



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 3

[List View](#)

General Information [Contact](#) [Default Values](#) [Discount](#) [Document Information](#) [Clarification Request](#)

Procurement Folder: 1432458

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0323

Vendor ID: VS0000013440

SO Doc ID: WWV2400000010

Legal Name: ESCRIBERS LLC

Published Date: 6/7/24

Alias/DBA:

Close Date: 6/12/24

Total Bid: \$8,100.00

Close Time: 13:30

Response Date: 06/11/2024

Status: Closed

Response Time: 15:52

Solicitation Description: Transcription Services, Legal and Medical

Responded By User ID: escribers

Total of Header Attachments: 3

First Name: Aryeh

Total of All Attachments: 3

Last Name: Bak

Email: abak@escribers.net

Phone: 973-406-2250



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

State of West Virginia
Solicitation Response

Proc Folder: 1432458
Solicitation Description: Transcription Services, Legal and Medical
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2024-06-12 13:30	SR 0323 ESR06102400000007651	1

VENDOR
VS0000013440
ESCRIBERS LLC

Solicitation Number: CRFQ 0323 WWV2400000010
Total Bid: 8100
Response Date: 2024-06-11
Response Time: 15:52:55
Comments:

FOR INFORMATION CONTACT THE BUYER
Brandon L Barr
304-558-2652
brandon.l.barr@wv.gov

Vendor
Signature X **FEIN#** **DATE**

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	2000.0000	PAGE	4.050000	8100.00

Comm Code	Manufacturer	Specification	Model #
82111603			

Commodity Line Comments:

Extended Description:

Estimated quantity of 2,000 is per month based on usage. Please enter price per page based on estimated quantity



Integrity and accuracy are between the lines of every eScribers transcript

June 9, 2024

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

Attn: Brandon Barr
Re: CRFQ 0323 WWV2400000010

Dear Mr. Barr,

eScribers is pleased to submit this response to the State of West Virginia, Transcription Services, Solicitation No., CRFQ 0323 WWV2400000010. I am authorized to bind eScribers, and I am your point of contact for all communications relating to this Quote. eScribers has carefully reviewed the entire RFQ. eScribers understands all requirements and commits to providing all services in accordance with this RFQ without exception.

Since our establishment in 2005, eScribers has consistently delivered high-quality transcription and court reporting services without interruption. Our experience and dedication are demonstrated through our provision of transcription services to over 250 courts and agencies nationwide. In 2023 alone, eScribers produced more than 5 million pages of verbatim transcripts, showcasing our capacity and reliability.

With a dedicated team of over 100 full-time employees and a vast network of more than 1000 transcribers, court reporters, and proofreaders across the United States, we ensure comprehensive coverage to the State of West Virginia, and can handle any volume that the Unemployment Compensation Board of Review wishes to grant us. eScribers provides court reporting and transcription services across the United States. We are currently entrusted to provide services to more than 250 jurisdictions and agencies nationwide, producing nearly six million pages of legal transcription per year.

We have demonstrated our ability to responsibly fulfill the requirements of this RFQ by providing similar services to agencies and courts throughout the United States. eScribers is the exclusive provider of statewide courtroom transcription services to Vermont, Maine, and New Hampshire. We transcribe for multiple Federal District and Bankruptcy Courts. eScribers is the exclusive provider of court reporting and transcription services to the US Tax Court and the largest school district in the country, New York City. We provide court reporting and transcription services to the New York State Department of Corrections and Community Supervision, the Merit Systems Protection Board, and the New York State Unemployment Insurance Appeals Board.

address | 7227 N. 16th St. Suite 207, Phoenix, AZ 85020
phone | (800) 257-0885
fax | (973) 954-5619
website | www.escribers.net
email | contracts@escribers.net



Integrity and accuracy are between the lines of every eScribers transcript

eScribers' proven track record transcribing for courts and government agencies is evidenced by the following *sampling* of contracts, most of which have been in place for many years. These contracts include mass transcription of audio due back within varying turnaround times, including overnight and same day.

- eScribers provides services to many Arizona agencies, including City of Buckeye, City of Phoenix, City of Scottsdale, City of Tempe, Gila Superior Court, and Maricopa County Government,
- For over ten years, eScribers has been the only transcription company to provide exclusive statewide courtroom transcription services to the only four state judiciaries with exclusive providers: Connecticut, Vermont, Maine, and New Hampshire.
- eScribers is the exclusive provider to the NYS Court of Appeals, the NYS Unemployment Insurance Appeals Board (UIAB), and the largest Department of Education in the country, New York City, for whom we oversee and transcribe more than 500 hearings each day.
- eScribers provides transcription services to the Superior Court of California, Counties of San Francisco, Orange, Merced, Contra Costa, Santa Cruz, Stanislaus, San Mateo, Marin, Mendocino, Shasta, Sacramento, San Bernardino, and Fresno.
- eScribers provides transcription services to many California agencies, including the California State Auditor, the California Department of Health Care Services, the State Hearings Division, and the Citizen's Redistricting Committee.
- eScribers provides extensive and, in most cases, exclusive, courtroom transcription services to many other state courts, including, for example, in Florida: 6th, 12th, and 14th Judicial Circuit Courts; in Ohio: Montgomery and Butler County Common Pleas and Domestic Relations Courts; in Arizona: Maricopa County and Pima County Courts; in Colorado: 20th, 19th and 4th Judicial Districts; and the District Courts of Maryland.
- The Montana Public Defenders Office extended their one-year statewide transcription services contract to a seven-year contract, citing the ease of use of our secure systems and the unparalleled quality of the eScribers' transcripts, despite challenging audio.
- Since 2013, eScribers has provided statewide transcription services for the New York State Office of General Services (NYS OGS). We provide transcription services to over 50 NYS agencies and divisions, some exclusively, including the NYS Department of State, Department of Corrections, Department of Labor Relations, Division of Tax Appeal, Attorney General, Labor Relations Board, and the Inspector General.
- eScribers provides transcription services to the U.S. Department of Justice Executive Office for Immigration Review (EOIR). We have transcribed well over one million transcript pages to date. This contract began in 2018.
- eScribers provides exclusive court reporting and transcription services to many National Labor Relations Board (NLRB) regions and the U.S. Tax Court.

By pooling together, the collective experience of some of the best professionals in their fields, eScribers can provide custom solutions tailored specifically for each client and create the easiest, most efficient system that ensures the best results.

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Integrity and accuracy are between the lines of every eScribers transcript

We track our transcript accuracy by collecting data on the total number of transcripts we produce and dividing that by the number of transcripts we correct for customers. As of April 1, 2024, our accuracy rate for all customers is 99.76%. This impressive result is a testament to our talented transcribers and proofreaders, as well as our effective production, fulfillment, and quality control teams.

At eScribers, our commitment to excellence is at the core of everything we do. We understand that our clients expect nothing but the best, and we are dedicated to exceeding those expectations. We promise to deliver a product that is not only meticulously crafted but also delivered on time, every time.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Linda C. Spear".

Linda C. Spear
Business Development Mgr.
lspear@escribers.net



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phone | (800) 257-0885
fax | (973) 954-5619
website | www.escribers.net
email | contracts@escribers.net

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.

(Printed Name and Title) _____

(Address) _____


(Phone Number) / (Fax Number) _____

(email address) _____

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through WV OASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

(Company)



(Signature of Authorized Representative)

(Printed Name and Title of Authorized Representative) (Date)

(Phone Number) (Fax Number)

(Email Address)



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

State of West Virginia
Centralized Request for Quote
Service - Prof

eScribers

Proc Folder: 1432458			Reason for Modification:
Doc Description: Transcription Services, Legal and Medical			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-05-21	2024-06-12 13:30	CRFQ 0323 WWV2400000010	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name : eScribers

Address :

Street : 7227 N. 16th Street, Suite 207

City : Phoenix

State : AZ **Country :** United States of America **Zip :** 85020

Principal Contact : Linda Spear

Vendor Contact Phone: 800-257-0885 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Brandon L Barr
304-558-2652
brandon.l.barr@wv.gov

Vendor Signature X	FEIN# 20-3656767	DATE 06/09/2024
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All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

The West Virginia Purchasing Division for the Agency, The WorkForce West Virginia is soliciting bids from qualified vendors to establish an open-end contract for Transcription Services per the Specifications, Terms & Conditions and bid requirements as attached herein.

INVOICE TO

WORKFORCE WEST
VIRGINIA
1900 KANAWHA BLVD, EAST
BLDG 3, 3RD FLOOR, SUITE
300
CHARLESTON WV
US

SHIP TO

WORKFORCE WEST
VIRGINIA
1900 KANAWHA BLVD E
BLDG 3, 8TH FLOOR
CHARLESTON WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Transcription Services, Legal and Medical	2000.00000	PAGE	\$4.05	\$8100.00

Comm Code	Manufacturer	Specification	Model #
82111603			

Extended Description:

Estimated quantity of 2,000 is per month based on usage. Please enter price per page based on estimated quantity

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Questions due by June 5th, 2024 at 10:00am ET	2024-06-05

	Document Phase	Document Description	Page 3	eScribers
WWV2400000010	Final	Transcription Services, Legal and Medical		

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions