



**REQUEST FOR PROPOSALS
COURT REPORTING SERVICES**

**SIXTH JUDICIAL CIRCUIT
PINELLAS AND PASCO COUNTIES**

RFP #10-22-2021

Issued: October 22, 2021

**Response to Request for Proposals Submission Deadline:
DEADLINE EXTENDED to
January 31, 2022 at 5:00 pm.**

I. DEFINITIONS

“AOC” means the Administrative Office of the Courts.

“Proposer” and “Vendor” each refer to a firm or business entity which submits a response to this Request for Proposals.

“Court” means the Sixth Judicial Circuit, in and for Pasco and Pinellas Counties, Florida.

“Court reporter” as used in this RFP means an individual stenographic court reporter who has at least three years of experience as a stenographic court reporter, holds a current certification as a Registered Professional Reporter or other higher level certification from the National Court Reporter’s Association (NCRA), or who otherwise meets standards set by the AOC to provide court reporting services in the Sixth Judicial Circuit. Upon an effective date required by the Florida Supreme Court, all court reporters shall be certified in accordance with the Florida Rules for Certification and Regulation of Court Reporters.

“Court Reporting Department” and “Digital Court Reporting Department” means the section of the AOC which oversees stenographic court reporting and transcription services by court staff employees.

“Pasco County” refers to the Robert D. Sumner Judicial Center; West Pasco Judicial Center; the Pasco County Jail in Land O’Lakes; and such other facilities within Pasco County.

“Pinellas County” refers to the St. Petersburg Judicial Building and the 501 Building; the Clearwater Courthouse; the Clearwater Historic Courthouse; the Pinellas County Justice Center; North County Traffic Court; South County Traffic Court; the Pinellas County Jail; and such other facilities within Pinellas County.

II. REFERENCES

Florida Rules of General Practice and Judicial Administration Rule 2.560 is available on The Florida Bar website www.floridabar.org, under “Rules.”

Administrative Order Nos. PA/PI-CIR-02-45 and 2018-042 PA/PI-CIR are available on the Court’s website at www.jud6.org/LegalCommunity/AdministrativeOrders.html, under 2018 administrative orders and the “Court Reporters” administrative orders.

The Florida Statutes mentioned in this RFP are available at Online Sunshine, at www.leg.state.fl.us.

Florida’s policies and recommendations for court reporting and other information for court reporters and transcriptionists are available on the Florida State Courts’ website at www.flcourts.org/resources-and-services/court-services/court-reporting.stml.

III. PURPOSE

The Sixth Judicial Circuit (Court) seeks sealed proposals from firms to provide stenographic court reporting services as described in this Request for Proposals (RFP) for work in Pasco and Pinellas Counties, for circuit court first-degree and second-degree felony trials, first-degree murder proceedings and trials, Termination of Parental rights trials, and Jimmy Ryce

proceedings.

The Court reserves the right to contract with multiple bidders if it appears any one firm cannot meet all of the Court's needs, or if it otherwise appears to be in the best interest of the Court to contract with multiple providers. The Court reserves the right to accept or reject any and all proposals, in whole or in part, or to waive as informality any irregularity contained in a proposal, and to base all conclusions, decisions, and actions on what is deemed to be in the best interest of the Sixth Judicial Circuit and the State Courts System. For any contract awarded using this RFP process, services will begin April 1, 2022, and continue through September 30, 2022, with the possibility of renewal for three one-year periods from, October through September, at the discretion of the Chief Judge.

IV. BACKGROUND

Florida Rule of General Practice and Judicial Administration 2.535 requires the Chief Judge of the judicial circuit to develop a plan for the provision of court reporting services provided at public expense. The plan must ensure that such court reporting services are provided by approved court reporters and the records of court proceedings are properly taken and preserved and timely transcribed as needed. In 2018, the Court amended the Circuit's Court Reporting Plan in Administrative Order 2018-042.

In accordance with the Court Reporting Plan, the Court utilizes both stenographic and digital court reporting methods provided by court employees and equipment. The Court also uses contract stenographers to meet its "overflow" needs. The Court's current contracts with firms for "overflow" stenographers expires September 30, 2022. Therefore, the Court will need additional "overflow" stenographic court reporter services for digital recordings.

Because the Court expects the value of services to exceed \$35,000 per year, in accordance with the State Court System Purchasing Directives, the Court is using this formal solicitation process to select firms to provide all of the expected needs. The Court does not expect to receive an increase in its budget allocation for court reporter costs during the contracted period. To meet the court reporting needs for Pasco and Pinellas Counties, the Court has historically contracted with two court reporting firms to provide stenographers and transcriptionist services. Based on usage over the last year, the expected value of a contract(s) for Pasco County is approximately \$75,000 for stenographic and collateral transcription services, and \$52,000 for transcription of digital recordings supplied by the AOC. Based on usage over the last year, the expected value of a contract(s) for Pinellas County is approximately \$150,000 for stenographic and collateral transcription services, and \$100,000 for transcription of digital recordings supplied by the AOC.

V. MINIMUM QUALIFICATIONS/REQUIREMENTS

The Proposer must meet the following minimum qualifications and requirements:

1. The Proposer must have engaged in the provision of stenographic court reporting services for at least three years preceding the publication date of this RFP.
2. The Proposer must currently employ or contract with, or demonstrate the ability to employ or contract with, enough stenographic court reporters to adequately meet the Proposer's Scope of Services bid.

3. Each individual stenographic court reporter employed by or under contract with the Proposer, must be a stenographic court reporter who:
 - a. Is currently qualified in accordance with the term “court reporter” as it is defined in this RFP;
 - b. Has at least three years’ experience reporting and transcribing felony court trials or other comparable experience;
 - c. Is proficient in the English language, legal terminology, transcript preparation, and professional responsibility;
 - d. Is capable of translating, editing, and producing accurate and complete transcripts with an error margin of no more than two percent;
 - e. Is knowledgeable of court practices and procedures; and
 - f. Is dedicated to achieving and maintaining a high level of professionalism.
4. Upon an effective date required by the Florida Supreme Court, the selected Firm shall ensure that all individual court reporters are certified in accordance with the Florida Rules for Certification and Regulation of Court Reporters.
5. The selected firm’s principals or officers and each individual court reporter must complete and successfully pass a criminal history law enforcement records check performed by the Florida Department of Law Enforcement or a United States federal law enforcement agency according to the standards described in this RFP.
6. The selected firm must agree to notify the AOC when any law enforcement records check or other background investigation indicates any history of criminal activity by a principal, an officer, individual court reporter. Additionally, the Firm must agree to a continual obligation to report an arrest or conviction of any one of its employees, subcontracted court reporters, or transcriptionists.
7. The Proposer must currently employ, or demonstrate the ability to employ; at least one experienced real-time stenographic court reporter with related hardware and software.
8. The Proposer must agree to enter into a contract with the Court to provide the required services. A copy of draft contracts are included at the end of this RFP. By the terms of the contract with the Court, among other requirements, the selected Firm will provide certified stenographic court reporters in accordance with Florida Rule of General Practice and Judicial Administration 2.535, Administrative Order 2018-042 PA/PI-CIR, any subsequent administrative order, and relevant law.
9. The selected Firm is expected to comply with E-Verify requirements pursuant to section 448.095(2)(a), Florida Statutes.
10. All individual court reporters employed by the Proposer and performing services under this contract must turn in all stenographic disks, CDs, audio recordings, and electronic recordings (the notes and recordings) to the Firm at least monthly. The Firm must ensure

the safekeeping of the notes and recordings during the periods specified by the Florida Rules of General Practice and Judicial Administration.

11. All transcription must be performed in accordance with the Florida Rules of Appellate Procedure, the Florida Rules of General Practice and Judicial Administration, Administrative Order 2018-042 PA/PI-CIR, any subsequent administrative order, relevant law, and any guidance provided by the AOC.
12. When providing stenographic court reporting services for the Court, the selected Firm will provide:
 - a. Real-time transcription services upon request of the Court. The Court will not be considered to have ordered a transcript when ordering real-time reporting;
 - b. Transcripts which comply with administrative orders and the Florida Rules of Judicial Administration for all proceedings, which the successful Proposer or an individual court reporter covered, upon request of the Court;
 - c. When providing a transcript, the selected Firm will also provide a CD when requested. Payment for the CD will be in accordance with the contracted fee schedule. When providing a transcript, transcripts will be emailed in Microsoft Word and Adobe PDF files to the AOC;
 - d. On request of the AOC, a copy of the selected Firm's rough draft, in Word format, on a CD must be provided to the AOC or judge;
 - e. Written procedures for the control of and retention by the Proposer of the notes and recordings, and transcripts, as well as the careful maintenance of all other files and records;
 - f. Daily reporting of statistics as requested by the Stenographic Court Reporting Department within the AOC; and
 - g. The ready availability of any court reporter who reported testimony throughout the course of a jury trial, to read back testimony on request of the court during the trial, including jury deliberations.
13. Individual court reporters will use his or her own or the Firm's steno-machines and other equipment necessary to provide the requested services. The Court will not provide equipment.
14. The selected Firm must provide its own equipment and supplies to provide the requested services. The Court will not provide equipment and supplies.

VI. SCOPE OF SERVICES

The Court prefers to enter into **one** contract per county with the firm which can provide both stenographic court reporting services. However, the Court may enter separate contracts for stenographic court reporting with multiple firms in order to handle the needs of the Court at each location below. The successful Firm(s) will be expected to provide the services described below. A copy of draft contracts to provide these services are attached to this RFP. Firms interested in submitting a proposal in response to this RFP should review the draft contracts to ensure they are

able to meet all contractual requirements. The successful Firm(s) will be required to post a performance bond, as detailed herein.

These reporting services include but are not limited to:

First-degree and second-degree felony trials; first-degree murder proceedings and trials; Jimmy Ryce trials; and Termination of Parental Rights trials.

Pasco County typically has trials in Dade City and New Port Richey every other week, beginning on Mondays and continuing through to the conclusion of those proceedings, and at least one contract stenographic court reporter is needed in Dade City and at least one contract stenographic court reporter is needed in New Port Richey every other week.

Pinellas County Justice Center typically has trials every week, beginning on Tuesdays and continuing through to the conclusion, and at least one contract stenographic court reporter is needed.

Proceedings and trials may continue past 5:00 PM, on weekends and on court holidays.

The Electronic Court Reporting Manager will advise the contract stenographic court reporter what time to appear for court in Pasco County. The Stenographic Court Reporting Manager will advise the contract stenographic court reporter what time to appear for court in Pinellas County.

The respective managers will advise the contract stenographic court reporter of the need for services on the Friday of the week preceding the assignment(s). There may occasionally be a request for services on short notice and the contract stenographic court reporter will be requested to provide a contract stenographic court reporter if one is available.

Any contract stenographic court reporter who reports testimony during the course of a jury trial must be readily available during jury deliberations and prepared to read back testimony upon request.

VII. COURT AND VENDOR CONTRACTUAL RELATIONSHIP

The Court reserves the right to award one or more contracts to provide the required services as deemed to be in the Court's best interest. Any Firm awarded a contract, and its employees or subcontractors, will provide the services required herein strictly under a contractual relationship and will not be construed to be an employee, agent, or partner of, or in a joint venture with the Court or the State of Florida. As an independent contractor, the awarded Firm will pay any and all applicable taxes required by law and will comply with all pertinent Federal, State, and local laws including the Fair Labor Standards Act, the Americans with Disabilities Act, the Federal Civil Rights Act, and any and all relevant employment laws. The Firm will be responsible for all income taxes, FICA, and any other withholdings from its employees, or subcontractors' wages or salaries. Fringe benefits will be the responsibility of the Firm including, but not limited to, health and life insurance, mandatory social security, retirement, liability/risk management coverage, and workers and unemployment compensation.

As an independent contractor, the awarded Firm must hire, compensate, supervise, and terminate members of its work force. The Firm will direct and control the manner in which work is performed and the conditions under which individual court reporters will report to it. This includes when, where, and how individual court reporters will report to the Firm and the Firm's assignment of court reporters, subject to the needs of the Court. The Firm will set the hours of work for members of its work force in accordance with the Court's needs.

Prior to commencing work, the successful Proposer(s) will be required to sign a written contract incorporating the specifications and terms of the RFP and the response thereto. **Any contract(s) awarded as a result of the RFP will begin on or about April 1, 2022, for a period of seven (7) months through September 30, 2022.** The contract(s) may be renewed for an additional period of time up to 36 months, from October through September, upon the written mutual consent of the Firm(s) and the Court. The renewal option will be exercised only if all original contract terms, conditions, and prices remain the same.

Any selected Firm will not be exclusively bound to the Court and may provide stenographic court reporting and/or digital transcription services to other private and public entities.

1. INSURANCE REQUIREMENTS

The successful Proposer must purchase and maintain appropriate insurance for the duration of this agreement. The insurance must contain the following minimum provisions, coverage, and policy limits of liability:

1. Workers' compensation in at least the limits as required by law.
2. Comprehensive general liability coverage, including bodily injury and property damage liability in the minimum amount of \$200,000 combined single limit, each occurrence.
3. The Sixth Judicial Circuit, in and for Pasco and Pinellas Counties, and the State of Florida must be endorsed to the required policy or policies as an additional named insured.
4. Waiver by the Proposer of subrogation rights for loss or damage against the Court and the State of Florida.
5. A copy of the insurance policies described above and any endorsements thereto, or a certified copy of the Certificate of Liability Insurance must be provided to the Court. The certificate(s) of insurance must name the types of policies/coverage provided. If the initial insurance expires prior to the completion of this contract, renewal certificates of insurance must be furnished to the Court 30 days prior to the date of their expiration.
6. The certificate of liability insurance for the above-required insurances will be incorporated by reference into the contract with the Court.

2. OTHER PROVISIONS

1. **Cost of Proposal Preparation** – All costs associated with the development and submission of a proposal, Firm question(s), transmittal letter, and delivery are the responsibility of the Firm. The Court will not be liable in any way for costs incurred in the preparation and delivery of responses to the RFP or for any expenses associated with subsequent

discussions.

2. **Independent Price Determination** – A Firm must not collude, consult, communicate, or agree with any other Firm regarding this RFP on any matter relating to the Firm’s cost of proposal. This requirement should not be construed to limit or restrict one or more entities from collaborating on a joint proposal.
3. **Conflict of Interest** – This solicitation is subject to chapter 112, Fla. Stat. Firms must disclose with their response the name of any officer, director, employee, or other agent who is also an employee of the State of Florida or Pasco or Pinellas Counties. Firms must also disclose the name of any State employee who owns, directly or indirectly, an interest of five percent or more in the firm or its affiliates.
4. **Prohibited Vendors** –
 - a. In accordance with section 287.133, Fla. Stat., a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with a public entity for a period of 36 months following the date of being placed on the convicted vendor list. Accordingly, each Firm must certify that he or she has read and understands the provisions of section 287.133, Fla. Stat., and that the Firm is not prohibited from submitting a proposal or from contracting with the Court to provide these services.
 - b. In accordance with section 287.134, Fla. Stat., an entity or affiliate placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity; submit a bid on a contract with a public entity for the construction or repair of a public building or public work; submit bids on leases of real property to a public entity; be awarded or perform work as a vendor, supplier, sub-vendor, or consultant under a contract with any public entity; or transact business with any public entity. Accordingly, each Proposer must certify that he or she has read and understands the provisions of section 287.134, Fla. Stat., and that the Firm is not prohibited from submitting a proposal or from contracting with the Court to provide these services.
5. **Vendor’s Representation and Authorization** – In submitting a proposal, each Firm understands, represents, and acknowledges the following (if the Firm cannot so certify to any of following, the Firm must submit with its proposal a written explanation of why it cannot do so):
 - a. The Firm is not currently under suspension or debarment by the State or any other governmental authority.
 - b. To the best of the knowledge of the person signing the response, the Firm, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

- c. To the best of the knowledge of the person signing the response, the Firm has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
- d. The submission is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive response.
- e. The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other Firm or potential Firm; neither the prices nor amounts, actual or approximate, have been disclosed to any respondent nor potential respondent, and they will not be disclosed before the solicitation opening.
- f. The Firm has fully informed the Court in writing of all convictions of the firm, its affiliates (as defined in section 287.133(1)(a), Fla. Stat.), and all directors, officers, and employees of the firm and its affiliates for violation of a state or federal antitrust law with respect to a public contract, and for violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract. This includes disclosure of the names of current employees who were convicted of crimes while in the employ of another company.
- g. Neither the Firm nor any person associated with it in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, or any person in a position involving the administration of federal funds:
 - i. Has within the three years preceding the publication date of this RFP been convicted of or had a civil judgment rendered against him or her, or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or in performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
 - ii. Has within the three years preceding the publication date of this RFP had one or more federal, state, or local government contracts terminated for cause or default.
- h. The services offered by the Firm will conform to the specifications in this RFP.
- i. If an award is made to the Firm, the Firm agrees that it intends to be legally bound to the Contract which is formed with the Sixth Judicial Circuit.
- j. The Firm has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the response, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act, or other conduct inconsistent with any of the statements and representations made in the proposal.
- k. The Firm must indemnify, defend, and hold harmless the Court and the State of Florida, and its officers, employees, and agents against any cost, damage, or expense which may be incurred or be caused by any error in the Firm's preparation of its proposal.
- l. All information provided by, and representations made by, the Firm are material and

important and will be relied upon by the Court in awarding the Contract. Any misstatement will be treated as fraudulent concealment from the Court of the true facts relating to submission of the proposal. A misrepresentation may be punishable under law, including, but not limited to, chapter 817, Florida Statutes.

6. **Firm Response** – The Court may make an award within sixty (60) days after the date of the RFP submission deadline, during which period responses will remain firm and may not be withdrawn. If an award is not made within sixty (60) days, the response will remain firm until either the Court awards the Contract or the Court receives from the Proposer written notice that the response is withdrawn. Any response that expresses a shorter duration may, in the Court’s sole discretion, be accepted or rejected.
7. **Clarifications/Revisions** – Before award, the Court reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of submissions from all Proposers deemed eligible for Contract award. Failure to provide requested information may result in rejection of the proposal.
8. **Minor Irregularities/Right to Reject** – The Court reserves the right to accept or reject any and all bids, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if the Court determines that doing so will serve the State’s best interests. The Court may reject any response not submitted in the manner specified by the solicitation documents.
9. **Contract Formation** – The Court will issue a notice of award, if any, to successful Proposer(s). However, no contract will be formed between a selected Firm and the Court until the Court signs the Contract. The Court will not be liable for any costs incurred by a Proposer in preparing or producing its response or for any work performed before the Contract is effective.
10. **Contract Overlap** – The Proposer must identify any products covered by this solicitation that they are currently authorized to furnish under any state term contract. By entering into the Contract, a Firm authorizes the Court to eliminate duplication between agreements in the manner the Court deems to be in its best interest.
11. **Public Records** – Florida law generously defines what constitutes a public record. For examples, refer to Florida Rule of General Practice and Judicial Administration 2.420 and section 119.07, Fla. Stat. If a Proposer believes that its response contains information that should not be a public record, the Proposer must clearly segregate and mark the information (for example, placing the material in a separate electronic file, and including the word “Confidential” in the filename) and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for each exemption.

3. PROPOSAL CONTENT

A proposal must not exceed 20 pages in length, exclusive of required forms or attachments, and contain, at a minimum, the information below. **The Court may consider a proposal that does not contain the following minimum information as non-responsive, and may therefore**

not further evaluate the proposal:

1. Proposer Information:

- a. Firm's official business name, address (both physical and mailing), telephone and fax numbers; type of business such as sole proprietorship, partnership or corporation, including the State of incorporation;
- b. Name of Owner;
- c. FID Number / Social Security Number;
- d. Length of time in business;
- e. Location(s) of business operations;
- f. Firm's qualifications;
- g. Qualifications and experience of corporate officer(s) and key personnel;
- h. Names and qualifications of individual court reporters and/or transcriptionist(s);
- i. Description of support staff;
- j. Evidence of meeting the minimum qualifications. You must specifically describe how you meet the requirements of the Scope of Services.
- k. Current financial statement.

2. Statements – The proposal must include the following statements:

- a. Statement indicating an understanding of the projected work and the requirements thereof;
- b. Statement explaining the Firm's experience and performance in providing the services sought under this RFP, including the names of other entities for which the Firm has provided regular stenographic court reporting and/or digital transcription services.
- c. Statement that acknowledges you have read the "Other Provisions" section of this RFP and that you are in compliance with that section and that the proposal has been prepared and submitted consistent with the requirements in that section.
- d. Statement that you have reviewed Florida Rule of General Practice and Judicial Administration 2.535, Florida Rule of Appellate Procedure 9.200(b), Administrative Order Nos. PA/PI-CIR-02-45 and 2018-042 PA/PI-CIR, and that you agree to provide services in accordance with those directives.

3. Grievance Plan – Include a description of how complaints concerning fees, errors, tardiness, etc. against individual court reporters, individual transcriptionists, or the Firm are handled by the Firm.

4. Quality Assurance – Include the Firm's statement of commitment to quality assurance; the Firm's capability and plan to guarantee the appearance of court reporters for proceedings; and the Firm's plan(s) for hiring, training, and performance evaluation of employees.

5. Technology Plan – Describe hardware and software used to provide stenographic services, real-time services, and production of Word and PDF files of transcripts prepared, and delivery thereof, pursuant to this contract.

6. References – Include the name, address, and telephone number of at least two clients for

whom similar services are or have recently been performed.

7. **Fee Structure** – According to the below-listed request (the Court reserves the right to negotiate any or all proposed fees prior to any agreement/award).

Include proposed fees for each of the following for services:

- a. Appearance fees for stenographic court reporters in circuit court:
 - i. first hour or fraction thereof \$ _____
 - ii. each additional one-quarter hour \$ _____
 - iii. minimum rate per half day, if any \$ _____
- b. Appearance fees for proceedings after 5:00 p.m., on weekends, or on court holidays (this may be specified as a factor of the regular rate, for example 1.5 times the regular appearance rate). \$ _____
- c. Appearance fees for Real-time Reporting:
 - i. first hour or fraction thereof \$ _____
 - ii. each additional one-quarter hour \$ _____
 - iii. each continuing one-quarter hour after 5:00 p.m. \$ _____
- d. Transcription fees:
 - i. appellate transcript \$ _____ per page
 - ii. expedited original transcripts
 - 1. one business day \$ _____ per page
 - 2. two business days \$ _____ per page
 - 3. three business days \$ _____ per page
 - 4. ten business days \$ _____ per page
 - 5. eleven-thirty business days \$ _____ per page
- e. No mileage or travel expenses are paid under this contract

4. INQUIRIES

Any questions or requests for additional information regarding this RFP must be in writing via mail, electronic mail, or fax directed to the person designated below, *and received no later than January 14, 2022*. All questions or requests for additional information must include Firm name, address and phone number. Telephone inquiries **will not** be accepted.

All questions and answers will be posted to the Courts website (www.jud6.org) by the close of business on the next work day, or as soon thereafter as practicable.

Mail or fax inquiries must be addressed as follows:

Jennifer Parker, Court Counsel
501 1st Avenue North, St. Petersburg, FL 33701
Re: QUESTION - RFP 10-22-2021 – Court Reporting Services
Fax: (727) 582-7438

Email inquiries must include the subject line “QUESTION - RFP 10-22-2021 - Court Reporting Services” and be sent to: sixthcircuitcontracts@jud6.org.

Potential Firms must not communicate with any Sixth Judicial Circuit personnel concerning this RFP, except for the contact person identified above, and then, only by the means indicated.

Violation of this requirement may result in rejection of a proposal from the Firm making the communication.

5. SUBMITTAL REQUIREMENTS

1. Proposals **must** be typed on white letter-size paper and each element of the RFP must be addressed in a clear, concise manner. Each element must be labeled and indexed.

