

The Department of Administrative Services Office of Procurement Services on behalf of the Ohio Department of Administrative Services is seeking minority owned businesses to provide *Court Reporting Services*.

This email is serving as an inquiry of capabilities to identify certified MBEs and is not a solicitation for bids. Should the opportunity become an MBE set aside vendors will receive a notice from State Purchasing when the bid has been posted.

Scope of Work

The purpose for these specifications is to secure the services of qualified, registered stenographers and transcription service providers capable of producing reliable, high quality accurate transcripts of hearings and proceedings conducted by the state of Ohio agencies and authorized members of the State's Cooperative Purchasing Program.

Contractor Requirements

- The Contractor's court reporting staff must maintain a valid Registered Professional Reporters (RPR) certificate and be employed by the Contractor on a full-time basis. Subcontracting is not permitted and may be cause for disqualification.

- The Contractor must be able to provide a minimum of three (3) qualified, registered professional court reporters on a daily basis, as needed, and capable of providing additional qualified, registered professional court reporters upon a twenty-four (24) hour notification from the agency. There will be occasions in which two or more hearings may be held simultaneously.

- The Contractor shall presently employ a sufficient staff of qualified, registered professional reporters that will be available for the requesting agency each and every business day (i.e. weekdays excluding state holidays) at such time and place as the agency, or its hearing examiner, shall determine. The Contractor shall make reporters available on a normal notice of three to five business days. The Contractor's reporters must also be available, on occasion, on short notice, possibly as little as one day. Scheduled hearings may be canceled and rescheduled by the agency with advance notice to the Contractor of twenty-four (24) or more hours before the scheduled hearing.

To view the current contract please see the link below.

https://procure.ohio.gov/RevisedContract/RS901812_RC.pdf

If your company is capable of fulfilling the requirements please forward

- Business Name
- Phone Number
- Fax Number
- Email
- Business Type (ex: Janitorial Services, Consulting Services, Information Technology Services, etc.)

to Patrice Davis at Patrice.Davis@das.state.oh.us by Monday, May 2, 2016. If you have additional questions do not hesitate to contact me.