

Request for Quotation

RFQ number: 2026 Off-site Transcription Contract

Quotes due no later than: June 5, 2026 at 4:00 pm PST

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

The U.S. District Court, Northern District of California 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 is soliciting proposal for off-site transcription services for the public as well 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.

The U.S. District Court, Northern District of California intends to make an award based on the **lowest priced, technically acceptable** quote. All items should be quoted as a **fixed price**. Payment terms will be considered **Net 30** unless more favorable terms are offered.

The period of performance August 1, 2026 to July 31, 2027. The place of performance will be off-site at vendor's location.

Sincerely,

Sandy Nunes
Contracting Officer

Quote Sheet for RFQ # 2026 Off-site Transcription 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 each items. Additional requirements are contained in the Statement of Work inside the 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 the this request and will be included in the resulting order.

SOLICITATION PROVISIONS

Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(a) Definitions. "Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. §§ 7701(c) and 3325(d), reporting requirements of 26 U.S.C. §§ 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government (31 U.S.C. § 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN): _____

TIN has been applied for.

TIN is not required, because:

Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the federal government.

(e) Type of Organization:

sole proprietorship;

partnership;

corporate entity (not tax-exempt);

corporate entity (tax-exempt);

government entity (federal, state or local);

foreign government;

international organization per 26 CFR 1.6049-4;

other

(f) Contractor representations. The offeror represents as part of its offer that it is [___], is not [___] 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

Women Owned Business

Minority Owned Business (if selected then one sub-type is required)

Black American Owned

- Hispanic American Owned
- Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)
- Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
- Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
- Individual/concern, other than one of the preceding.

(end)

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.

(end)

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

Warranty of Services (JAN 2003)

(a) Definition. "Acceptance," as used in this clause, means the act of an authorized representative of the judiciary by which the judiciary assumes for itself, or as an agent of another, approves specific services, as partial or complete performance of the contract.

(b) Notwithstanding inspection and acceptance by the judiciary or any provision concerning the conclusiveness thereof, the contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract. The contracting officer will give written notice of any defect or nonconformance to the contractor [contracting officer will insert the specific period of time in which notice will be given to the contractor; e.g., "within 30 days from the date of acceptance by the judiciary"; within 1000 hours of use by the judiciary; or other specified event whose occurrence will terminate the period of notice, or combination of any applicable events or period of time]. This notice will state either

- (1) that the contractor shall correct or re-perform any defective or nonconforming services; or
- (2) that the judiciary does not require correction or re-performance.

(c) If the contractor is required to correct or re-perform, it shall be at no cost to the judiciary, and any services corrected or re-performed by the contractor shall be subject to this clause to the same extent as work initially performed. If the contractor fails or refuses to correct or re-perform, the contracting officer may, by contract or otherwise, correct or replace with similar services and charge to the contractor the cost occasioned to the judiciary thereby, or make an equitable adjustment in the contract price.

(d) If the judiciary does not require correction or re-performance, the contracting officer will make an equitable adjustment in the contract price.

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

Variation in Quantity (JAN 2003)

(a) A variation in the quantity of any item called for by this contract will not be accepted unless the variation has been caused by conditions of loading, shipping, or packing, or allowances in manufacturing processes, and then only to the extent, if any, specified in paragraph (b) of this clause.

2-65, Key Personnel (APR 2013)

Key Personnel (AUG 2004)

(a) Individuals identified below as key personnel and accepted for this contract are expected to remain dedicated to this contract. However, in the event that it becomes necessary for the contractor to replace any of the individuals designated as key personnel, the contractor shall request such substitutions in accordance with this clause. Substitution of key personnel will be considered under the following circumstances only:

(1) All substitutes shall have qualifications at least equal to those of the person being replaced.

(2) All appointments of key personnel shall be approved in writing by the contracting officer, and no substitutions of such personnel shall be made without the advance written approval of the contracting officer.

(3) Except as provided in paragraph (4) of this clause, at least 30 days (60 days if security clearance is required) in advance of the proposed substitution, all proposed substitutions of key personnel shall be submitted in writing to the contracting officer, including the information required in paragraph (5) of this provision.

(4) The following identifies the requirements for situations where individuals proposed as key personnel become unavailable because of sudden illness, death or termination of employment. The contractor shall within 5 work days after the event, notify the contracting officer in writing of such unavailability. If the event happens after award, the contracting officer will determine if there is an immediate need for a temporary substitute and a continuing requirement for a permanent substitute for the key personnel position. The contracting officer will promptly inform the contractor of this determination. If the contracting officer specifies that a temporary substitute is required, the contractor shall as soon as is practical identify who will be performing the work as a temporary substitute. The temporary substitute will then start performance on a date mutually acceptable to the contracting officer and the contractor. Within 15 work days following the event, if the contracting officer specifies that a permanent substitute is required, the contractor shall submit, in writing, for the contracting officer's approval, the information required in (5) and (6) below, for a proposed permanent substitute for the unavailable individual. The approval process will be the same as (7) below.

(5) Request for substitution of key personnel shall provide a detailed explanation of the circumstances necessitating substitution, a resume of the proposed substitute, and any other information requested by the contracting officer to make a determination as to the appropriateness of the proposed substitute's qualifications. All resumes shall be signed by the proposed substitute and his/her formal (per company accepted organizational chart) direct supervisor or higher authority.

(6) As a minimum (or as otherwise specified in the solicitation), resumes shall include the following:

(a) name of person;

(b) functional responsibility;

(c) education (including, in reverse chronological order, colleges and/or technical schools attended (with dates), degree(s) certification(s) received, major field(s) of study, and approximate number of total class hours);

(d) citizenship status;

(e) experience including, in reverse chronological order for up to ten years, area(s) or work in which a person is qualified, company and title of position, approximate starting and ending dates (month/year), concise descriptions of experience for each position held including specific experience related to the requirements of this contract; and

(f) certification that the information contained in the resume is correct and accurate (signature of

key person and date signed, and signature of the supervisor or higher authority and date signed will be accepted as certification).

(7) The contracting officer will promptly notify the contractor in writing of his/her approval or disapproval of all requests for substitution of key personnel. All disapprovals will require re-submission of another proposed substitution within 15 days by the contractor.