2. One original marked “ORIGINAL”, and four copies, each marked “COPY”, are required of each proposal. Proposals must be submitted as designated herein by the advertised deadline in a sealed package clearly marked on the outside of the package:

**“RFP 10-22-2021” – Court Reporting Services
Sixth Judicial Circuit
Due: 5:00 PM, December 6, 2021
EXTENDED UNTIL January 31, 2022**

3. Any proposal received after the advertised deadline **will not** be considered for award.

4. The sealed package must be submitted to:

**Office of Court Counsel, Sixth Judicial Circuit
501 1st Avenue North, Suite 1000
St. Petersburg, FL 33701**

To deliver your sealed package in person, you must pre-arrange delivery by calling (727) 582-7424. **NOTE: we will not accept certified mail deliveries**

6. EVALUATION OF PROPOSALS

The AOC will evaluate each proposal in consultation with the Court Counsel’s Office. The Trial Courts Administrator or her designee reserves the right to request face-to-face interviews of any or all Proposers as may be necessary for a fair and equitable proposal evaluation. After review by the Court Counsel and AOC, the Trial Courts Administrator will make a recommendation for award to the Chief Judge of the Sixth Judicial Circuit. In his discretion, the Chief Judge may also consider recommendations from judges of the Court. The Court intends to award a contract to the Proposer with the highest ranking for the required services. The Chief Judge may award contracts to more than one Proposer, re-solicit for proposals, or take other action as deemed appropriate in his discretion to meet the needs of the Court.

The following criteria are the basis for award of this Contract:

Weight

<p>1. Ability of the Proposer to provide the required services as determined by evaluation of, but not limited to, the following:</p> <ul style="list-style-type: none"> • The number of court reporter employees and staff; • Qualifications of the individual court reporters; • Qualifications of the individual transcriptionists (if different from the stenographic court reporters); • Historical performance of the Proposer; • The current financial statement; and • Proof of ability to obtain a performance bond in the required amount. 	<p>40</p>
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2. Rates for appearances, transcription, and other charges as described in Section X above for “Fee Structure.”	40
3. Compliance with Response to Proposal, including but not limited to: <ul style="list-style-type: none"> • Grievance Plan; • Commitment to quality assurance; • Required statements; • References; • Complete Fee Structure; and • Identity of the Firm’s court reporters and transcriptionists. 	20
Total possible score	100

7. SCHEDULE OF EVENTS

Listed below are the dates and times by which stated actions must be taken or completed. If the Chief Judge determines, in his sole discretion, that it is necessary to change any of these dates and times, the Court will issue an addendum to this proposal.

Advertisement of RFP	October 22, 2021
Deadline for Questions	November 16 @ 5:00 PM
Deadline to request Bidders’ meeting	November 16 @ 5:00 PM
Bidders’ meeting (if requested)	November 26
RFP Submission Deadline EXTENDED to	January 31, 2022 @ 5:00 PM
Posting of Intent to Award Contract(s)	February 15 @ 5:00 PM
Deadline to Intent to Protest Awarding of Contract(s)	February 17 @ 5:00 PM
Deadline to submit Protest of Awarding of Contract(s)	February 26 @ 5:00 PM
Contract services begin	April 1

8. ADDENDUM

Any clarification or additional information that may substantially affect the outcome of this RFP will be provided in the form of a written addendum. Any addendum will be posted on the Court’s website at: www.jud6.org/LegalCommunity/CourtContractedServices.html under the “Court Contracted Services” page and then listed under “Interpreters - Foreign.”

9. POSTING OF SELECTED VENDOR(S)

The Firm(s) selected for award of a contract will be listed for a period of at least 72 hours on the Court’s website at www.jud6.org/LegalCommunity/CourtContractedServices.html under the “Court Contracted Services” page and then listed under “Court Reporters.” Any protest concerning this solicitation must be made in accordance with section 6.10 of the State Courts System Purchasing Directives.

10. DRAFT CONTRACT

See the attached draft contracts for stenographic court reporting services. The draft contracts contemplates one Firm providing the services specified above.