

## **Request for Quotes (RFQ) for Court Reporting Services**

The Office of Special Counsel (OSC) of the Judiciary Commission of Louisiana invites certified court reporters (individuals or companies) to submit quotes for providing court reporting services. The OSC may contract with one or more individuals and/or companies in order to provide coverage throughout the state. The RFQ may be viewed on the Supreme Court website at [www.lasc.org](http://www.lasc.org). All quotes must be **received**, by email, fax, mail, or hand delivery, no later than 5:00 p.m. on Friday, December 6, 2013. Quotes shall be sent to:

Office of Special Counsel  
Attn: Catherine Sheets  
601 St. Charles Ave.  
New Orleans, La 70130  
Email: [csheets@lasc.org](mailto:csheets@lasc.org)  
Fax: 504-599-1360

Questions relative to this RFQ should be directed to Catherine Sheets at [csheets@lasc.org](mailto:csheets@lasc.org) or 504-568-8299. All quotes submitted in response to this RFQ, and any contract which might ultimately be agreed upon, will be open to public inspection.

### **Your quote should contain the following information:**

Price per page (original) - regular turn around;

Price per page (original) – expedited;

Price per page (copy) - regular turn around;

Price per page (copy) – expedited;

Price per page (condensed) - regular turn around;

Price per page (condensed) – expedited;

No show fee (only applicable if all scheduled witnesses fail to show on any particular day);

Any other charges or fees you will charge, including, handling fee, postage, mailing, binding, surcharge, or other charges or fees of any kind. (Please specify whether charge or fee is for all statements or depositions taken on one day or for each statement or deposition taken);

Whether you provide a free disk along with the original transcript. (If the disk is not included at no cost, please indicate the cost of the disk and whether purchase of disk is required.);

Parishes in which you are willing to take depositions or sworn statements without charging a travel fee;

Parishes in which you can provide a meeting room, free of charge, for the taking of depositions or sworn statements;

Your regular turn around time;

Your expedited turn around time.

### **Please be advised of the following:**

OSC will not pay any fee or charge not expressly identified in the response to the RFQ;

OSC generally only orders and pays for the original of a transcript;

OSC will not pay for waiting time between statements or depositions;

OSC will pay the IRS approved rate for mileage for travel outside the designated parishes;

Court reporter must agree to perform his/her own typing and handling of work product;

Court reporter must agree to maintain confidentiality of proceedings and work product;  
Court reporter must agree not to provide originals or copies of transcripts to anyone other than the OSC without the OSC's prior written permission.