

Request for Quotation

RFQ number: 2024 Off-site Transcribers Contract

Quotes due no later than: July 12, 2024 at 4:00 pm

Provide quotes to: Sandy Nunes at sandy_nunes@cand.uscourts.gov

The US District Court, Northern District of California ("Court") is requesting quotes for the items described below. Using the quote sheet provided herein, email your quote no later than the date and time specified above. Late quotes will not be considered unless the judiciary determines, at its own discretion, that considering the late quote is in the judiciary's best interest and will not unduly delay the procurement.

The Court intends to make an award based on the lowest priced, technically acceptable quote. The Court is soliciting proposal for off-site transcription services for the public as well as for the Court of digitally recorded court proceedings. The Court has four locations: San Francisco, Oakland, San Jose and McKinleyville. Transcripts of proceeding conducted at any of these locations may be requested from time to time from judges, parties in proceedings or the public. The Contractor shall provide all labor, supplies and equipment necessary to provide transcripts of proceedings in accordance with 28 USC Section 753, the policies of the Judicial Conference of the United States, the terms of their solicitation. The Contractor shall be responsible for obtaining all necessary licenses, permits and fees and conformances with all laws, regulations, and ordinances applicable to performance under this solicitation.

The Court will select one contractor to handle all off-site transcription services of digitally recorded court proceedings. Being selected as the Contractor does not guarantee that the contractor will receive orders for a particular volume or aggregate dollar amount. The Court estimates a yearly dollar amount of approximately \$85,000.00. All requirements contained in the statement of work shall be met. All items should be quoted as a fixed price. Payment terms for US District Court will be considered Net 30 unless more favorable terms are offered.

The period of performance will be August 1, 2024 through July 31, 2025. The place of performance will be off-site at vendor's location.

Sincerely,
Sandy Nunes
Contracting Officer

Quote Sheet for RFQ # 2024 Offsite Transcriber Contract

Instructions for Quoter:

Provide the information requested here and below at Provision 3-5 and Clause 7-10

Company name:	
DUNS number or UEI:	
Discount terms, if other than Net 30:	

Instructions for Quoter:

Fill in the unit price for each item. Additional requirements are contained in the Statement of Work Inside the is packet. All requirements shall be met.

Item	Description	Unit of Issue	Unit Price (\$)
1	Ordinary Transcript	Page	
2	14-Day Transcript	Page	
3	Expediated (7-day) Transcript	Page	
4	3-Day Transcript	Page	
5	Daily Transcript	Page	
6	Hourly Transcript	Page	

TERMS AND CONDITIONS

In addition to the terms and conditions in the base contract, to the extent that contract allows, the following judiciary terms and conditions are also incorporated into this request and will be included in the resulting order.

SOLICITATION PROVISIONS

Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>.

(end)

The following provisions marked with an 'X' are incorporated by reference:

X	2-15	Warranty Information (JAN 2003)
X	2-70	Site Visit (JAN 2003)
X	2-85A	Evaluation Inclusive of Options (JAN 2003)
X	2-85B	Evaluation Inclusive of Options (JAN 2003)
X	2-85C	Evaluation of Options Exercised at Time of Contract Award (JAN 2003)
X	3-185	Evaluation of Compensation for Professional Employees (JAN 2003)
X	4-155	Alternate Awards (JUN 2014)
X	4-165	Price Proposal Instruction – Multi-Year Contract (JUN 2014)

CONTRACT CLAUSES

Applicable to both the solicitation and contract

Clause 7-10, Contractor Representative (JAN 2003)

(a) The contractor's representative to be contacted for all contract administration matters is as follows (contractor complete the information):

Name:

Address:

Telephone:

E-mail:

Fax:

(b) The contractor's representative shall act as the central point of contact with the judiciary, shall be responsible for all contract administration issues relative to this contract, and shall have full authority to act for and legally bind the contractor on all such issues.

2-20C, Warranty of Services (JAN 2003)

2-40A, Variation in Quantity (JAN 2003)

2-65, Key Personnel (APR 2013)

2-75, Liquidated Damages (JAN 2003)

3-200, Service Contract Labor Standards – Place of Performance Unknown (MAR 2019)

4-160, Cancellation Ceilings (JUN 2014)

4-170, Limitation of Judiciary's Obligation (JUN 2014)

6-1, Performance Bond Requirements (APR 2011)

6-1 Alt I, Performance Bond Requirements (APR 2011)

6-5, Fidelity Bond Requirements (APR 2013)

6-35, Errors and Omissions (APR 2013)

6-60 Alt I, Rights in Data – General (JUN 2012)

6-60 Alt II, Rights in Data – General (JUN 2012)

7-50, Parking (APR 2013)

7-120, Availability of Funds for the Next Fiscal Year (JAN 2003)

Clause B-5, Clauses Incorporated by Reference (SEP 2010)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>.

