

March 26, 2014

Ms. Evelyn Melton
Purchasing
State of W. Virginia
2019 Washington Street, East
Charleston, WV 25305

RE: REQUEST FOR QUOTATION INS14015 Transcription Services

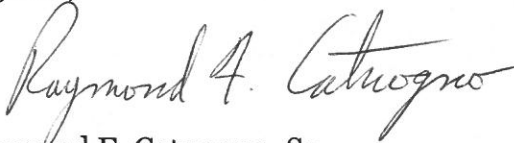
Ms. Melton:

Following this cover page, please find the documents requested for a complete bid submission as referenced above.

We have carefully reviewed the Solicitation from your office and feel certain we meet or exceed every specification in the RFQ. This is the exact work product we provide every day for thousands of legal professionals across the U.S., and have done since 1966. We have tremendous capacity using an all U.S. workforce.

Thank you for the opportunity to be of service.

Regards,



Raymond F. Catuogno, Sr.
CEO

04/01/14 10:17:02AM
West Virginia Purchasing Division

www.catuogno.us

Boston
255 State Street
Boston, MA 02109
617-723-0640

p:888-228-8646

Worcester
446 Main Street
Worcester, MA 01608
508-752-0640

f:877-747-4260

Springfield
1414 Main Street
Springfield, MA 01144
413-746-8100

www.stentel.com

Providence
155 South Main Street
Providence, RI 02903
401-751-0640

ATTACHMENT D
INS14015 - PRICING PAGE

ITEM #	DESCRIPTION	Unit Price Per Page
1	Transcribing Hearings from Digital Voice Files	\$4.85
2	Transcribing Decisions from Digital Voice Files	\$4.85
TOTAL COST		\$4.85 per page

Award will be made to the responsible Vendor with the lowest overall cost meeting specifications.

VENDOR NAME: Catugno Court Reporting & StenTel Transcription, Inc.

VENDOR ADDRESS: 1414 Main Street, 6th Floor
Springfield, MA 01144

VENDOR TELEPHONE: (888) 228-8646 FAX: (877) 747-4260

VENDOR EMAIL: dean.whalen@stentel.com

REMIT TO ADDRESS: 1414 Main Street, 6th Floor
Springfield, MA 01144

SIGNATURE: J. Raymond A. Catugno

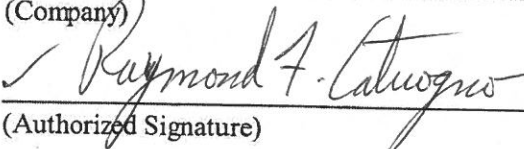
DATE: March 26, 2014

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Catuogno Court Reporting & StenTel Transcription, Inc.

(Company)



(Authorized Signature)

Raymond F. Catuogno, Sr.

(Representative Name, Title)

(888) 228-8646

(Phone Number)

(877) 747-4260

(Fax Number)

March 26, 2014

(Date)

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

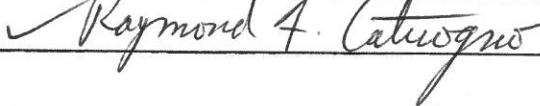
"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Catugno Court Reporting & StenTel Transcription, Inc.

Authorized Signature:  Date: March 26, 2014

State of Massachusetts

County of Hampden, to-wit:

Taken, subscribed, and sworn to before me this 26th day of March, 2014.

My Commission expires 6-16, 2016

AFFIX SEAL HERE

NOTARY PUBLIC



VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. Application is made for 2.5% resident vendor preference for the reason checked:

Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,

Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,

Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,

2. Application is made for 2.5% resident vendor preference for the reason checked:

Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

3. Application is made for 2.5% resident vendor preference for the reason checked:

Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

4. Application is made for 5% resident vendor preference for the reason checked:

Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,

5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,

6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.

Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Catugno Court Reporting & StenTel

Signed: Raymond A. Catugno

Date: March 26, 2014

Title: CEO

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: INS14015

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Catugno Court Reporting & StenTel Transcription, Inc.

Company

Raymond A. Catugno
 Authorized Signature

March 26, 2014

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

FAX COVER PAGE

TO: DEPARTMENT OF ADMINISTRATION, PURCHASING DIVISION
2019 WASHINGTON STREET EAST
CHARLESTON, WV 25305-0130
ATTENTION: EVELYN P. MELTON

SEALED BID

BUYER: WV OFFICE OF THE INSURANCE COMMISSIONER

SOLICITATION NO: INS14015

BID OPENING DATE: APRIL 2, 2014

BID OPENING TIME: 1:30 PM

FAX NUMBER: (304) 558-4115

FROM: CATUOGNO COURT REPORTING & STENTEL TRANSCRIPTION, INC.
FAX: (877) 747-4260
PHONE: (888) 228-8646
ATTENTION: DEAN WHALEN, ESQ.

Should our bid be accepted, please note the following information requested in the RFQ:

Contract Manager: Dean Whalen, Esq.
Telephone Number: (888) 228-8646
Fax Number: (877) 747-4260
Email Address: dean.whelen@stentel.com

We will be happy to supply our certificate of insurance for Workers Compensation upon request.