



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 1

List View

- General Information
- Contact
- Default Values
- Discount
- Document Information
- Clarification Request

Procurement Folder: 1899515

Procurement Type: Central Master Agreement

Vendor ID: VS0000015748

Legal Name: Transcription Plus, LLC

Alias/DBA: Transcription Plus, LLC

Total Bid: \$0.00

Response Date: 02/25/2026

Response Time: 23:02

Responded By User ID: Transcontractor

First Name: Kelli

Last Name: Collins

Email: contractmgrtpllc@gmail.com

Phone: 8605832818

SO Doc Code: CRFQ

SO Dept: 0803

SO Doc ID: DOT2600000063

Published Date: 2/20/26

Close Date: 2/26/26

Close Time: 13:30

Status: Closed

Solicitation Description: Transcription & Court Reporting Services - 8226A001A

Total of Header Attachments: 1

Total of All Attachments: 1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	COST OF ORIGINAL TRANSCRIPT	0.00000	EA	4.250000	0.00

Comm Code	Manufacturer	Specification	Model #
82111604			

Commodity Line Comments:

Extended Description:

COST OF ORIGINAL TRANSCRIPT

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	COST OF ADDITIONAL CONDENSED TRANSCRIPT INCLUDING INDEX	0.00000	PAGE	1.000000	0.00

Comm Code	Manufacturer	Specification	Model #
82111604			

Commodity Line Comments:

Extended Description:

COST OF ADDITIONAL CONDENSED TRANSCRIPT INCLUDING INDEX

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	COST TO EXPEDITE TRANSCRIPT	0.00000	PAGE	5.250000	0.00

Comm Code	Manufacturer	Specification	Model #
82111604			

Commodity Line Comments:

Extended Description:

COST TO EXPEDITE TRANSCRIPT

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	APPEARANCE FEE	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
82111604			

Commodity Line Comments: Transcription Plus LLC does not provide in-person services. We are bidding solely on remote transcription.

Extended Description:

APPEARANCE FEE

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	OVERNIGHT ORIGINAL	0.00000	EA	6.500000	0.00

Comm Code	Manufacturer	Specification	Model #
82111604			

Commodity Line Comments:

Extended Description:

OVERNIGHT ORIGINAL

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	POSTAGE OR HAND DELIVERY	0.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
82111604			

Commodity Line Comments: No cost for regular postage delivery.

Extended Description:

POSTAGE OR HAND DELIVERY



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

Proc Folder: 1899515		Reason for Modification:	
Doc Description: Transcription & Court Reporting Services - 8226A001A		ADDENDUM NO_1 Vendor Questions and Responses Attach Revised Pricing Page	
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-02-13	2026-02-26 13:30	CRFQ 0803 DOT2600000063	3

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State : **Country :** **Zip :**

Principal Contact :

Vendor Contact Phone: **Extension:**

FOR INFORMATION CONTACT THE BUYER
 John W Estep
 304-558-2566
 john.w.estep@wv.gov

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

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

ADDITIONAL INFORMATION

ADDENDUM NO_1

Addendum No_1 issued to publish and distribute the attached information to the Vendor Community

REQUEST FOR QUOTATION:

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Department of Transportation - Division of Highways and the Division of Motor Vehicles, hereinafter referred to as WV DOT, to establish multiple contracts for transcription and/or court reporting services. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A519 CHARLESTON WV US		DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A517 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	COST OF ORIGINAL TRANSCRIPT	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description:
COST OF ORIGINAL TRANSCRIPT

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A519 CHARLESTON WV US		DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A517 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	COST OF ADDITIONAL CONDENSED TRANSCRIPT INCLUDING INDEX	0.00000	PAGE		

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description:
COST OF ADDITIONAL CONDENSED TRANSCRIPT INCLUDING INDEX

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A519 CHARLESTON WV US		DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A517 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	COST TO EXPEDITE TRANSCRIPT	0.00000	PAGE		

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description:
COST TO EXPEDITE TRANSCRIPT

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A519 CHARLESTON WV US		DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A517 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	APPEARANCE FEE	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description:
APPEARANCE FEE

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A519 CHARLESTON WV US		DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A517 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	OVERNIGHT ORIGINAL	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description:
OVERNIGHT ORIGINAL

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A519 CHARLESTON WV US		DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A517 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	POSTAGE OR HAND DELIVERY	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description:
POSTAGE OR HAND DELIVERY

SCHEDULE OF EVENTS		
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<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Tech Questions due by 10:00am	2026-02-19

SOLICITATION NUMBER: CRFQ DOT2600000063

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT2600000063 Solicitation” to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Additional Documentation:

Vendor Questions and Responses

Attach Revised Exhibit A Pricing Page

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

QUESTIONS AND ANSWERS

CRFQ 0803 DOT2600000063 - Transcription & Court Reporting Services:

1. Can WVDOT provide an estimated breakdown of services anticipated under this contract (percentage of work expected to be transcription only versus in-person court reporting appearances)?

Estimated breakdown would be 80% transcription with 20% in-person court reporting appearances.

2. Does WVDOT permit the use of AI-assisted transcription tools provided that all transcripts are fully reviewed, edited, and certified by a qualified human transcriptionist or court reporter prior to delivery?

No.

3. Can WVDOT identify the current contractor(s) providing these services and confirm whether the contract is expiring or being rebid?

Sargent's Court Reporting Services, Inc. Contract award from bid expiring 03/31/26.

4. Please provide any available historical award amounts or prior bid tabulations for this service.

Anticipated award \$40,000/annually. 2023-2025 Award \$40,000/annually.

5. Section 2 of the Pricing Page references bid scenarios used for evaluation. Can WVDOT provide the estimated quantities used in the evaluation scenarios so vendors may accurately calculate projected totals?

Pricing Page including Section 1 and Section 2 has been uploaded to replace prior pricing page missing Section 2.

6. Are there specific transcript formatting requirements (font, margins, line numbering, certification language, etc.) that must be followed?

No specific requirements. Should follow typical transcription formatting including 12 to 14 font, line numbering, double space, page numbering, etc.

7. How does WVDOT define a "page" for pricing purposes (ex, 25 lines per page, specific word count)?

Price per each 8 ½" x 11" page using typically transcription formatting.

QUESTIONS AND ANSWERS

8. For in-person appearances, are hearings typically conducted in Charleston only, or throughout the state? Can WVDOT provide typical travel distances for appearances?

Statewide. Travel distance would be determined based upon location of hearing.

9. Are court reporters required to hold a specific West Virginia certification or licensure for appearances under this contract?

No.

10. Will audio recordings continue to be provided via CD/DVD, or will secure electronic file transfer be permitted or preferred?

CD/DVD or electronic file transfer.

11. Does WVDOT anticipate awarding to multiple vendors under this Central Master Agreement?

When multiple bids are received there will be multiple vendors awarded. Vendors are ranked with lowest bidder being first and next lowest bidder being second, and so on. Orders are placed with vendor ranked first and then the second vendor would be contacted if first vendor awarded cannot provide services needed. Third ranked vendor would only be contacted if first and second vendor were could not provide services needed.

Exhibit A Pricing Page

Section 1 - Unit Pricing

Section 1 pricing will be used as the contract pricing. The unit prices bid in Section 1 shall determine the pricing entered in Section 2 Bid Scenarios. The Evaluation of this award will be based on the Section 2 Bid Total.

Commodity Line	Description	Unit of Measure	Unit Price
1	Cost of Original Transcript (Turnaround 5 to 10 business days)	Page	
2	Cost of Additional Condensed Transcript including Index	Page	
3	Cost to Expedite Transcript (Turnaround 1 to 4 business days)	Page	
4	Appearance Fee	Each	
5	Overnight Original	Each	
6	Postage or Hand Delivery Fee	Each	

Section 2 - Bid Scenarios

Using the unit prices bid in Section 1, the vendor shall complete the pricing for the following bid scenarios. The vendor shall total all bid scenarios and enter the total on the bid total line. The Evaluation of this solicitation will be based on the Section 2 bid total.

Bid Scenario 1 -

Commodity Line	Description	Unit of Measure	Unit Price	Quantity	Line Total
1	Cost of Original (Turnaround 5 to 10 business days)	Page		150	
2	Cost of Additional Condensed Transcript with Index	Page		150	
6	Postage or Hand Delivery Fee	Each		1	
Bid Scenario 1 Total					

Bid Scenario 2-

Commodity Line	Description	Unit of Measure	Unit Price	Quantity	Line Total
3	Cost to Expedite Transcript (Turnaround 1 to 4 business days)	Page		150	
11	Cost of Additional Condensed Transcript with Index	Page		150	
11	Postage or Hand Delivery Fee	Each		1	
Bid Scenario 2 Total					
Total of Bid Scenarios (1+2)					

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DOT2600000063

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 the 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:

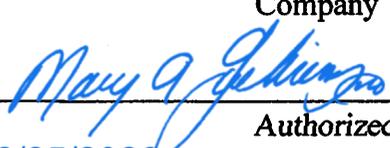
(Check the box next to each addendum received)

- | | |
|--|--|
| <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 the addenda may be cause for rejection of this bid. I further understand that 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.