The following clauses marked with an 'X' are incorporated by reference:

X	2-5B	Inspection of Services (APR 2013)
X	2-20A	Incorporation of Warranty (JAN 2003)
X	2-40B	Delivery of Excess Quantities (JAN 2003)
X	2-50	Continuity of Services (JAN 2003)
X	2-55	Privacy or Security of Safeguards (JAN 2003)
X	2-80	Judiciary Property (JAN 2003)
X	2-90C	Option to Extend Services (APR 2013)
X	2-90D	Option to Extend the Term of the Contract (APR 2013)
X	2-110	Option to Purchase Equipment (JAN 2003)
X	2-125	Security for Advance Payment (APR 2013)
X	2-130	Energy Efficiency in Energy-Consuming Products (APR 2013)
X	2-135	Acquisition of EPEAT®-Registered Personal Computer Products (MAR 2019)
X	2-140	Judiciary IT Security Standards (APR 2013)
X	3-1	Contractor Use of Mandatory Sources of Products or Services (JUN 2012)
X	3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (OCT 2023)
X	4-150	Cancellation Under Multi-Year Contracts (JUN 2014)
X	5-1	Payments under Personal and Professional Services Contracts (APR 2013)
X	5-30	Authorization and Consent (JAN 2003)
X	5-30	Alternate I (JAN 2003)
X	6-10	Deposit of Assets Requirements (APR 2013)
X	6-15	Deposit of Assets Instead of Surety Bonds (JAN 2003)
X	6-65	Rights in Data – Special Works (JAN 2010)
X	6-75	Rights to Data in an Offer (APR 2013)
X	6-80	Rights in Data – Existing Works (JAN 2010)
X	6-90	Notice and Assistance Regarding Patent and Copyright Infringement (APR 2010)
X	6-110	Deferred Ordering of Technical Data or Computer Software (JUN 2014)
X	7-1	Contract Administration (JAN 2003)
X	7-5	Contracting Officer's Representative (APR 2013)
X	7-15	Observance of Regulations/Standards of Conduct (JAN 2003)
X	7-25	Indemnification (AUG 2004)
X	7-45	Travel (APR 2013)
X	7-55	Contractor Use of Judiciary Networks (JUN 2014)
X	7-70	Judiciary Property Furnished "As Is" (APR 2013)
X	7-95	Contractor Inspection Requirements (JAN 2003)
X	7-115	Availability of Funds (JAN 2003)

X	7-160	Limitation on Withholding of Payments (APR 2013)
X	7-170	Notice of Intent to Disallow Costs (JAN 2003)
X	7-180	Prohibition of Assignment of Claims (JUN 2012)
X	7-215	Notification of Ownership Changes (JAN 2003)

Request for Proposal – License for Transcription Services

Issued August 1, 2024 by the United States District Court for the Northern District of California, proposals will be received by email to sandy_nunes@cand.uscourts.gov by July 12, 2024 at 4:00 p.m. You must mail a hard copy of original signatures to USDC, 450 Golden Avenue, 16-1120, Attn: Sandy Nunes, San Francisco, CA 94102. Contract period is August 1, 2024 through July 31, 2025. The place of performance will be off-site at vendor’s location.

OFFER

The offeror agrees to perform the work required at the prices specified herein in strict accordance with the terms of this solicitation.

Name of vendor:

Names and title of person authorized to signed proposal (if different from vendor name): TIN no.:

DUNS no.:

Signature:

Date:

AWARD

This revocable, non-exclusive licensing agreement (hereinafter referred to as the “License”), is between the United States District Court (the “Court”), located at 450 Golden Gate Avenue, Rm. 16-1120, San Francisco, CA 94102, as administered by Mark Busby (“Clerk”) and “Vendor.” This writing including all attachments, constitutes the entire agreement and supersedes any and all prior communications and/or agreements, oral or written, between the parties, concerning the subject matter of this License. This License can be amended only by a written instrument executed by both parties. Contract period is August 1, 2024 through July 31, 2025.

FOR THE UNITED STATES OF AMERICA

Name of Contracting Officer: Helene McVanner

Signature of Contracting Officer:

Award Date: