

**QUESTIONS AND ANSWERS
REQUEST FOR PROPOSALS (RFP)
PROVISION OF
STENOGRAPHIC COURT REPORTING SERVICES
RFP # 16-001**

Question 1

Who is the current vendor for these court reporting services, and what is their pricing?

Answer 1

The current vendors are Verbatim Support Services, Inc. and Boss Certified Realtime Reporting, Inc. The current compensation is as stated in RFP16-001.

Question 2

Does this RFP pertain to stenographic reporting, or just electronic and digital recordings that are then transcribed?

Answer 2

The RFP is for stenograph reporting.

Question 3

Please clarify if the proposing firm must provide, in its Proposal, (1) written proof that a reporter possesses a certificate from a court reporting school or (2) the 5 letters in lieu thereof?

Answer 3

The Circuit will require a copy of an individual reporter's certificate from a court reporting school/ college or at least 5 letters of recommendation demonstrating experience and abilities to perform duties as a stenographic court reporter. However, the Circuit will also require compliance with all other reporter qualifications as set forth in the RFP.

Question 4

Will an affirmative statement in the submitted Proposal that the reporters to be used possess or will be able to provide such letters suffice for being deemed responsible to this RFP requirement?

Answer 4

No. The Proposal must have copies of the proof indicated in response to question 3 for the individual reporter(s) the Proposer initially intends to send to provide services if a contract is awarded. Thereafter, as new reporters are added the proof will be required prior to the reporter being sent to provide services to the Court.

Question 5

May a Proposer satisfy this requirement [Minimum Qualifications for Stenographic Court Reporting Staff] if for a court reporter the Proposer is “able to demonstrate, through at least 5 letters of recommendation from Judges and/or attorneys, court reporting expertise and abilities to perform duties”, similar to bullet point number 2?

Answer 5

Yes as long as all other qualifications for a reporter are met as set forth in the RFP.

Question 6

Will the Court consider amending this bullet point in the RFP to include the 5 letters of recommendation to satisfy this requirement?

Answer 6

The Court does not think amending the bullet point is necessary given the response to Questions 3, 4, and 5.

Question 7

If the letters of recommendation are sufficient, will an affirmative statement in the submitted Proposal that the reporters to be used possess or will be able to provide such letters suffice for being deemed responsible to this RFP requirement?

Answer 7

The Proposal must have copies of the letters of recommendation for the individual reporter(s) and proof of all other qualifications as set forth in the RFP that the Proposer initially intends to provide services if a contract is awarded. Thereafter, as new reporters are added the letters of recommendation and proof of all other qualifications as set forth in the RFP will be required prior to the provision of services by the reporter.