The following individuals are designated as key personnel under this contract:

2-75, Liquidated Damages (JAN 2003)

Liquidated Damages (JAN 2003)

(a) If the contractor fails to complete delivery of the products, or performance of the services within the time specified in this contract, or any extension, the contractor shall, in place of actual damages, pay to the judiciary for liquidated damages as agreed for each calendar day of delay.

(b) Alternatively, if completion of delivery or performance is delayed beyond the contract dates, the judiciary may, at its sole discretion, terminate this contract in whole or in part under the Termination for Default clause, and the contractor shall be liable for the agreed liquidated damages accruing until the time the judiciary may reasonably obtain delivery or performance of similar products or services. The liquidated damages will be in addition to excess costs of re-procurement.

(c) The contractor will not be charged with liquidated damages when the delay in completion of delivery or performance arises out of causes beyond the control and without the fault or negligence of the contractor.

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

Service Contract Act - Place of Performance Unknown (JAN 2003)

(a) This contract is subject to the Service Contract Act, and the place of performance was unknown when the solicitation was issued. In addition to places or areas identified in wage determinations, if any, attached to the solicitation, wage determinations have also been requested for the following: San Francisco. The contracting officer will request wage determinations for additional places or areas of performance if asked to do so in writing by August 1, 2026.

(b) Offerors who intend to perform in a place or area of performance for which a wage determination has not been attached or requested may nevertheless submit offers. However, a wage determination will be requested and incorporated in the resultant contract retroactive to the date of contract award, and there will be no adjustment in the contract price.

3-120, Order of Precedence (JAN 2003)

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>.

(end)

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 (JUN 2014)
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, 2026 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 June 5th 2026 at 4:00 p.m. PST. 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, 2026 through July 31, 2027. 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, 2026 through July 31, 2027.

FOR THE UNITED STATES OF AMERICA

Name of Contracting Officer: Helene McVanner

Signature of Contracting Officer:

Award Date:

TRANSCRIPTION STATEMENT OF WORK

Solicitation for Proposal for Court Transcription Services

CONTENTS

1. GENERAL	1
2. TRANSCRIPTS	2
3. SUBMISSION OF REPORTS OF ACTIVITY	5
4. REQUIRED QUALIFICATIONS	6
5. INVOICES	6
6. INSPECTION	7

The United States District Court for the Northern District of California (“Court”) is soliciting proposals for offsite transcription services for digitally recorded court proceedings. Judges, parties, and members of the public may request transcripts of official proceedings conducted by the Court. The Contractor must provide all labor, supplies, equipment, materials, licenses, permits, and services needed to perform this in compliance with 28 U.S.C. § 753, Judicial Conference policy, and the terms of this solicitation. The Contractor must also comply with all applicable laws, regulations, and ordinances.

The Court will award the contract to the lowest-priced technically acceptable Contractor. The contract will cover offsite transcription services for digitally recorded court proceedings requested by the Court or the public. The Court estimates billings by the Contractor will be approximately \$85,000, but award of the contract does not guarantee any minimum order volume or aggregate dollar amount.

1. GENERAL

A. General Requirements

The Contractor must:

- 1) Perform all work offsite.
- 2) Provide their own supplies and maintain the equipment and services needed to perform the work, including a computer, headphones, antivirus software, software capable of isolating audio channels, internet access, access to ECF and PACER, and telephone service for responding to Court and party inquiries about transcripts.
- 3) Pay all fees required to access and review Court dockets through PACER.

- 4) Prepare transcripts when requested by a judge, or by any party that has agreed to pay the applicable fees, and deliver them according to the timing, method, and pricing requirements stated in the transcript order.
- 5) Upload each transcript to ECF at no charge. The ECF upload will serve as the certified copy provided to the Clerk of Court for the Court's records.
- 6) When a party requests redaction of personal information as permitted by Guide to Judiciary Policy, Volume 10, Chapter 3, § 330, make the requested redactions and upload the redacted transcript to ECF. Uploading a redacted transcript does not replace the requirement to upload the original unredacted transcript.
- 7) Accept at least two forms of payment, such as money orders, checks, credit cards, or online payment services.
- 8) Submit monthly reports for the prior month's work by the 15th day of each month to the court reporter supervisor for each branch location, using the form provided in the forms packet.
- 9) Comply with all filing and reporting requirements in this solicitation.

B. Title to Records; Copyright of Transcripts

- 1) Transcripts prepared from records of proceedings in this Court (and all United States courts) are in the public domain and are not protected by copyright. The Contractor must not place any statement or symbol on a transcript suggesting that it is copyrighted. Attorneys, parties, and members of the public may use, reproduce, and distribute such transcripts without restriction and without additional compensation to the Contractor.
- 2) The Court will make original or redacted transcripts available for public inspection in the Clerk's Office during regular business hours. Materials filed under seal are exempt from inspection.

2. TRANSCRIPTS

A. Official Transcript

Under 28 U.S.C. § 753(b), a transcript certified by an individual designated by the Court to produce the record is deemed prima facie a correct statement of the testimony and proceedings. A transcript is considered official when it is produced from records certified by the reporter or other designated individual responsible for creating the record.

B. Transcript Format

The Contractor must comply with the Judicial Conference transcript format standards set out in Guide to Judiciary Policy, Volume 6, Chapter 5, § 520. Per-page transcript rates apply only when the transcript complies with the required format.

C. Transcript Orders

Transcript orders must be submitted in writing or electronic form furnished by the Court. Upon a proper request from a party or a written order from the Court, the Contractor must prepare an accurate verbatim transcript of the proceeding, or of the portion ordered.

Transcript orders from the Court may be submitted on any form approved by the Court's Contracting Officer. For Court-ordered transcripts, the Contractor must provide an estimate to the Contracting Officer, who will issue a purchase order authorizing the work. After uploading the transcript, the Contractor must submit an invoice to the Contracting Officer.

D. Transcript Delivery Times

Delivery times are measured in calendar days from receipt of the transcript order and completion of satisfactory payment arrangements. Orders may be received at any time during Court hours, including near the close of business on Fridays.

1) Required:

- a) 30-day transcript (ordinary) delivery.
- b) The Court's certified copy, uploaded to ECF at no charge no later than 3 working days after delivery of the original transcript to the ordering party.
- c) Redacted transcripts, as required by Section 2.E.

2) When feasible and agreed to by the Contractor and the ordering party:

- a) 14-day transcript delivery.
- b) 7-day (expedited) delivery.
- c) 3-day transcript delivery.
- d) Next-day (daily), delivered before the normal opening hour of the clerk's office on the calendar day after the order is received and payment arrangements are completed, even if that day is a weekend or holiday.
- e) 2-hour (hourly), ordered only under unusual circumstances and delivered within two hours after receipt of the order and completion of payment arrangements.

E. Redaction of Transcripts

- 1) Within 21 calendar days after a transcript is uploaded to ECF, a party may request redaction of personal information from the transcript. The requesting attorney or pro se party must identify each requested redaction by page and line number. The Contractor is not required to independently identify personal identifiers for redaction. Without a court order, the Contractor must redact the following identifiers upon request from an attorney or pro se party in the case:
 - a) Social Security numbers and taxpayer identification numbers, leaving only the last four digits.
 - b) Financial account numbers, leaving only the last four digits.
 - c) Birthdates, leaving only the year.
 - d) Names of known minor children, using initials only.
 - e) In criminal cases, home addresses stated in court, limiting them to city and state.
- 2) All other requests for transcript redactions must be submitted to the judge by an attorney in the case or by a pro se party. The Contractor may redact additional material only if the judge approves the request.
- 3) The Contractor must place the notation “REDACTED TRANSCRIPT” on a blank line on the title page immediately below the case caption; and before the volume number; and the judge’s name and title. This notation must not alter the transcript’s pagination or formatting. Redactions must appear as black boxes matching the size of the deleted characters so that the original page and line numbering remains unchanged.
- 4) At the end of the transcript, and without causing page rollover, the Contractor must insert the following certification, using a smaller font if necessary:

“I (we) certify that the foregoing is a true and correct copy of the transcript originally filed with the clerk of court on [Insert Date], and incorporating redactions of personal identifiers requested by the following attorney(s) of record [Insert Name of Requesting Attorney(s)] in accordance with Judicial Conference policy. Redacted characters appear as an ‘x’ (or a black box) in the transcript.”
- 5) Parties are not required to purchase or receive a copy of a redacted transcript. The Contractor may not charge for redaction or for the redacted transcript uploaded to ECF. A party may be charged for a copy of a redacted transcript only if that party specifically requests one.

F. Transcript Fees

- 1) The transcript rates in this solicitation apply to all transcript orders for proceedings recorded under this solicitation, including orders from parties,

members of the public, and other judiciary organizations such as Federal Public Defenders and appellate courts.

- 2) Regardless of the identity of the ordering party, the Contractor may charge only the rates stated in its response to this RFQ, which may be no more than the rates posted on the Court's website. The Contractor may not add surcharges or service fees. Certified and certified redacted copies uploaded to ECF for the Court's record must be provided at no charge.
- 3) The Contractor may not charge a rate higher than the rate applicable to the actual delivery time achieved. For example, if the Contractor accepts a 3-day order but delivers the transcript in 7 calendar days, the Contractor may charge only the 7-day rate. Overcharges may result in offsets against future government payments, termination of the contract, or other legal remedies.
- 4) The Contractor may require any party ordering a transcript to prepay the estimated fee, except when payment will be made by the United States. The Court is not liable for transcript fees for transcripts ordered by private parties.
- 5) In multi-defendant cases involving defendants represented under the Criminal Justice Act ("CJA"), no more than one certified transcript may be purchased from the Contractor on behalf of CJA defendants. Copies of a CJA multi-defendant transcript must be provided electronically.
- 6) If the ordering party requests mailing, ordinary postage is considered a normal business expense and may not be charged separately. If the party requests expedited delivery, the Contractor may charge only the difference between ordinary postage and the expedited delivery cost.
- 7) Each transcript invoice: must include the following certification:

"I certify that the transcript fees charged and page format used comply with the requirements of this Court and the Judicial Conference of the United States."

G. Delinquent Transcripts; Reduction of Fees

If the Contractor delivers a transcript after the agreed turnaround time, the Contractor may charge only the rate for the delivery time actually met. For example, if the Contractor accepts a 3-day order and delivers it in 6 days, the ordering party may be charged only the 7-day rate.

3. SUBMISSION OF REPORTS OF ACTIVITY

By the 15th day of each month, the Contractor must submit to the Contracting Officer a report for the prior calendar month showing the type and number of transcripts ordered and produced, and the fees charged.

4. REQUIRED QUALIFICATIONS

The following minimum qualifications apply to all transcribers providing services under this solicitation:

- 1) Certification by the American Association of Electronic Reporters and Transcribers (AAERT), or at least three years of experience transcribing digital audio recordings of multi-channel courtroom or other fast-paced legal proceedings, primarily without log notes.
- 2) At least one year of experience preparing transcripts of hearings held in federal court.
- 3) Knowledge of and experience using, equipment and software that support transcription of digital audio recordings in which multiple speakers may speak at the same time.
- 4) Strong customer service skills.
- 5) Strong attention to detail and demonstrated ability to manage multiple priorities, follow detailed policies and procedures, meet strict deadlines, and maintain organized billing and other records.
- 6) Submission of at least three professional references, on the attached form, for each transcriber who will work under this solicitation.
- 7) Provision of information regarding key personnel, as required by Clause 2-65.

5. INVOICES

A. Invoicing the Parties

The Contractor must submit invoices for transcripts ordered by private parties directly to the ordering party. The Contractor may require prepayment or payment in full before releasing the transcript.

B. Invoicing the Court

Transcripts ordered by the Court must be invoiced within 45 days after the transcript is uploaded to the Court's electronic docketing system. Invoices must be submitted to the Contracting Officer. Delivery is complete when the Contracting Officer approves the invoice for payment and the court reporter supervisor certifies the transcript.

Each invoice for a transcript ordered by the Court must include:

- 1) Case name and case number;
- 2) Date or dates of the proceeding transcribed;
- 3) Name of the ordering judge, if applicable;

- 4) Transcript delivery type, such as 30-day, 14-day, 7-day, 3-day, next-day, or 2 hour;
- 5) Number of transcript pages and the applicable per-page rate;
- 6) Extended total charges;
- 7) Any rate reduction required because of a change in delivery timeframe.
- 8) Invoice must include this statement: "I certify that the transcript fees charged, and page format used comply with the requirements of this court and the Judicial Conference of the United States."

If the Contractor fails to include a required credit or other deduction on an invoice to the Court, the Court may calculate the credit and reduce payment accordingly.

6. INSPECTION

The Contractor must maintain all records and documents received under this solicitation using appropriate accounting procedures and methods. The Contracting Officer or designee may examine and audit those records and documents. This right includes inspection of the Contractor's facility during regular business hours upon reasonable notice.

TRANSCRIBER COVER SHEET

Instructions: Please complete this cover sheet, RFQ and all forms in the application packet and read the Statement of Work and Terms and Conditions, then complete the certificate below. Submit all forms with the cover sheet to sandy_nunes@cand.uscourts.gov. Must be received by **6/5/2026** at 4:00 pm **PST**. Followed by a hard copy with original signatures mailed to USDC, 450 Golden Gate Ave., 16-1120, Attn: Sandy Nunes, San Francisco, CA 94102.

My Information:

Name:	Contact name (if different):
Street address:	Email:
City, state, zip:	Phone:
I hold the following certifications: <input type="checkbox"/> RPR <input type="checkbox"/> CSR <input type="checkbox"/> CCR <input type="checkbox"/> RMR. For NCRA/NVRA Certificate, provide Title, Registration Number & Date Received: For Other Certification provide name of grantor and city, state, for which conferred:	

Certification:

I hereby certify that I have reviewed the following documents provided to the public in support of the Solicitation.

By initialing each item and signing below, I certify that I understand and accept the terms and conditions of work set forth in these documents:

Initial each item:

____ Statement of Work, including minimum qualifications

____ Terms and Conditions

____ Court's maximum transcript rates (cand.uscourts.gov/transcriptrates)

DATE:

SIGNATURE:

TRANSCRIBER REFERENCES

We require at least 3 professional references for whom you performed, within the past 3 years, transcription services similar to those described in the Statement of Work.

NAME:

Reference #1 Date range of work:

Reference name (Firm, company, court or individual)

Reference contact information

Name

Email

Telephone #

Contract # (if applicable)

Description of work:

Reference #2 Date range of work:

Reference name: (Firm, company, court or individual)

Reference contact information:

Name

Email

Telephone #

Contract #: (if applicable)

Description of work:

Reference #3 Date range of work:

Reference name: (Firm, company, court or individual)

Reference contact information:

Name

Email

Telephone #

Contract #: (if applicable)

Description of work:

TRANSCRIBER BUSINESS INFORMATION

If you are not registered in the System for Award Management (www.sam.gov), you must complete and return this form.

Taxpayer Identification Number (TIN)¹

"Taxpayer Identification (TIN)" means the number you will use in reporting income tax and other returns to the Internal Revenue Service (IRS). The TIN may be either a social security number or an employer identification number.

- My TIN is
- I have applied for a TIN and will provide it as soon as I receive it.

Type of Organization*

- Sole proprietorship
- Partnership
- Corporate entity (not tax-exempt)
- Other [specify]

Contractor Representations

I represent as part of my application that my business is is not 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- Women Owned Business
- Minority Owned Business (if selected, then one sub-type is required)
 - Black American
 - Hispanic American
 - Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
 - Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
 - Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
- Individual/concern, other than one of the preceding (specify):

By signing below, I certify that the above information is complete and correct, and I understand that the provision of incorrect or incomplete information can be grounds for revocation of any contract that might result from my application.

NAME:

DATE:

SIGNATURE:

¹¹¹ The TIN and type of organization information to comply with debt collection requirements of 31 U.S.C. §§ 7701(c) and 3325(d), reporting requirements of 26 U.S.C. §§ 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, your failure or refusal to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

The TIN may be used by the government to collect and report on any delinquent amounts arising out of your relationship with the government (31 U.S.C. § 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of your TIN.

TRANSCRIPT PRICING SCHEDULE

Pricing applicable to work performed during the contract period shall be as shown below.

TRANSCRIPT PRICING	UNIT	UNIT PRICE
Ordinary Transcript	Page	
14-Day Transcript	Page	
Expedited (7-day) Transcript	Page	
3-day Transcript	Page	
Daily Transcript	Page	
Hourly Transcript	Page	

See <https://www.cand.uscourts.gov/transcriptrates> for further description of terms used in this chart.

I have reviewed the above pricing schedule and I offer to perform services for the United States District Court, Northern District of California on those terms if my response to the solicitation is approved.

NAME:

DATE:

SIGNATURE:

REQUEST FOR PROPOSAL – LICENSE FOR TRANSCRIPTION SERVICES

Issued by United States District Court for the Northern District of California

Proposals will be received by email to procurement@cand.uscourts.gov by 4:00 pm PST on 6/5/26.

Contract Period is for **8/1/26** through **7/31/27**. For information, contact Sandy Nunes (415-522-3639, sandy_nunes@cand.uscourts.gov).

OFFER

The offeror agrees to perform the work required at the prices specified herein in strict accordance with the terms of this solicitation, if the proposal is accepted by the Government in writing within 120 calendar days after the date that proposals are due.

Name of Vendor:

Name and Title of Person authorized to sign 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, 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 for **August 1, 2026** through **July 31, 2027**.

FOR THE UNITED STATES OF AMERICA

Name of Contracting Officer: Helene McVanner

Signature of Contracting Officer:

Award Date:

REQUEST FOR VENDOR INFORMATION AND TIN CERTIFICATION

Refer to the instructions page for further information on completing this form.

*Note: Typed forms and forms that include a populated Type of Vendor may result in more efficient and precise processing. **For handwritten forms, please see the General Instructions for the list of options for the Type of Vendor, Part 5 - U.S. Tax Classification, and Part 8 - Account Type drop down menus.*

****Type of Vendor** **Intern vendors only (effective end date):**

Part 1 Payee Information

Line 1. Payee Name:

Line 2. Additional payee information: (if applicable)

Part 2 Business Name (if different from above)

Part 3 Enter only *one* TIN in the appropriate box. The TIN must match the name given in Part 1, Line 1.

EIN: - **or SSN:** - -

Part 4 SAM UEI # (if applicable)

Part 5 **Select the appropriate U.S. tax classification for person or entity listed in Part 1, Line 1.