Transcription Plus, LLC

Company



Authorized Signature

2/25/2026

Date

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



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

Proc Folder: 1899515			Reason for Modification: ADDENDUM NO_2 Vendor Questions and Responses
Doc Description: Transcription & Court Reporting Services - 8226A001A			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-02-20	2026-02-26 13:30	CRFQ 0803 DOT2600000063	4

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State : **Country :** **Zip :**

Principal Contact :

Vendor Contact Phone: **Extension:**

FOR INFORMATION CONTACT THE BUYER
 John W Estep
 304-558-2566
 john.w.estep@wv.gov

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

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

ADDITIONAL INFORMATION

ADDENDUM NO_2

Addendum No_2 issued to publish and distribute the attached information to the Vendor Community

REQUEST FOR QUOTATION:

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Department of Transportation - Division of Highways and the Division of Motor Vehicles, hereinafter referred to as WV DOT, to establish multiple contracts for transcription and/or court reporting services. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A519 CHARLESTON WV US		DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A517 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	COST OF ORIGINAL TRANSCRIPT	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description:
COST OF ORIGINAL TRANSCRIPT

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A519 CHARLESTON WV US		DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A517 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	COST OF ADDITIONAL CONDENSED TRANSCRIPT INCLUDING INDEX	0.00000	PAGE		

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description:
COST OF ADDITIONAL CONDENSED TRANSCRIPT INCLUDING INDEX

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A519 CHARLESTON WV US		DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A517 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	COST TO EXPEDITE TRANSCRIPT	0.00000	PAGE		

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description:
COST TO EXPEDITE TRANSCRIPT

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A519 CHARLESTON WV US		DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A517 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	APPEARANCE FEE	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description:
APPEARANCE FEE

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A519 CHARLESTON WV US		DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A517 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	OVERNIGHT ORIGINAL	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description:
OVERNIGHT ORIGINAL

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A519 CHARLESTON WV US		DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A517 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	POSTAGE OR HAND DELIVERY	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description:
POSTAGE OR HAND DELIVERY

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Tech Questions due by 10:00am	2026-02-19

SOLICITATION NUMBER: CRFQ DOT2600000063

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT2600000063 Solicitation” to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Additional Documentation:

Vendor Questions and Responses

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

- 1) Approximately what percentage of assignments involve audio-only transcription versus live court reporting and are those audio recordings strictly shared via CD/DVD, or can they be securely sent via FTP (or other encrypted file transfer protocol)?

Estimated breakdown would be 80% transcription with 20% in-person court reporting appearances. CD/DVD or electronic file transfer.

- 2) What type of documents are being transcribed? i.e. administrative hearings, depositions, etc.

Administrative hearings, depositions, and others as needed.

- 3) How often are in-person appearances required and are appearances limited to a specific place within WV?

In person appearances can vary and could be located anywhere within the State of West Virginia (statewide).

- 4) Are there any opportunities for remote appearances via video in place of in-person appearances?

No.

- 5) The specifications estimate 50-100 transcripts annually. Can you provide a breakdown of anticipated monthly volume and the percentage expected to be expedited?

This bid is spread over an entire agency with various organizations. Expedited transcripts are rare but necessary. Anticipated annual \$40,000. Any additional information would need to be obtained through the Freedom of Information Act.

- 6) Is the State able to provide current pricing shown on Section 1 -Unit Pricing, commodity lines 1-6 to help vendors offer competitive and realistic responses?

The previous bidding information is a public record and available on the internet: <https://transportation.wv.gov/highways/maintenance/Pages/02-16-23.aspx>

- 7) Are there any mandatory certifications or licenses required for this contract?

No.

8) Can you describe the formatting standards, i.e. margins, font and how is a page defined?

Price per each 8 ½" x 11" page using typically transcription formatting. No specific requirements. Should follow typical transcription formatting including 12 to 14 font, line numbering, double space, page numbering, etc.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFO DOT2600000063

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 the 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 type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" 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 the addenda may be cause for rejection of this bid. I further understand that 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.

Transcription Plus, LLC

Company



Authorized Signature

2/25/2026

Date

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

Exhibit A Pricing Page

Section 1 - Unit Pricing

Section 1 pricing will be used as the contract pricing. The unit prices bid in Section 1 shall determine the pricing entered in Section 2 Bid Scenarios. The Evaluation of this award will be based on the Section 2 Bid Total.

Commodity Line	Description	Unit of Measure	Unit Price
1	Cost of Original Transcript (Turnaround 5 to 10 business days)	Page	4.25
2	Cost of Additional Condensed Transcript including Index	Page	1.00
3	Cost to Expedite Transcript (Turnaround 1 to 4 business days)	Page	5.25
4	Appearance Fee	Each	N/A
5	Overnight Original	Each	6.50
6	Postage or Hand Delivery Fee	Each	0.00

Section 2 - Bid Scenarios

Using the unit prices bid in Section 1, the vendor shall complete the pricing for the following bid scenarios. The vendor shall total all bid scenarios and enter the total on the bid total line. The Evaluation of this solicitation will be based on the Section 2 bid total.

Bid Scenario 1 -

Commodity Line	Description	Unit of Measure	Unit Price	Quantity	Line Total
1	Cost of Original (Turnaround 5 to 10 business days)	Page	4.25	150	637.50
2	Cost of Additional Condensed Transcript with Index	Page	1.00	150	150.00
6	Postage or Hand Delivery Fee	Each	0.00	1	0.00
Bid Scenario 1 Total					\$787.50

Bid Scenario 2-

Commodity Line	Description	Unit of Measure	Unit Price	Quantity	Line Total
3	Cost to Expedite Transcript (Turnaround 1 to 4 business days)	Page	5.25	150	787.50
11	Cost of Additional Condensed Transcript with Index	Page	1.00	150	150.00
11	Postage or Hand Delivery Fee	Each	0.00	1	0.00
Bid Scenario 2 Total					\$937.50
Total of Bid Scenarios (1+2)					\$1,725.00

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) Mary A Goehring, CEO

(Address) 3716 Messina Road, Clover, SC 29710

(Phone Number) / (Fax Number) 803-701-7025

(email address) mary@transcriptionplus.net

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, 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.

Transcription Plus, LLC

(Company) _____

(Signature of Authorized Representative) _____

Mary A Goehring, CEO

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

803-701-7025

(Phone Number) (Fax Number) _____

mary@transcriptionplus.net

(Email Address) _____

REQUEST FOR QUOTATION
TRANSCRIPTION / COURT REPORTING SERVICES

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

10.2.1. Immediate cancellation of the Contract.

10.2.2. Immediate cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

11.1. 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: Mary A Goehring
Telephone Number: 860-583-2818
Fax Number: 803-701-7025
Email Address: mary@transcriptionplus.net

Company Overview

Transcription Plus, LLC is a certified woman-owned small business founded in 1989. Transcription Plus, LLC is a nationwide expert in fulfilling federal, state and local government documentation purchases and contracts. In addition, our comprehensive experience in the medical/EHR, legal, law enforcement, military, academic, research, and general business community nationally is highly valued by our clients. Transcription Plus, LLC is proud of our 100% United States-based staff. Not only do we run the gamut of expertise in transcription, we also guarantee that our client relations and product accuracy is second to none.

Mary A. Goehring, Owner/CEO, is a highly accomplished and solutions-driven executive, since 1989, leading a transcription company through startup, change, revitalization, turnaround and accelerated growth. She is a participative business leader who is well-versed and experienced in all aspects of producing accurate documentation from numerous audio file formats in the Medical, Legal, Federal/State/Local Government, Academic, Research and Business fields. Mary is highly experienced in all capacities of the transcription and documentation industry. She has proven successes in the areas of new market identification/penetration, strategic planning and complex problem resolution.

Mary oversees all aspects of day-to-day operations and continues to lead the growth of this expanding transcription company; including client solicitation and cultivation, marketing and sales, staff recruitment and management, risk management, investment management, budget and cost management, contract negotiations, infrastructure development and proprietary IT development.

While enhancing government effectiveness and saving tax dollars, Transcription Plus, LLC has worked extensively with transcription micro-purchases, fixed-price contracts, and blanket purchase agreements. With our seasoned, skilled, and proficiently trained and certified staff, we can undertake any project, big or small. From medical, legal, or governmental ventures to research, academic, and media requirements, we offer an integrated array of services to meet any and all immediate or future needs.

Meeting the RFP Requirements

Transcription Plus, LLC is equipped with state-of-the-art communication and transfer equipment, making it seem like we are sitting in your office with you. We are in the business of your privacy and security, ensuring sensitive information is treated as if it were our own. We offer state-of-the-art secure data transfer, full encryption transmission, a secure server, full HIPAA compliance, and a trained staff that are held to these standards both contractually and through frequent audits.

Transcription Plus, LLC has a secure File Transport Protocol (FTP) server for client file transfer. A User ID with password is given to each client so they are able access their directories and files. An FTP server has proven to be the simplest and most secure way to exchange files between two companies. Our FTP server exceeds the guidelines for HIPAA Standards. Clients can securely upload audio files from

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their handheld digital recorders or other devices. We can also receive audio from a national email file hosting service, such as Drop Box or Google Drive.

Transcription Plus, LLC secure FTP server has the capability to store and retrieve transcription records for up to one year and well beyond. We have the capability to receive and transmit client audio files through secure automated file transfers to and from a client network. The digital, audio or video files are formatted to be compatible to: .wav, .mp*, .wma, .ra, .rm, .dss, & .vob or .avi, flv, wmv.

In addition, Transcription Plus, LLC owns numerous toll free digital dictation lines. If a client chooses to use a 1-800 number for dictation, the files are automatically saved to our secure FTP server once the dictation is complete. We have many clients that upload digitally recorded information, and many clients that use the toll-free telephone digital dictation -- both methods hold the highest standards of confidentiality and security.

Our number 1 priority is quality and accuracy! While other transcription companies claim 98% accuracy, our transcriptionists are highly skilled and able to pick up 99.9 percent of the errors that are made before work is submitted. We have safeguards in place that make it virtually impossible for common errors to slip by. To assure accuracy, each and every dictation is re-listened to while proofreading - listening to each and every word eliminates careless errors. Every member of our team is certified and highly skilled at all categories of transcription, self-motivated and self-starting, able to organize time and focus on work, is dependable/ reliable, with a strong commitment to confidentiality.

We require from our staff to have:

1. Above average knowledge of English, punctuation and grammar
2. Excellent auditory skills which are necessary in order to interpret sounds almost simultaneously with keyboarding
3. Advanced proofreading and editing skills, ensuring accuracy of transcribed material
4. Highly developed analytical skills and deductive reasoning
5. Versatility in the use of transcription equipment and technology

The transcriptionists assigned to your project are not only certified professional medical/EHR transcriptionists, they also possess legal, law enforcement, military, academic, research, and general business terminology/transcription expertise. Should our professional transcriptionists be unable to determine the use of legal/non-legal/medical/non-medical words, spelling, format, grammar/punctuation, or inaudible audio, the area(s) in question is highlighted as a FLAG to alert the client that a review is necessary. The transcriptionist would follow through with a detailed email and/or

telephone call to the client. All edits to the document are part of our 100% absolutely accurate guarantee and any editing of the completed document is done free of charge.

Our state-of-the-art technology allows Transcription Plus, LLC to become an asset to your organization -- a vital team member -- remotely and securely interfacing with other systems, regardless of where you are located. And Transcription Plus has an A+ accreditation rating with the Better Business Bureau.

Utilizing our on-call, dedicated staff and state-of-the-art technology, we are able to offer turnaround times of 48 hours or less (*project specific TAT is available upon request). Emergency transcription within 24 hours or less is also available.

Mary Goehring, owner/CEO personally handles assignments, management of personnel, coordination with clients, and implements procedures designed to resolve problems quickly and in a timely fashion. Transcription Plus, LLC is fully compliant with Health Information Portability and Accountability Act (HIPAA) 1996 and amendments and can meet all the requirements specified.

Devices Used at Transcription Plus, LLC

State-of-the-Art computers.

MS Word Software - Microsoft Word is one of the most widely used and most familiar pieces of office software, expediting the ability to format, type, grammar/spell check and save documents that can be accessed universally.

- Express Scribe Pro Transcription Foot Pedal & Software
- Three-button USB foot pedal makes transcribing fast and efficient
- High quality ergonomic device(s)
- Cord Length(s): 10 feet
- Plays most formats including encrypted dictation files
- Works on PC and Mac
 - Express Scribe Pro Software is a professional audio player software for PC or Mac designed to assist the transcription of audio recordings.
 - A typist can install it on their computer and control audio playback using a transcription foot pedal or keyboard (with 'hot' keys). This transcribing software also offers valuable features for typists including variable speed playback, multi-channel control, playing video, file management, and more.
 - Express Scribe Pro supports most common audio formats including wav, mp3, wma, aif and dct; along with dss, ds2, mvf and support for video files.

Key Features: Variable speed playback (constant pitch), Supports audio and video playback, Plays most formats including encrypted dictation files. See supported file formats, Supports professional

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foot pedals which connect to the USB port to control playback., Uses 'hotkeys' to control playback when transcribing into other software (e.g., Word), Dock both analog and digital portable voice recorders to load recordings, Works with Microsoft Word and all major word-processors, Automatically receives and loads files by internet (FTP), email or over a local computer network, Automatically sends typing to those who dictated the work, Works with speech recognition software such as Dragon Naturally Speaking to automatically convert speech to text, Loads CD audio directly - start to work as it loads in the background, Can switch to 'mini' mode to reduce screen space, Integrate with dictation management systems such as Express Delegate Dictation Workflow, Works with FastFox typing utility for entering medical/legal phrases and common phrases with keyboard shortcuts.

ECS WordSlinger Deluxe USB Transcription Headset, designed specifically for transcription. It comes with on-set audio & volume controls.

- Designed specifically for audio transcription.
- Great volume and word clarity.
- Has on-set audio and volume controls.
- The customized controls are great for files with quiet & distorted audio.

Electric Medical Record Systems and Speech Recognition Programs:

Transcription Plus, LLC has many years of experience working with numerous Electronic Medical Records systems (prudently accessing and direct typing and/or editing of speech-recognized documents). In addition, we are capable of learning any other specific EMR system that a facility may be utilizing. As most physicians realize that it takes too much time to dictate, transcribe, review and edit the document created by the EMR system, Transcription Plus, LLC provides the best voice-to-text editing service, allowing a smooth transition from traditional transcription to an EMR approach.

Transcription Plus, LLC can securely interface with your EMR system to edit and deliver accurate documents for your patient's safety, as well as to avoid legal medical mistakes.

HIPAA Security

Transcription Plus, LLC utilizes Transcription Gear (transcriptiongear.com) as our FTP host and 1-800 call-in service. GearFTP provides multiple safeguards to all HIPAA sensitive customers that include:

- Servers are all located in highly secure data centers, thereby making it impossible for equipment such as a hard drive containing medical data to be stolen.

- Servers do not accept Anonymous-FTP connections, the most common hacker method of seeking out an FTP site for possible attack.
- FTP username and password is required.

Important Note - Password creation is client responsibility. We recommend that client make all passwords difficult to crack and follow reasonable standards for password security.

Important Note - It is suggested that all users always connect to GearFTP servers via a method that supports encryption.

- We actively monitor and react to intrusion attempts into our systems through the use of a sophisticated Intrusion Detection System (IDS) and multiple operating system level security tools.
- No copies of client files reside on any offsite or long-term storage media. GearFTP backups all data nightly for disaster recovery purposes only. No removable media is used and this data never leaves Transcription Gear secure data center. In addition, backups are overwritten with each successive backup.

Processing Reports Tailored to Your Specifications

Transcription Plus, LLC has the ability to provide the exact format that your facility requires for your transcripts.

VERBATIM TRANSCRIPTS: **INCLUDING:** Ah's, er's, um's. All stutters and stammers (but only a maximum of 3 repeats for each; e.g., '1 st, st, st, started saying...'). All repeating of words. All fillers such as 'you know', 'know what I mean', 'uh-huh'. All 'non-standard' language (e.g., ain't, 'cause, gonna) and [laughter] [yelling] [swearing] [pause] [throat clearing] [coughing] [details of interruptions], etc. Quality Control – It is a policy at Transcription Plus, LLC for all transcripts to be proofread while re-listening to the dictation. This effort eliminates the 'human error factor.' Our finished product is well worth the little extra time.

INTELLIGENT VERBATIM TRANSCRIPTS: **EXCLUDING:** All ah's and er's unless the 'er' is at the beginning of a sentence and is followed by a long pause. All fillers such as 'you know' 'know what I mean?'. All repeated words, unless repeated for emphasis (e.g., I never, *never* swim more than 64 lengths). All stutters and stammers. **INCLUDING:** All 'non-standard' language (e.g., ain't, 'cause, gonna) and [laughter] [yelling] [swearing] [pause] [throat clearing] [coughing] [details of interruptions], etc. Quality Control – It is a policy at Transcription Plus, LLC for all transcripts to be proofread while re-listening to the dictation. This effort eliminates the 'human error factor.' Our finished product is well worth the little extra time.

