



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at *wvOASIS.gov*. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at *WVPurchasing.gov* with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 2

List View

General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 697032

Procurement Type: Central Master Agreement

Vendor ID: VS0000022101

Legal Name: DOCUSCRIPT LLC

Alias/DBA:

Total Bid: \$0.00

Response Date: 05/21/2020

Response Time: 13.07

SO Doc Code: CRFQ

SO Dept: 0323

SO Doc ID: WWW2000000017

Published Date: 5/20/20

Close Date: 5/27/20

Close Time: 13:30

Status: Closed

Solicitation Description: ADDENDUM 1:

Total of Header Attachments: 2

Total of All Attachments: 2



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder : 697032
 Solicitation Description : ADDENDUM 1:
 Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2020-05-27 13:30:00	SR 0323 ESR05072000000006534	1

VENDOR
VS0000022101 DOCUSCRIPT LLC

Solicitation Number: CRFQ 0323 WWV2000000017

Total Bid : \$0.00 **Response Date:** 2020-05-21 **Response Time:** 13:07:32

Comments:

FOR INFORMATION CONTACT THE BUYER
 Dusty J Smith
 (304) 558-2063
 dusty.j.smith@wv.gov

Signature on File	FEIN #	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Transcription Services, Legal and Medical	0.00000	EA	\$1.050000	\$0.00

Comm Code	Manufacturer	Specification	Model #
82111603			

Extended Description : Transcription Services per the specifications attached herein



855-362-8727
717-763-7200
833-529-8508
717-514-0113

docuscript.com

May 20, 2020

Dusty Smith
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305

RE: Solicitation No: CRFQ WWV2000000017

Dear Ms. Smith:

DocuScript, LLC is pleased to submit its bid to the State of West Virginia Purchasing Division in response to the above-referenced RFQ for Legal Transcription Services.

Officially formed in 2004, DocuScript is a small woman-owned business (WBENC certified) with an extensive history of transcribing medical as well as legal transcription including depositions, interviews, police reports, and legal briefings. We pride ourselves on having an outstanding reputation of providing accurate and fast transcription. Along with accuracy, confidentiality and security is top priority, and this is why 100% of our transcription is done in the United States.

DocuScript is currently registered to do business in the state of West Virginia. We have reviewed the RFQ in its entirety and agree to comply with the terms and conditions as indicated. Please see attached documentation and pricing form that has been uploaded for your consideration.

Sincerely,

Kelly Brent
President



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 34 — Service - Prof

Proc Folder: 697032

Doc Description: Transcription Services, Legal and Medical

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2020-05-06	2020-05-21 13:30:00	CRFQ 0323 WWV2000000017	1

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

DocuScript, LLC
 355 North 21st Street, Suite 100
 (717) 763-7200

FOR INFORMATION CONTACT THE BUYER

Dusty J Smith
 (304) 558-2063
 dusty.j.smith@wv.gov

Signature X

FEIN # 20-1357878

DATE 05/20/20

All offers subject to all terms and conditions contained in this solicitation

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Kelly J. Brent, Owner
(Name, Title)
Kelly J Brent, Owner
(Printed Name and Title)
355 N. 21st St., Suite 100
(Address)
Camp Hill, PA 17011
(Phone Number) / (Fax Number)
717-763-7200 833-529-8508
(email address) kelly@docuscript.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

DocuScript, LLC
(Company)


(Authorized Signature) (Representative Name, Title)

Kelly J. Brent, Owner
(Printed Name and Title of Authorized Representative)

5-17-20
(Date)

(c) 717-514-0113 (f) 833-529-8508
(Phone Number) (Fax Number)

DOCUSCRIPT'S RESPONSE TO SPECIFICATIONS AND REQUIREMENTS

Hearing Transcriptions:

- 3.1.1.1 The first page of the transcript shall have 1" margins.
- 3.1.1.2 All subsequent pages of the transcripts shall have header on line 5 leaving 5/8" margin at top. All pages of the transcript shall have 1" margin on left and 5/8" margin on right side.
- 3.1.1.3 Transcripts shall include single spacing Questions and Answer format.
- 3.1.1.4 Transcripts shall include Arial 12 point Font type and size.
- 3.1.1.5 Hearing transcripts shall include a style of the case and appearances on page one.
- 3.1.1.6 Hearing transcripts shall include an Index of Direct, Cross, Redirect, Recross, etc. and exhibits on the second page.
- 3.1.1.7 Certification shall be included on last page of transcript and not included in the billing of pages.
- 3.1.1.8 Hearing transcripts shall include a header with the claimant's name and case number in Arial 12 point font type bold capital letters/numbers.
- 3.1.1.9 The first typing line on all transcripts shall be on line 8 on all pages after first and end on line 59 leaving 51 typing lines per page.
- 3.1.1.10 Hearing transcripts shall include an index of key words at the end of the transcript.
- 3.1.1.11 The completed transcripts shall be printed on 8" by 11", 20#, White Bond as "mini pages" using four-to-a-page formatting compatible with Microsoft Office Word 2010, 2013, or 2016.

Decisions/Orders:

- 3.1.2.1 The first page of the Board of Review Decisions/Orders shall have 1" margins.
- 3.1.2.2 All subsequent pages of the Board of Review Decisions/Orders shall have header on line 5 leaving 5/8" margin at top. All pages shall have 1" margin on right-hand side of each page.
- 3.1.2.3 Board of Review Decisions/Orders shall have single spacing with appropriate paragraphing.
- 3.1.2.4 Board of Review Decisions/Orders shall include Arial 12 point Font type and size.

- 3.1.2.5 The first typing line on page 1 of all Board of Review Decisions/Orders shall be on line 7 and shall end at approximately "59", for 52 typing lines on page 1.
- 3.1.2.6 All subsequent pages of the Board of Review Decisions/Orders shall begin on line 8 and shall end at approximately "59", for 51 typing lines per page.
- 3.1.2.7 The persons dictating decisions/orders will reference certain preformatted language. The Board of Review will provide this language to vendor for insertion into decisions/orders. The Board of Review will update and change the preformatted language as necessary.

DocuScript will adhere to the above transcript specifications. Completed transcripts are routed to Quality Assurance, ensuring all format specifications are met. All work will be done in the United States as we do not offshore. DocuScript has reviewed the formatting of documents labeled Exhibit B and Exhibit C and will comply with the above requirements.

Hearing Transcriptions and Decisions/Orders:

- 3.1.3.1 Vendor will transcribe hearings and decisions/orders from digital recordings.

DocuScript will be glad to accept digital recordings via whichever method is preferred by the Board of Review. We currently receive voice files through a variety of channels including digital recorders, our dial-in phone system, and our own MedScribe dictation app. This app may be used completely free of charge by The Board of Review for convenience or redundancy should any of the digital recorders fail.

Transcripts and Decisions shall be electronically mailed to the Board of Review in a format compatible with the Board of Review software, such as Microsoft Office Word 2010, 2013, or 2016.

- 3.1.3.2 Typed transcripts shall be electronically mailed to the Board of Review for printing within four working days of receiving the dictation. Typed decisions/order shall be electronically mailed to the Board of Review for printing within two working days of receiving the dictation. For example a hearing sent for dictating at 4:30 p.m. on Monday must be transcribed and returned to the Board of Review no later than 4:30 p.m. on Friday.

DocuScript will send hearing transcripts electronically to the Board of Review within four working days, and decisions/orders will be electronically mailed to the Board of Review within two working days in a format compatible with the Board of Review software. DocuScript prides itself on delivering accurate and fast transcription, with most of our contracts requiring a 24-hour turnaround time.

- 3.1.3.3 Transcripts and Decisions electronically mailed shall be transferred via a secure Virtual Private Network or if by email as an encrypted document.

- 3.1.3.4 Vendor must have all employees sign a confidentiality agreement (Exhibit D) and a copy of signed agreements shall be forwarded to the Board.

DocuScript currently has appropriate security safeguards in place including use of VPNs and email encryption. Additionally, DocuScript can provide access to our secure FTP site for file upload and/or completed transcript download. Our Information Technology Administrator ensures HIPAA and security protocols are being met on a routine basis. DocuScript will forward employee signed confidentially agreements prior to award.

Contract Award:

- 4.1 The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages. The award will be for first year services only. Succeeding years of services will be added through the West Virginia State Purchasing Division's approved change order process.

- 4.2 Pricing Pages: Vendor should complete the Pricing Pages (EXHIBIT A) by providing cost per page of transcribing hearings from digital recordings and typing of decisions/orders. Vendors submitting bids online through wvOASIS should enter the total bid amount from the Exhibit A Pricing Page into the commodity line of wvOASIS and attached (or upload) a copy with their bid submittal.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

DocuScript understands the contract award specifications. A pricing page has been uploaded separately.

Ordering and Payment:

- 5.1 Ordering: Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.
- 5.2 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

DocuScript will accept orders through wvOASIS, regular mail, facsimile, email, our secure FTP server, or any other form of written communication. DocuScript accepts payment via credit card (P-card), bank transfer, or mailed check.

Delivery and Return:

- 6.1 Delivery Time: Vendor shall deliver standard orders within four working days for hearings and two working days for decisions/orders after orders are received. Vendor shall deliver emergency orders within two working day(s) after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.
- 6.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.
- Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.
- 6.3 Delivery Payment/Risk of Loss: Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 6.4 Return of Unacceptable Items: If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 6.5 Return Due to Agency Error: Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

DocuScript agrees to deliver standard orders as soon as possible but no later than four working days for hearings and two working days for decisions/orders. DocuScript agrees to deliver emergency orders as soon as possible but no later than two working days. DocuScript will notify the agency if orders will be delayed for any reason. DocuScript will mail completed transcripts if required.

Vendor Default:

- 7.1 The following shall be considered a vendor default under this Contract.
- 7.1.1 Failure to provide Contract Items in accordance with the requirements

contained herein.

7.1.2 Failure to comply with other specifications and requirements contained herein.

7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

7.1.4 Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

7.2.1 Immediate cancellation of the Contract.

7.2.2 Immediate cancellation of one or more release orders issued under this contract.

7.2.3 Any other remedies available in law or equity.

DocuScript understands and will comply with the above.

Miscellaneous:

8.1 No Substitutions: Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.

8.2 Vendor Supply: Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

DocuScript understands and will comply with the above.

8.3 Reports: Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

DocuScript will submit reports as requested by agency.

8.4 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Camcy Holt
Telephone Number: (717) 763-7200
Fax Number: (833) 529-8508
Email Address: camcy@docuscript.com

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: DocuScript, LLC

Authorized Signature: [Signature] Date: 05/13/20

State of Pennsylvania

County of York, to-wit:

Taken, subscribed, and sworn to before me this 13 day of May, 2020

My Commission expires April 2, 2022.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]

Commonwealth of Pennsylvania - Notary Seal
Lori A. Ulsh, Notary Public
York County
My commission expires April 2, 2022
Commission number 1169927
Member, Pennsylvania Association of Notaries

Purchasing Affidavit (Revised 01/19/2018)



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 34 – Service - Prof

Proc Folder: 697032

Doc Description: ADDENDUM 1:

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2020-05-20	2020-05-27 13:30:00	CRFQ 0323 WV2000000017	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

DocuScript, LLC
 355 North 21st St.
 Camp Hill, PA 17011
 (717) 763-7200

FOR INFORMATION CONTACT THE BUYER

Dusty J Smith
 (304) 558-2063
 dusty.j.smith@wv.gov

Signature X

FEIN # 20-1357878

DATE 05/20/20

All offers subject to all terms and conditions contained in this solicitation

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: WWW2000000017

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.

DocuScript, LLC

Company



Authorized Signature

05/20/20

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012

**Our Supplier Diversity Corporate
and Government Members:**

Allegheny County Department of MWDBE
AmerisourceBergen
Aramark
AstraZeneca / MedImmune
Aqua America
Bank of America
Bristol-Myers Squibb
Caesars Entertainment
Campbell Soup Company
Chevron U.S.A. Inc
Citizens Bank
City of Philadelphia, Office
of Economic Opportunity
Comcast
Commonwealth of PA, Dept. of
General Services, Bureau of Diversity,
Inclusion and Small Business
Communications Test Design, Inc.
Delaware River Port Authority
Dollar Bank
DuPont Company
EQT Corporation
Ernst & Young
Federal Home Loan Bank of Pittsburgh
Federal Reserve Bank of Philadelphia
FirstEnergy Corporation
Giant Food Stores, LLC/Ahold USA
Henkels & McCoy, Inc.
Highmark Health
IBM Global Procurement
Independence Blue Cross
Johnson & Johnson
Lincoln Financial Group
Massimino Building Corporation
PA State System of Higher Education
(PASSHE)
Parx Casino
PECO
Pepco Holdings, Inc.
Pfizer Inc.
Philadelphia Gas Works (PGW)
PJM Interconnection
PPL EU Services Corporation
RICOH Americas Corporation
School District of Philadelphia
Shell
TD Bank Group
The AmeriHealth Caritas Family of
Companies
The Chemours Company
The Day & Zimmermann Group, Inc.
The Pennsylvania State University
The Philadelphia Phillies
The Pittsburgh Pirates
Thomas Jefferson University and Jefferson
Health
UPMC
UPS
VISTRA Energy



The Philadelphia Building
1315 Walnut St, Suite 1116, Philadelphia, PA 19107
877-790-9232 | WBECEast.com
Riverside Center for Innovation
700 River Ave, Suite 210, Pittsburgh, PA 15212
412-935-2545

February 21, 2020

To Whom It May Concern:

It is my pleasure to write this letter confirming that DocuScript LLC, headquartered in Camp Hill, Pennsylvania and owned by Kelly J. Brent, is a certified Women's Business Enterprise (WBE) through our organization, WBEC-East, a regional territory of the Women's Business Enterprise National Council (WBENC). DocuScript, LLC has been certified since November 13, 2019.

WBENC's world-class certification is accepted by more than 1,000 corporations representing America's most prestigious brands, in addition to many states, cities and other entities. Annually, WBENC certifies over 15,000 women-owned businesses.

Certified businesses must meet a strict set of eligibility criteria and demonstrate at least 51% legal, financial and operational control by a woman or women. The rigorous certification process which DocuScript LLC completed includes a thorough review of legal, financial and operational documentation as well as an in-person interview. WBENC certification requires an annual recertification process to ensure that the business continues to meet the stringent national compliance requirements.

Please feel free to contact me directly if you have any questions regarding the WBENC certification, our network, or DocuScript LLC's certification as a Women's Business Enterprise.

Sincerely,

Colleen LaCoss
Certification Manager
clacoss@wbeceast.com

EXHIBIT A

PRICING PAGE

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE	EST. QUANTITY	EXTENDED COST
1	Transcribing Hearings from Digital Recordings	Per Page	\$ 1.05	1500	\$ 1,575.00
2	Typing of Decisions/Orders	Per Page	\$ 2.65	600	\$ 1,590.00
Total Bid Amount					\$ 3,165.00

**

Vendor should not alter pricing page and should fill out the pricing page as it is.

The addition or alterations of the pricing page and or addition of commodities other than those listed on the pricing page online or as an attachment, will result in disqualification of bid submittal.