Part 6 Mailing Address (where payments, orders, and IRS 1099 forms, as applicable, will be sent)

Street address:

City: State: Zip code:

Point of Contact (if different from Part 1, Line 1 above) Name:

Phone #: (no dashes) Email address:

Part 7 Additional Address Information (if different from above)

Street address:

City: State: Zip code:

Part 8 Electronic Funds Transfer (EFT) Information

Owner(s) name as it appears on bank account:

Bank Name:

****Select an Account Type:** **Routing # (9 digits):**

Account Number: (do not include check number)

Part 9 Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number; and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined in the instructions).

The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Signature: _____ Date:

Sensitive information must be securely maintained and only visible to designated staff.

General Instructions

Purpose of the AO 213: The Judiciary utilizes the AO 213 to collect information necessary to facilitate payment. For many payments, the Judiciary is required to file an information return (e.g., 1099-MISC; 1099-NEC; 1099-INT) with the IRS and, therefore, must obtain payees' correct names and associated TINs to do so. If a TIN is not provided, a payee may be subject to backup withholding – situations where the Judiciary must withhold a certain percentage to ensure the IRS receives any tax due on the payment.

Payments disbursed by the Treasury on the Judiciary's behalf must collect payee TINs to comply with the Treasury's TIN Policy.

Payee TINs, obtained through this form, may be used by the government to collect and report on any delinquent amounts arising out of the payee's relationship with the government.

****Vendor Type:** Select the option from the Vendor Type drop down menu that most accurately reflects current business operations or type of individual requiring a payment from the Judiciary.

The following are the available choices for this drop down menu:

- Billing/Accounts Receivable
- Business Entity
- Court Reporter
- Fed Pub Defender
- Intern
- Juror
- Other

Intern vendors, enter the effective end date only if intern vendor is selected in the Type of Vendor drop down.

Part 1, Line 1

Do not leave this line blank. Enter only one name for you or your entity. The name should match the name on your or your entity's U.S. tax return.

Name or Entity	Instructions
Individual	Enter the name shown on your U.S. tax return. If you have changed your last name without informing the Social Security Administration of the name change, enter your first name, the last name as shown on your social security card, and your new last name. For Individual Taxpayer Identification Number (ITIN) applicants, enter your name as it was entered on your IRS form W-7 application, line 1a.
Sole Proprietor or Single Member LLC	Enter the name shown on the IRS 1040/1040A/1040EZ. You may enter your business name or "doing business as" (DBA) name in Part 2, as applicable.
Partnership, LLCs, or Corporations (except Single-Member LLCs)	Enter entity name as shown on the entity's U.S. tax return in Part 1. You may enter your business name or "doing business as" (DBA) name in Part 2, as applicable.
Medical and Healthcare Providers	Enter the name shown on the IRS 1040/1040A/1040EZ. You may enter your business name or "doing business as" (DBA) name in Part 2, as applicable.
Other Entities (e.g., trusts, non-profit entities, government agencies)	Enter entity name as shown on the entity's U.S. tax return in Part 1. You may enter your business name or "doing business as" (DBA) name in Part 2, as applicable.

Part 1, Line 2

If this form is being completed so that payment may be payable to more than one person or entity, enter in Part 1, Line 1 the name of the person or entity whose TIN you entered in Part 3. Additional names (e.g., "and" or "or") or additional information for payments (e.g., "care of") must be entered in Part 1, Line 2.

If payments are to be made to . . .	Then enter the following . . .
Payee 1 AND Payee 2, co-owners of a joint account	Payee 1's name in Part 1, Line 1; Payee 2's name in Part 1, Line 2; Payee 1's name in Part 3.
Payee 1, Payee 2, AND Payee 3	Payee 1's name in Part 1, Line 1; Payee 2's name and Payee 3's name in Part 1, Line 2; Payee 1's name in Part 3.
Payee 1, Payee 2, OR Payee 3	Payee 1's name in Part 1, Line 1; Payee 2's name OR Payee 3's name in Part 1, Line 2; Payee 1's name in Part 3.
Payee 1, CARE OF (c/o) Power of Attorney	Payee 1's name in Part 1, Line 1; C/O Power of Attorney name in Part 1, Line 2; Payee 1's name in Part 3.

Part 2

If you have a business or DBA name, you may enter it in Part 2.

Part 3

Enter your or your entity's TIN in the appropriate box. The TIN must be the TIN associated with the one person or one entity listed in Part 1, Line 1. If you are a resident alien and you do not have – and are not eligible to get – an SSN, your TIN is your ITIN. Enter it in the social security number box. If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Part 4

If applicable, enter your 12 alpha-numeric SAM Unique Entity Identifier (SAM UEI).

Part 5

****U.S Tax Classification:** Select the appropriate box in Part 5 for the U.S. tax classification of the person or the entity's whose name is entered in Part 1.

The following are the available choices for this drop down menu:

- Attorney or Law Firm (including LLCs and corporations)
- C Corporation (non-health/medical care provider nor attorney/law firm)
- S Corporation (non-health/medical care provider nor attorney/law firm)
- Government Entity (fed, state, local)
- Individual
- LLC - C Corp (non-health/medical care provider nor attorney/law firm)
- LLC - S Corp (non-health/medical care provider nor attorney/law firm)
- LLC - Partnership (non-health/medical care provider nor attorney/law firm)
- Medical or Health Care Provider (including LLCs and Corporations)
- Non-Profit
- Partnership
- Single-member LLC
- Sole Proprietor
- Trust/Estate

Part 6

Enter your address (number, street, and apartment or suite number). This is where any information returns (e.g., 1099-MISC; 1099-NEC; 1099-INT), if applicable, will be mailed.

A point-of-contact (POC), email, and phone number may be entered, if desired. A POC must be entered should the POC differ from the entity or individual in Part 1, Line 1.

Part 7

If you have an additional address other than the address provided in Part 6, such as a physical address different from the mailing address for information returns, you may enter it here.

Part 8

The Routing Number must be nine digits. If you are unsure of your banking information, consult your financial institution.

****Account Type:** You must identify your account as either checking or savings to ensure our payment is accepted by your financial institution.

The following are the available choices for this drop down menu:

- Checking
- Savings

Part 9

You must cross out item 2 if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

For item 3, you are considered a U.S. person, for federal tax purposes, if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in, or under the laws of, the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in 26 CFR 301.7701-7).

"

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Daniel W. Simms Division of
Director Wage Determinations

Wage Determination No.: 2015-5637
Revision No.: 32
Date Of Last Revision: 3/30/2026

State: California

Area: California Counties of San Francisco and San Mateo

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		24.69
01012 - Accounting Clerk II		27.71
01013 - Accounting Clerk III		31.00
01020 - Administrative Assistant		48.62
01035 - Court Reporter		62.05
01041 - Customer Service Representative I		22.14
01042 - Customer Service Representative II		24.16
01043 - Customer Service Representative III		27.12
01051 - Data Entry Operator I		23.38
01052 - Data Entry Operator II		25.51
01060 - Dispatcher, Motor Vehicle		29.13
01070 - Document Preparation Clerk		22.21
01090 - Duplicating Machine Operator		22.21
01111 - General Clerk I		21.90
01112 - General Clerk II		23.89
01113 - General Clerk III		26.82
01120 - Housing Referral Assistant		31.71
01141 - Messenger Courier		23.05
01191 - Order Clerk I		22.55
01192 - Order Clerk II		24.61
01261 - Personnel Assistant (Employment) I		24.85
01262 - Personnel Assistant (Employment) II		27.79
01263 - Personnel Assistant (Employment) III		30.98
01270 - Production Control Clerk		35.73

01290 - Rental Clerk	22.10
01300 - Scheduler, Maintenance	25.43
01311 - Secretary I	25.43
01312 - Secretary II	28.45
01313 - Secretary III	31.71
01320 - Service Order Dispatcher	28.67
01410 - Supply Technician	48.62
01420 - Survey Worker	29.45
01460 - Switchboard Operator/Receptionist	23.11
01531 - Travel Clerk I	24.40
01532 - Travel Clerk II	26.57
01533 - Travel Clerk III	29.01
01611 - Word Processor I	26.14
01612 - Word Processor II	29.33
01613 - Word Processor III	32.81
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	31.75
05010 - Automotive Electrician	33.13
05040 - Automotive Glass Installer	31.35
05070 - Automotive Worker	31.35
05110 - Mobile Equipment Servicer	27.64
05130 - Motor Equipment Metal Mechanic	34.94
05160 - Motor Equipment Metal Worker	31.35
05190 - Motor Vehicle Mechanic	34.94
05220 - Motor Vehicle Mechanic Helper	25.54
05250 - Motor Vehicle Upholstery Worker	29.57
05280 - Motor Vehicle Wrecker	31.35
05310 - Painter, Automotive	33.13
05340 - Radiator Repair Specialist	31.35
05370 - Tire Repairer	22.14
05400 - Transmission Repair Specialist	34.94
07000 - Food Preparation And Service Occupations	
07010 - Baker	21.93
07041 - Cook I	23.04
07042 - Cook II	26.13
07070 - Dishwasher	19.32
07130 - Food Service Worker	19.17
07210 - Meat Cutter	22.28
07260 - Waiter/Waitress	18.03
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	29.90
09040 - Furniture Handler	16.69
09080 - Furniture Refinisher	26.00
09090 - Furniture Refinisher Helper	20.04
09110 - Furniture Repairer, Minor	23.20
09130 - Upholsterer	27.81
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	20.86
11060 - Elevator Operator	20.93
11090 - Gardener	30.13
11122 - Housekeeping Aide	20.93
11150 - Janitor	20.93
11210 - Laborer, Grounds Maintenance	23.18
11240 - Maid or Houseman	21.96
11260 - Pruner	20.86
11270 - Tractor Operator	27.85
11330 - Trail Maintenance Worker	23.18
11360 - Window Cleaner	23.26

12000 - Health Occupations	
12010 - Ambulance Driver	24.06
12011 - Breath Alcohol Technician	39.18
12012 - Certified Occupational Therapist Assistant	46.60
12015 - Certified Physical Therapist Assistant	46.74
12020 - Dental Assistant	30.33
12025 - Dental Hygienist	72.69
12030 - EKG Technician	44.07
12035 - Electroneurodiagnostic Technologist	44.07
12040 - Emergency Medical Technician	24.06
12071 - Licensed Practical Nurse I	35.02
12072 - Licensed Practical Nurse II	39.18
12073 - Licensed Practical Nurse III	43.66
12100 - Medical Assistant	28.80
12130 - Medical Laboratory Technician	39.13
12160 - Medical Record Clerk	31.45
12190 - Medical Record Technician	35.18
12195 - Medical Transcriptionist	27.36
12210 - Nuclear Medicine Technologist	87.76
12221 - Nursing Assistant I	18.84
12222 - Nursing Assistant II	21.19
12223 - Nursing Assistant III	23.13
12224 - Nursing Assistant IV	25.96
12235 - Optical Dispenser	29.43
12236 - Optical Technician	32.23
12250 - Pharmacy Technician	29.80
12280 - Phlebotomist	28.78
12305 - Radiologic Technologist	65.74
12311 - Registered Nurse I	50.96
12312 - Registered Nurse II	62.32
12313 - Registered Nurse II, Specialist	62.32
12314 - Registered Nurse III	75.40
12315 - Registered Nurse III, Anesthetist	75.40
12316 - Registered Nurse IV	90.40
12317 - Scheduler (Drug and Alcohol Testing)	48.52
12320 - Substance Abuse Treatment Counselor	32.85
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	28.27
13012 - Exhibits Specialist II	35.02
13013 - Exhibits Specialist III	42.83
13041 - Illustrator I	29.13
13042 - Illustrator II	36.10
13043 - Illustrator III	44.14
13047 - Librarian	47.43
13050 - Library Aide/Clerk	30.01
13054 - Library Information Technology Systems Administrator	42.82
13058 - Library Technician	30.82
13061 - Media Specialist I	30.91
13062 - Media Specialist II	34.57
13063 - Media Specialist III	38.53
13071 - Photographer I	26.05
13072 - Photographer II	29.14
13073 - Photographer III	36.09
13074 - Photographer IV	44.14
13075 - Photographer V	53.40
13090 - Technical Order Library Clerk	35.93
13110 - Video Teleconference Technician	34.36
14000 - Information Technology Occupations	