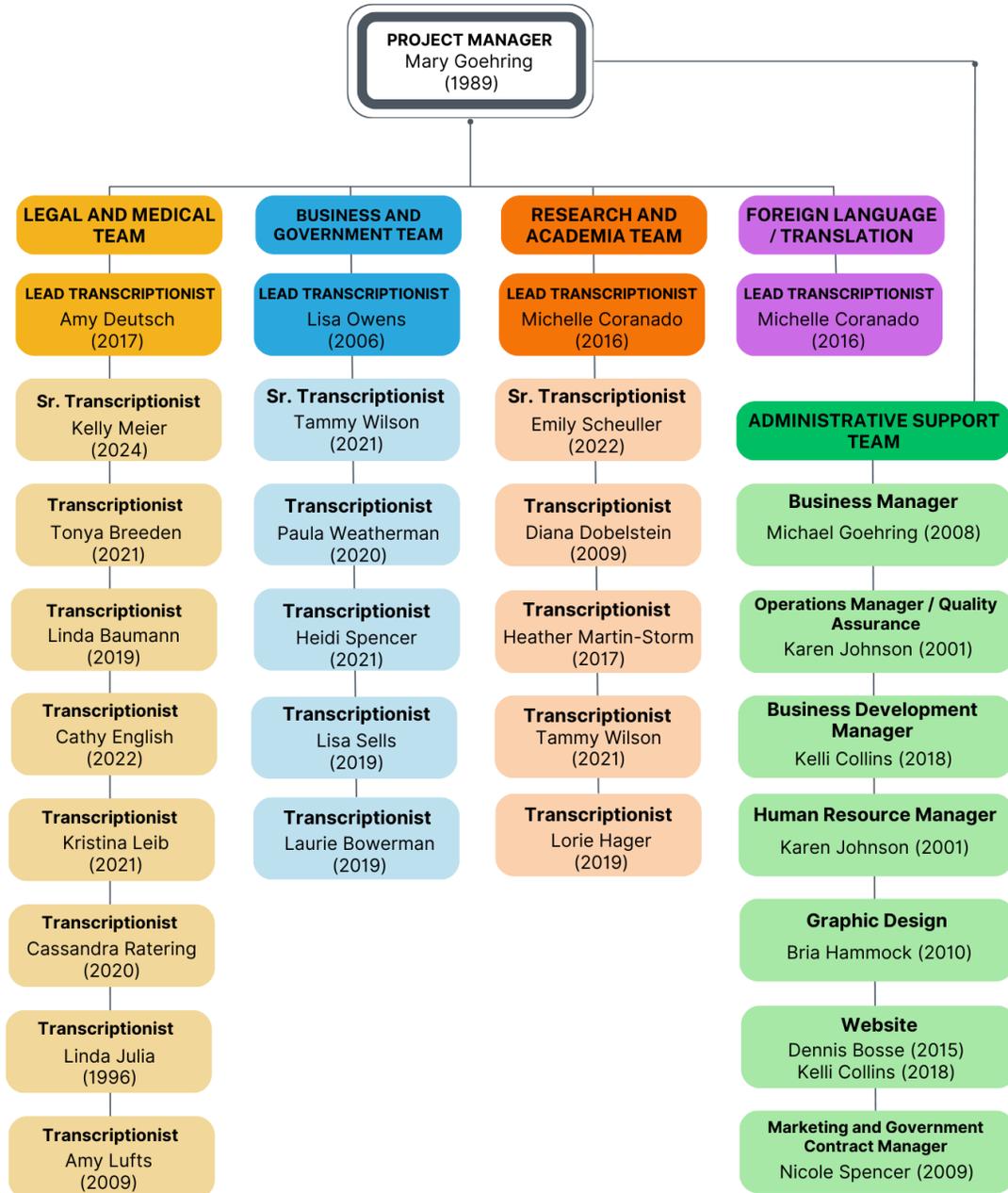
EDITED TRANSCRIPTS: **EXCLUDING:** All ah's, er's, um's. All fillers, such as 'you know', 'know what I mean?'. All repeated words. All stutters and stammers. All 'non-standard language' (e.g., ain't, 'cause, gonna). Quality Control – It is a policy at Transcription Plus, LLC for all transcripts to be proofread while re-listening to the dictation. This effort eliminates the 'human error factor.' Our finished product is well worth the little extra time.

Workflow Process

Transcription Plus, LLC is capable of securely receiving/accessing any type of audio/VHS file through any/all technology method(s) currently being utilized. Prior to receipt, client is requested to fill out our FORMAT DIRECTIVE form, containing questions which will direct us in the exact end-result required [such as if the transcript will require verbatim, intelligent verbatim, edited, etc.]. Once audio is received, it will be assigned to transcriptionist(s) that is specifically experienced/trained in this exact type of work and, once our transcriptionist(s) is familiar with this specific contract/client, will always exclusively be assigned for the purpose of continuity. Assigned transcriptionist(s) will receive explicit client instructions for processing. Transcriptionist(s) will be notified of required turn-time. Transcriptionist(s) provides a daily progress report to management. Should a problem arise where an obstacle presents and/or turn-time may be delayed, TPLLC management is immediately notified and steps are taken to resolve any issue prior to it becoming problematic to the client. Once the transcript is completed, it is submitted as per the contract/client requirement.

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FTP and Document Management System

Transcription Plus, LLC utilizes TranscriptionGear (transcriptiongear.com) as our FTP host and 1-800 callin service. GearFTP provides multiple safeguards to all HIPAA sensitive customers that include:

- Servers are all located in highly secure data centers, thereby making it impossible for equipment such as a hard drive containing medical data to be stolen.
- Servers do not accept Anonymous-FTP connections, the most common hacker method of seeking out an FTP site for possible attack.
- TranscriptionGear uses an SSL security protocol, and performs live AV scanning along with Intrusion Prevention through a firewall.
- FTP username and password is required.

Important Note - Password creation is client responsibility. We recommend that client make all passwords difficult to crack and follow reasonable standards for password security.

Important Note - It is suggested that all users always connect to GearFTP servers via a method that supports encryption.

- We actively monitor and react to intrusion attempts into our systems through the use of a sophisticated Intrusion Detection System (IDS) and multiple operating system level security tools.
- No copies of client files reside on any offsite or long-term storage media. GearFTP backups all data nightly for disaster recovery purposes only. No removable media is used and this data never leaves Transcription Gear secure data center. In addition, backups are overwritten with each successive backup.

Document Storage For Easy Retrieval

Transcription Plus, LLC archives all transcribed documents for you. Therefore, should a chart or particular document become misplaced, we can recreate all transcription done through this organization; pertinent for continued patient care and/or legal questions which arise. All documents are archived by Transcription Plus, LLC indefinitely, adhering to HIPAA guidelines.

Electronic Invoicing

We invite you to pay invoices using PaymentNetwork, a service from Intuit (makers of TurboTax, QuickBooks and Quicken) that lets you pay invoices directly from your bank account. This is the same type of payment you use when you pay your telephone or utility bill from your bank account.

How do you pay using this service?

Each invoice we send you contains a PaymentNetwork web address which you can visit to pay your bill online for FREE. Just click the link to pay.

What's in it for you?

PaymentNetwork offers you the following benefits:

- Schedule the payment for any date you wish.
- Save the time and effort of writing a paper check.
- Track your payments with instant email confirmation alerts.
- Your bank account details stay private. We get the money you send us, but we never see your bank account information.

Executive Summary

Mary A. Goehring
TRANSCRIPTION PLUS, LLC

Mary is a highly accomplished and solutions-driven executive, since 1989, leading a transcription company through startup, change, revitalization, turnaround and accelerated growth.

She is a participative business leader who is well-versed and experienced in all aspects of producing accurate documentation from numerous audio file formats in the Medical, Legal, Federal/State/Local Government, Academic, Research and Business fields. Mary is highly experienced in all capacities of the transcription and documentation industry. She has proven successes in the areas of new market identification/penetration, strategic planning and complex problem resolution.

Mary oversees all aspects of day-to-day operations and continues to lead the growth of this expanding transcription company; including client solicitation and cultivation, marketing and sales, staff recruitment and management, risk management, investment management, budget and cost management, contract negotiations, infrastructure development and proprietary IT development.

Mary utilizes a wide variety of state-of-the-art dictation access and production technologies to enhance productivity and efficiency to ensure market competitiveness and on-time delivery; including a HIPAA-compliant secure webserver for digital dictation and/or electronic documentation retrieval, a toll-free dial-up dictation service, as well as 'Cloud' computing technologies and remote server access applications to connect our staff directly to our client's in-house computer infrastructures for document processing and data management.

Selected Achievements Revenue Generation -

Developed Transcription Plus, LLC from embarkation; continuing to prosper since 1989.

Multiple Channel Distribution – Established solid business relationships with professionals in many varied markets throughout the United States.

Infrastructure Development - Designed and implemented organizational infrastructure that maximizes performance, quality, efficiency, and bottom-line profits.

Business Development - Company is certified by the State of Connecticut as a Minority Women-owned Small Business, as well as possessing this certification in multiple other states. Established in the 'Dynamic Small Business Search' of the Small Business Administration. Works closely with CT PTAP (Procurement Technical Assistance Program). Member of CT MERG (Micro Enterprise Resource Group).

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Member of AHDI (Association for Healthcare Documentation Integrity). Recognized and A+ certified by the Connecticut and National Better Business Bureau.

Received the Best of Bristol, CT Transcription Service award for 2016. Received the SBA CT and New England Best Home-based Business award for 2017.

- Built company infrastructure, financial backbone and client base, to ensure a seamless connection to other functions; including product development, sales and marketing, supply chain, IT and operations.
- Established brand labeling recognition in the USA professional community.
- Established Strategic Direction - Developed comprehensive and realistic short and long range business plans, and provided critical leadership by identifying business needs/gaps and creating cost effective plans to address and close gaps.
- Determine and established criteria for resource management (e.g. staffing, funding, equipment) based on business objectives and operational needs.
- Penetrate untapped markets by developing/executing marketing and advertising campaigns, and cultivating relationships made through networked contacts, prospects and trade events.
- Maintain full risk management responsibilities, including placement of property and casualty insurance and evaluation of all risks to company assets.
- Provide the analytical framework, financial metrics and benchmarks to enable informed investment decisions, identify trends early and capitalize on opportunities with minimal risks.

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PRIVACY/CONFIDENTIALITY & HIPAA COMPLIANT

Transcription Plus, LLC keeps ALL clients' data private, confidential, and HIPAA compliant.

Transcription Plus, LLC has a written company policy to keep client records private, confidential, and to comply with all HIPAA regulations. In addition, Transcription Plus, LLC has technical safeguards for keeping our clients' data protected.

The U.S. Department of Health & Human Services (HHS) established the HIPAA Privacy Rule to provide protection for personal health information.

Transcription Plus, LLC knows the importance of these Security Rules, but we go beyond that and protect all information. Transcription Plus, LLC has implemented technical safeguards for covered entities to use to assure the confidentiality, integrity, and availability of electronic protected health information. Here are just some technical ways Transcription Plus, LLC adheres to the law and protecting all data:

Transmission:

Transcription Plus, LLC technology is secure, with full encryption transmission of all data (all your data is secure and not limited to PHI). Currently, all transfers are over a secure transport protocol (SSL) with 128-bit encryption.

A secure file transport server has proven to be the simplest and most secure way to exchange files between two companies. Clients can securely upload voice files from their handheld digital recorders or other devices. In addition, