRANSCRIPTION FROM MEDIA, PRIORITY COMPLETION, COST PER PAGE, DELIVERY WITHIN 3 BUSINESS DAYS	96124100095	7.50000	Each
8		NON-CERTIFIED REPORTER, DEPOSITIONS & HEARINGS Q&A, IMMEDIATE COMPLETION, COST PER PAGE, DELIVERY BY 9:00PM ON THE DAY OF THE RECORDED PROCEEDING	96124100092	9.69000	Each
9		TRANSCRIPTION FROM MEDIA, IMMEDIATE COMPLETION, COST PER PAGE, DELIVERY BY 9:00PM OF THE SAME DAY	96124100099	10.00000	Each
10		NON-CERTIFIED REPORTER, APPEARANCE FEE IF SESSION CANCELLED AND CONTRACTOR NOT NOTIFIED AS SPECIFIED	96124100101	90.00000	Each

**Authorized Signature**

*Paul J. Brennan*

# County of Rockland CONTRACT

## Dept. of General Services

Purchasing Division  
50 Sanatorium Rd  
Bldg A, 6th Fl  
POMONA NY 10970  
www.rcpurchasing.com

Dispatch via Print

<b>Contract ID</b> RFP 20-019-A	<b>Page</b> 2 of 2
<b>Contract Dates</b> 07/01/2020 to 06/30/2022	<b>Currency</b> USD
<b>Court Reporting &amp; Transcriptio</b>	<b>Contract Maximum</b> 75,000.00
<b>Freight Terms</b>	<b>Buyer Email</b> samuelss@co.rockland.ny.us
<b>Buyer</b> SAMUELS, SABRINA	<b>Phone</b>  <b>Fax</b> 

**Supplier** 0000000727  
Gina Lombardo Nowicki  
26 Aspen Court  
Nanuet NY 10954

Phone 845/425-8807

NOWICKI@OPTONLINE.NET

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
11		COURT REPORTING & TRANSCRIPTION SERVICES, MISCELLANEOUS CHARGES-END USER SHALL ENTER IN ONE LINE FOR EACH OF THE MISCELLANEOUS CHARGES-FULL DESCRIPTION OF COST INCURRED IS REQUIRED	96124100110	1.00000	Dollar

TERMS AND CONDITIONS OF RFP-RC-2020-019 INCORPORATED HEREIN BY REFERENCE.

Authorized Signature



# County of Rockland CONTRACT

## Dept. of General Services

Purchasing Division  
50 Sanatorium Rd  
Bldg A, 6th Fl  
POMONA NY 10970  
www.rcpurchasing.com

**Dispatch via Print**

<b>Contract ID</b> RFP 20-019-B		Page 1 of 3
<b>Contract Dates</b> 07/01/2020 to 06/30/2023		<b>Currency</b> USD
<b>Court Reporting &amp; Transcriptio</b>		<b>Contract Maximum</b> 75,000.00
<b>Freight Terms</b>	<b>Buyer Email</b> samuelss@co.rockland.ny.us	
<b>Buyer</b> SAMUELS, SABRINA	<b>Phone</b>	<b>Fax</b>

**Supplier** 0000007335  
Marian Fass  
D/b/a Rockland And Orange  
REPORTING  
2 Congers Road  
New City NY 10956

Phone 845/634-4200  
Fax 845/634-2943  
ROREPORTING@VERIZON.NET

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		CERTIFIED REPORTER, FULL DAY APPEARANCE RATE 9:00AM-5:00PM	96124100144	180.00000	Day
2		NON-CERTIFIED REPORTER, FULL DAY APPEARANCE RATE 9:00AM-5:00 PM	96124100145	180.00000	Day
3		CERTIFIED REPORTER, HALF DAY APPEARANCE RATE, FOR SERVICES PROVIDED AM SESSION (9:00AM-1:00PM) OR PM SESSION (1:00PM-5:00PM)	96124100146	90.00000	Half Day
4		NON-CERTIFIED REPORTER, HALF DAY APPEARANCE RATE, FOR SERVICES PROVIDED AM SESSION (9:00AM-1:00PM) OR PM SESSION (1:00PM-5:00PM)	96124100147	90.00000	Half Day
5		OVERTIME RATE, CERTIFIED SHORTHAND REPORTER RATES, RATE PAYABLE IN ADDITION TO THE FULL DAY RATE IF SERVICES IS PROVIDED OVER 8 HOURS A DAY RATE IS UP TO 4 HOURS	96124100171	150.00000	Lot
6		OVERTIME RATE, COURT REPORTERS (NON-CERTIFIED), RATE PAYABLE IN ADDITION TO THE FULL DAY RATE IF SERVICES IS PROVIDED OVER 8 HOURS A DAY RATE IS UP TO 4 HOURS	96124100172	150.00000	Lot
7		Certified Reporter Evening Rate Hourly rate payable for evening meetings or evening hearings (2 hour minimum)	96124100181	180.00000	Hour
8		Non-Certified Reporter Evening Rate Hourly Rate payable for evening meetings or evening hearings (2 hour minimum)	96124100182	180.00000	Hour
9		CERTIFIED REPORTER, MEETINGS & HEARINGS, NORMAL COMPLETION COST PER PAGE, DELIVERY WITHIN SEVEN (7) BUSINESS DAYS AFTER THE RECORDED PROCEEDING.	96124100148	5.10000	Each

**Authorized Signature**

*Paul J. Brennan*

# County of Rockland CONTRACT

## Dept. of General Services

Purchasing Division  
50 Sanatorium Rd  
Bldg A, 6th Fl  
POMONA NY 10970  
www.rcpurchasing.com

**Dispatch via Print**

<b>Contract ID</b> RFP 20-019-B		Page 2 of 3
<b>Contract Dates</b> 07/01/2020 to 06/30/2023		<b>Currency</b> USD
<b>Court Reporting &amp; Transcriptio</b>		<b>Contract Maximum</b> 75,000.00
<b>Freight Terms</b>	<b>Buyer Email</b> samuelss@co.rockland.ny.us	
<b>Buyer</b> SAMUELS, SABRINA	<b>Phone</b>	<b>Fax</b>

**Supplier** 0000007335  
Marian Fass  
D/b/a Rockland And Orange  
REPORTING  
2 Congers Road  
New City NY 10956

Phone 845/634-4200  
Fax 845/634-2943  
ROREPORTING@VERIZON.NET

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
10		NON-CERTIFIED REPORTER, MEETINGS & HEARINGS, NORMAL COMPLETION, COST PER PAGE, DELIVERY WITHIN 7 BUSINESS DAYS AFTER THE RECORDED PROCEEDINGS	96124100149	5.10000	Each
11		TRANSCRIPTION FROM MEDIA, NORMAL COMPLETION, COST PER PAGE, DELIVERY WITHIN SEVEN (7) BUSINESS DAYS	96124100164	5.10000	Each
12		CERTIFIED REPORTER, MEETINGS & HEARINGS, PRIORITY COMPLETION, COST PER PAGE, DELIVERY WITHIN 3 BUSINESS DAYS AFTER RECORDED PROCEEDING	96124100150	8.90000	Each
13		NON-CERTIFIED REPORTER, MEETINGS & HEARINGS, PRIORITY COMPLETION, COST PER PAGE DELIVERY WITHIN 3 BUSINESS DAYS AFTER THE RECORDED PROCEEDING	96124100151	8.90000	Each
14		TRANSCRIPTION FROM MEDIA, PRIORITY COMPLETION, COST PER PAGE, DELIVERY WITHIN THREE (3) BUSINESS DAYS	96124100165	8.90000	Each
15		CERTIFIED REPORTER, MEETINGS & HEARINGS, OVERNIGHT COMPLETION, COST PER PAGE, DELIVERY BY 1:00PM ON THE NEXT BUSINESS DAY AFTER THE RECORDED PROCEEDING	96124100152	10.20000	Each
16		CERTIFIED REPORTER, MEETINGS & HEARINGS, IMMEDIATE COMPLETION, COST PER PAGE DELIVERY BY 9:00PM ON THE DAY OF THE RECORDED PROCEEDING	96124100154	15.30000	Each
17		NON-CERTIFIED REPORTER, MEETINGS & HEARINGS, OVERNIGHT COMPLETION, COST PER PAGE DELIVERY BY 1:00PM ON THE NEXT BUSINESS DAY AFTER THE RECORDED PROCEEDINGS	96124100153	10.20000	Each
18		NON-CERTIFIED REPORTER, MEETINGS & HEARINGS, IMMEDIATE COMPLETION, COST PER PAGE DELIVERY BY 9:00PM ON THE DAY OF THE RECORDED PROCEEDING	96124100155	15.30000	Each

**Authorized Signature**

*Paul J. Brennan*

# County of Rockland CONTRACT

## Dept. of General Services

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**Dispatch via Print**

<b>Contract ID</b> RFP 20-019-B		Page 3 of 3
<b>Contract Dates</b> 07/01/2020 to 06/30/2023		<b>Currency</b> USD
Court Reporting & Transcriptio		<b>Contract Maximum</b> 75,000.00
<b>Freight Terms</b>	<b>Buyer Email</b> samuelss@co.rockland.ny.us	
<b>Buyer</b> SAMUELS, SABRINA	<b>Phone</b>	<b>Fax</b>

**Supplier** 0000007335  
Marian Fass  
D/b/a Rockland And Orange  
REPORTING  
2 Congers Road  
New City NY 10956

Phone 845/634-4200  
Fax 845/634-2943  
ROREPORTING@VERIZON.NET

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
19		TRANSCRIPTION FROM MEDIA, OVERNIGHT COMPLETION, COST PER PAGE, DELIVERY BY 1:00PM ON THE NEXT BUSINESS DAY	96124100166	10.20000	Each
20		TRANSCRIPTION FROM MEDIA, IMMEDIATE COMPLETION, COST PER PAGE, DELIVERY BY 9:00PM ON THE DAY OF SAME DAY	96124100167	15.30000	Each
21		Price per page for Additional copies for Certified Shorthand, Court Reporter (Non-Certified) and Transcription Services from Media Price is price per page	96124100178	2.00000	Each
22		Price per page for personal computer copy Price is flat fee	96124100183	10.00000	Each
23		CERTIFIED REPORTER, APPEARANCE FEE IF SESSION CANCELLED AND CONTRACTOR NOT NOTIFIED AS SPECIFIED	96124100168	150.00000	Each
24		NON-CERTIFIED REPORTER, APPEARANCE FEE IF SESSION CANCELLED AND CONTRACTOR NOT NOTIFIED AS SPECIFIED	96124100169	150.00000	Each
25		COURT REPORTING & TRANSCRIPTION SERVICES, MISCELLANEOUS CHARGES-END USER SHALL ENTER IN ONE LINE FOR EACH OF THE MISCELLANEOUS CHARGES-FULL DESCRIPTION OF COST INCURRED IS REQUIRED	96124100170	1.00000	Dollar

TERMS AND CONDITIONS OF RFP-RC-2020-019 INCORPORATED HEREIN BY REFERENCE.

**Authorized Signature**

*Paul J. Brennan*

# County of Rockland CONTRACT

## Dept. of General Services

Purchasing Division  
50 Sanatorium Rd  
Bldg A, 6th Fl  
POMONA NY 10970  
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**Dispatch via Print**

<b>Contract ID</b> RFP 20-019-D		Page 1 of 1
<b>Contract Dates</b> 07/01/2020 to 06/30/2023		<b>Currency</b> USD
<b>Freight Terms</b>		<b>Contract Maximum</b> 75,000.00
<b>Buyer</b> SAMUELS, SABRINA		<b>Buyer Email</b> samuelss@co.rockland.ny.us
		<b>Phone</b>  <b>Fax</b>

**Supplier** 0000022348  
UBIQUIS REPORTING INC  
61 Broadway  
Suite 1400  
New York NY 10006

Phone 212/346-6627  
Fax 888/412-3655  
mmitchell@ubiquis.com

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		Transcription Services from Media Normal Completion Delivery within 7 business days after the recorded proceeding cost per page	96124100188	2.30000	Each
2		Transcription Services from Media Priority Completion Delivery within 3 business days after the recorded proceeding cost per page	96124100189	2.80000	Each
3		Transcription services from Media Immediate Completion Delivery by 9:00PM on the day of the recorded proceeding Cost per page	96124100190	4.50000	Each
4		Price per page for additional copies for Certified Shorthand, Court Reporter (Non-Certified & Transcription Services from Media)	96124100191	0.30000	Each
5		COURT REPORTING & TRANSCRIPTION SERVICES, MISCELLANEOUS CHARGES-END USER SHALL ENTER IN ONE LINE FOR EACH OF THE MISCELLANEOUS CHARGES-FULL DESCRIPTION OF COST INCURRED IS REQUIRED	96124100192	1.00000	Dollar

TERMS AND CONDITIONS OF RFP-RC-2020-019 INCORPORATED HEREIN BY REFERENCE.

**Authorized Signature**

*Paul J. Brennan*

# County of Rockland CONTRACT

## Dept. of General Services

Purchasing Division  
50 Sanatorium Rd  
Bldg A, 6th Fl, Room 609  
POMONA NY 10970  
www.rcpurchasing.com

**Dispatch via Print**

<b>Contract ID</b> RFP 20-019-E		Page 1 of 3
<b>Contract Dates</b> 11/01/2020 to 06/30/2023		<b>Currency</b> USD
Court Reporting and Transcript		<b>Contract Maximum</b> 114,000.00
<b>Freight Terms</b>	<b>Buyer Email</b> samuelss@co.rockland.ny.us	
<b>Buyer</b> SAMUELS, SABRINA	<b>Phone</b>	<b>Fax</b>

**Supplier** 0000025143  
DALCO Reporting Inc.  
Michael E. Levinson  
170 HAMILTON AVE  
Suite 303  
White Plains NY 10601

Phone 914/684-9009  
Fax 914/684-6561  
michael@dalcoreporting.com

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		Hourly Rate Non-Certified Reporter (2 hour min) Dalco	96124100193	108.30000	Hour
2		Full Day Appearance Rate Non-Certified Reporter, Dalco (9:00 AM - 5:00 PM)	96124100194	108.30000	Hour
3		Half Day Appearance Rate Non-Certified Reporter (Dalco) for services provided AM Session (9:00 AM-1:00 PM) or PM Session (1:00 PM-5:00 PM)	96124100195	108.30000	Hour
4		Overtime Rate Non-Certified Reporter (Dalco) 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	96124100196	162.45000	Hour
5		Evening Rate Non-Certified Reporter (Dalco) Hourly rate payable for evening meetings or evening hearings (2 hour minimum)	96124100197	162.45000	Hour
6		Cost per Page Non-Certified Reporter Normal completion Dalco Delivery within seven (7) business days after the recorded proceeding Price is per page	96124100198	5.42000	Each
7		Cost per page Transcription Services from Media Normal Completion (Dalco) Delivery within seven (7) business days after the recorded proceeding Cost is per page	96124100199	5.42000	Each

**Authorized Signature**

*Paul J. Brennan*

# County of Rockland CONTRACT

## Dept. of General Services

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<b>Contract ID</b> RFP 20-019-E		Page 2 of 3
<b>Contract Dates</b> 11/01/2020 to 06/30/2023		<b>Currency</b> USD
Court Reporting and Transcript		<b>Contract Maximum</b> 114,000.00
<b>Freight Terms</b>	<b>Buyer Email</b> samuelss@co.rockland.ny.us	
<b>Buyer</b> SAMUELS, SABRINA	<b>Phone</b>	<b>Fax</b>

**Supplier** 0000025143  
DALCO Reporting Inc.  
Michael E. Levinson  
170 HAMILTON AVE  
Suite 303  
White Plains NY 10601

Phone 914/684-9009  
Fax 914/684-6561  
michael@dalcoreporting.com

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
8		Cost per page Non-Certified Priority Completion (Dalco) Delivery within three (3) business days after the recorded proceeding Cost is per page	96124100200	8.66000	Each
9		Cost per page Transcription Services from Media Priority Delivery within three (3) business days after the recorded proceeding	96124100201	8.66000	Each
10		Cost per page Non-Certified Reporter Immediate Completion (Dalco) Delivery by 9:00PM on the next business day after the recorded proceeding	96124100202	13.00000	Each
11		Cost per page Transcription Services from Media Immediate Completion (Dalco) Delivery by 9:00PM on the day of the recorded proceeding	96124100203	13.00000	Each
12		Price per page for additional copies for Certified Shorthand, Court Reporter (Non-Certified and Transcription Services from media)	96124100204	3.25000	Each
13		Appearance fee if session cancelled and contractor not notified as specified-Non-Certified Reporter	96124100205	243.68000	Each

**Authorized Signature**

*Paul J. Brennan*



# County of Rockland CONTRACT

## Dept. of General Services

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Dispatch via Print

<b>Contract ID</b> RFP 20-019-E	<b>Page</b> 3 of 3
<b>Contract Dates</b> 11/01/2020 to 06/30/2023	<b>Currency</b> USD
<b>Court Reporting and Transcript</b>	<b>Contract Maximum</b> 114,000.00
<b>Freight Terms</b>	<b>Buyer Email</b> samuelss@co.rockland.ny.us
<b>Buyer</b> SAMUELS, SABRINA	<b>Phone</b>  <b>Fax</b> 

**Supplier** 0000025143  
DALCO Reporting Inc.  
Michael E. Levinson  
170 HAMILTON AVE  
Suite 303  
White Plains NY 10601


Phone 914/684-9009  
Fax 914/684-6561  
michael@dalcoreporting.com

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
14		Miscellaneous charges for Dalco - Appearance rate for first hour \$125.00/hour	96124100206	1.00000	Dollar

TERMS AND CONDITIONS OF RFP-RC-2020-019 INCORPORATED HEREIN BY REFERENCE.

Authorized Signature





Edwin J. Day, County Executive

**TITLE: Court Reporting and Transcription Services**

**RFP NUMBER:  
RFP-RC-2020-019**

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 personnel 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.
- 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, and backup electronic verbal recording equipment shall be operating at all times while proceedings are being reported, unless prohibited by the presiding officer or deemed unnecessary by the presiding officer. Contractor and Authorized User will discuss prior to assignment.
- 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.



Edwin J. Day, County Executive

**TITLE: Court Reporting and Transcription Services**

**RFP NUMBER:  
RFP-RC-2020-019**

- 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 corrected 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. Using agencies may assess late damages of 5% of the total bill including transcript and attendance fee per working day for each workday that the contractor is late returning the corrected transcript to the using agency.
- 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
  - 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.



Edwin J. Day, County Executive

**TITLE: Court Reporting and Transcription Services**

**RFP NUMBER:  
RFP-RC-2020-019**

- 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.
- 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



Edwin J. Day, County Executive

**TITLE: Court Reporting and Transcription Services**

**RFP NUMBER:  
RFP-RC-2020-019**

Lincoln's Birthday  
 Washington's Birthday  
 Memorial Day  
 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 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.

**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.



Edwin J. Day, County Executive

**TITLE: Court Reporting and Transcription Services**

**RFP NUMBER:  
RFP-RC-2020-019**

### **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.

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:



Edwin J. Day, County Executive

**TITLE: Court Reporting and Transcription Services**

**RFP NUMBER:  
RFP-RC-2020-019**

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.

### **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.