14041 - Computer Operator I	30.61
14042 - Computer Operator II	34.24
14043 - Computer Operator III	38.19
14044 - Computer Operator IV	42.44
14045 - Computer Operator V	46.99
14071 - Computer Programmer I	(see 1)
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	30.61
14160 - Personal Computer Support Technician	42.44
14170 - System Support Specialist	47.43
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	48.20
15020 - Aircrew Training Devices Instructor (Rated)	58.32
15030 - Air Crew Training Devices Instructor (Pilot)	69.92
15050 - Computer Based Training Specialist / Instructor	48.20
15060 - Educational Technologist	47.99
15070 - Flight Instructor (Pilot)	69.92
15080 - Graphic Artist	44.41
15085 - Maintenance Test Pilot, Fixed, Jet/Prop	69.92
15086 - Maintenance Test Pilot, Rotary Wing	69.92
15088 - Non-Maintenance Test/Co-Pilot	69.92
15090 - Technical Instructor	36.32
15095 - Technical Instructor/Course Developer	44.42
15110 - Test Proctor	29.32
15120 - Tutor	29.32
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	22.08
16030 - Counter Attendant	22.08
16040 - Dry Cleaner	25.23
16070 - Finisher, Flatwork, Machine	22.08
16090 - Presser, Hand	22.08
16110 - Presser, Machine, Drycleaning	22.08
16130 - Presser, Machine, Shirts	22.08
16160 - Presser, Machine, Wearing Apparel, Laundry	22.08
16190 - Sewing Machine Operator	26.28
16220 - Tailor	27.33
16250 - Washer, Machine	23.14
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	33.25
19040 - Tool And Die Maker	39.92
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	27.53
21030 - Material Coordinator	35.73
21040 - Material Expediter	35.73
21050 - Material Handling Laborer	23.18
21071 - Order Filler	21.46
21080 - Production Line Worker (Food Processing)	27.53
21110 - Shipping Packer	23.56
21130 - Shipping/Receiving Clerk	23.56
21140 - Store Worker I	21.04

21150 - Stock Clerk	27.31
21210 - Tools And Parts Attendant	27.53
21410 - Warehouse Specialist	27.53
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	48.51
23019 - Aircraft Logs and Records Technician	39.06
23021 - Aircraft Mechanic I	46.16
23022 - Aircraft Mechanic II	48.51
23023 - Aircraft Mechanic III	50.56
23040 - Aircraft Mechanic Helper	33.75
23050 - Aircraft, Painter	43.78
23060 - Aircraft Servicer	39.06
23070 - Aircraft Survival Flight Equipment Technician	43.78
23080 - Aircraft Worker	41.42
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	41.42
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	46.16
23110 - Appliance Mechanic	28.11
23120 - Bicycle Repairer	25.04
23125 - Cable Splicer	61.77
23130 - Carpenter, Maintenance	38.92
23140 - Carpet Layer	31.96
23160 - Electrician, Maintenance	50.38
23181 - Electronics Technician Maintenance I	39.74
23182 - Electronics Technician Maintenance II	42.02
23183 - Electronics Technician Maintenance III	44.30
23260 - Fabric Worker	37.83
23290 - Fire Alarm System Mechanic	36.67
23310 - Fire Extinguisher Repairer	35.04
23311 - Fuel Distribution System Mechanic	50.23
23312 - Fuel Distribution System Operator	39.73
23370 - General Maintenance Worker	30.52
23380 - Ground Support Equipment Mechanic	46.16
23381 - Ground Support Equipment Servicer	39.06
23382 - Ground Support Equipment Worker	41.42
23391 - Gunsmith I	35.04
23392 - Gunsmith II	39.73
23393 - Gunsmith III	44.29
23410 - Heating, Ventilation And Air-Conditioning Mechanic	36.90
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	38.78
23430 - Heavy Equipment Mechanic	44.36
23440 - Heavy Equipment Operator	56.42
23460 - Instrument Mechanic	41.91
23465 - Laboratory/Shelter Mechanic	42.01
23470 - Laborer	23.18
23510 - Locksmith	31.85
23530 - Machinery Maintenance Mechanic	41.41
23550 - Machinist, Maintenance	31.89
23580 - Maintenance Trades Helper	22.11
23591 - Metrology Technician I	41.91
23592 - Metrology Technician II	44.04
23593 - Metrology Technician III	45.91
23640 - Millwright	51.65
23710 - Office Appliance Repairer	30.30
23760 - Painter, Maintenance	30.71
23790 - Pipefitter, Maintenance	41.14
23810 - Plumber, Maintenance	39.02

23820 - Pseudraulic Systems Mechanic	44.29
23850 - Rigger	46.00
23870 - Scale Mechanic	39.73
23890 - Sheet-Metal Worker, Maintenance	47.18
23910 - Small Engine Mechanic	28.19
23931 - Telecommunications Mechanic I	41.19
23932 - Telecommunications Mechanic II	43.29
23950 - Telephone Lineman	49.79
23960 - Welder, Combination, Maintenance	32.75
23965 - Well Driller	36.77
23970 - Woodcraft Worker	44.29
23980 - Woodworker	35.04
24000 - Personal Needs Occupations	
24550 - Case Manager	27.51
24570 - Child Care Attendant	21.62
24580 - Child Care Center Clerk	26.95
24610 - Chore Aide	17.24
24620 - Family Readiness And Support Services Coordinator	27.51
24630 - Homemaker	27.51
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	59.67
25040 - Sewage Plant Operator	54.98
25070 - Stationary Engineer	59.67
25190 - Ventilation Equipment Tender	43.63
25210 - Water Treatment Plant Operator	54.98
27000 - Protective Service Occupations	
27004 - Alarm Monitor	50.29
27007 - Baggage Inspector	22.47
27008 - Corrections Officer	48.34
27010 - Court Security Officer	53.32
27030 - Detection Dog Handler	25.35
27040 - Detention Officer	48.34
27070 - Firefighter	58.08
27101 - Guard I	22.47
27102 - Guard II	25.35
27131 - Police Officer I	58.36
27132 - Police Officer II	64.84
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	25.07
28042 - Carnival Equipment Repairer	27.12
28043 - Carnival Worker	18.78
28210 - Gate Attendant/Gate Tender	25.96
28310 - Lifeguard	19.37
28350 - Park Attendant (Aide)	29.03
28510 - Recreation Aide/Health Facility Attendant	21.19
28515 - Recreation Specialist	35.96
28630 - Sports Official	23.12
28690 - Swimming Pool Operator	30.76
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	42.43
29020 - Hatch Tender	42.43
29030 - Line Handler	42.43
29041 - Stevedore I	39.97
29042 - Stevedore II	44.83
30000 - Technical Occupations	

30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	57.59
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2)	39.72
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2)	43.73
30021 - Archeological Technician I		24.86
30022 - Archeological Technician II		27.80
30023 - Archeological Technician III		34.44
30030 - Cartographic Technician		34.44
30040 - Civil Engineering Technician		46.48
30051 - Cryogenic Technician I		38.13
30052 - Cryogenic Technician II		42.12
30061 - Drafter/CAD Operator I		24.86
30062 - Drafter/CAD Operator II		27.80
30063 - Drafter/CAD Operator III		30.99
30064 - Drafter/CAD Operator IV		38.15
30081 - Engineering Technician I		20.77
30082 - Engineering Technician II		23.30
30083 - Engineering Technician III		26.07
30084 - Engineering Technician IV		32.30
30085 - Engineering Technician V		39.51
30086 - Engineering Technician VI		47.80
30090 - Environmental Technician		35.57
30095 - Evidence Control Specialist		34.43
30210 - Laboratory Technician		33.89
30221 - Latent Fingerprint Technician I		45.41
30222 - Latent Fingerprint Technician II		50.16
30240 - Mathematical Technician		57.81
30361 - Paralegal/Legal Assistant I		27.05
30362 - Paralegal/Legal Assistant II		33.51
30363 - Paralegal/Legal Assistant III		40.98
30364 - Paralegal/Legal Assistant IV		49.58
30375 - Petroleum Supply Specialist		42.12
30390 - Photo-Optics Technician		35.89
30395 - Radiation Control Technician		42.12
30461 - Technical Writer I		42.52
30462 - Technical Writer II		52.00
30463 - Technical Writer III		62.91
30491 - Unexploded Ordnance (UXO) Technician I		36.61
30492 - Unexploded Ordnance (UXO) Technician II		44.29
30493 - Unexploded Ordnance (UXO) Technician III		53.08
30494 - Unexploded (UXO) Safety Escort		36.61
30495 - Unexploded (UXO) Sweep Personnel		36.61
30501 - Weather Forecaster I		38.13
30502 - Weather Forecaster II		46.38
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	30.99
30621 - Weather Observer, Senior	(see 2)	34.43
31000 - Transportation/Mobile Equipment Operation Occupations		
31010 - Airplane Pilot		44.29
31020 - Bus Aide		27.47
31030 - Bus Driver		38.19
31043 - Driver Courier		21.91
31260 - Parking and Lot Attendant		20.34
31290 - Shuttle Bus Driver		23.14
31310 - Taxi Driver		19.72
31361 - Truckdriver, Light		23.70
31362 - Truckdriver, Medium		25.36
31363 - Truckdriver, Heavy		30.87
31364 - Truckdriver, Tractor-Trailer		30.87

99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	21.59
99030 - Cashier	19.00
99050 - Desk Clerk	21.46
99095 - Embalmer	33.15
99130 - Flight Follower	36.61
99251 - Laboratory Animal Caretaker I	22.61
99252 - Laboratory Animal Caretaker II	24.46
99260 - Marketing Analyst	56.47
99310 - Mortician	29.47
99410 - Pest Controller	24.35
99510 - Photofinishing Worker	25.62
99710 - Recycling Laborer	38.67
99711 - Recycling Specialist	46.45
99730 - Refuse Collector	34.80
99810 - Sales Clerk	20.43
99820 - School Crossing Guard	28.29
99830 - Survey Party Chief	58.41
99831 - Surveying Aide	33.76
99832 - Surveying Technician	39.83
99840 - Vending Machine Attendant	20.98
99841 - Vending Machine Repairer	25.74
99842 - Vending Machine Repairer Helper	20.98

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

Note: Executive Order 13658 generally applies to contracts subject to the Service Contract Act that were awarded on or between January 1, 2015 and January 29, 2022, and that have not been renewed or extended on or after January 30, 2022. If a contract is subject to Executive Order 13658, the contractor must pay all covered workers at least \$13.30 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2025. The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under Executive Order 13658 is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$5.55 per hour, up to 40 hours per week, or \$222.00 per week or \$962.00 per month

HEALTH & WELFARE EO 13706: \$5.09 per hour, up to 40 hours per week, or \$203.60 per week, or \$882.27 per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 12 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) JANITOR: The rate listed on this WD for the ""Janitor"" occupation applies only to Marin and San Mateo counties. Please refer to WD 1974-1257 to obtain the wage rate and fringe benefits applicable to the ""Janitor"" occupation in San Francisco County.

2) COMPUTER EMPLOYEES: This wage determination does not apply to any individual employed in a bona fide executive, administrative, or professional capacity, as defined in 29 C.F.R. Part 541. (See 41 C.F.R. 6701(3)). Because most Computer Systems Analysts and Computer Programmers who are paid at least \$27.63 per hour (or at least \$684 per week if paid on a salary or fee basis) likely qualify as exempt computer professionals under 29 U.S.C. 213(a)(1) and 29 U.S.C. 213(a)(17), this wage determination may not include wage rates for all occupations within those job families. In such instances, a conformance will be necessary if there are nonexempt employees in these job families working on the contract.

Job titles vary widely and change quickly in the computer industry, and are not determinative of whether an employee is an exempt computer professional. To be exempt, computer employees who satisfy the compensation requirements must also have a primary duty that consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

Any computer employee who meets the applicable compensation requirements and the above duties test qualifies as an exempt computer professional under both section 13(a)(1) and section 13(a)(17) of the Fair Labor Standards Act. (Field Assistance Bulletin No. 2006-3 (Dec. 14, 2006)). Accordingly, this wage determination will not apply to any exempt computer employee regardless of which of these two exemptions is utilized.

3) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your

regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of """"wash and wear"""" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS ****

The duties of employees under job titles listed are those described in the """"Service Contract Act Directory of Occupations""", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

**** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) ****

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the ""Service Contract Act Directory of Occupations"" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1)).""

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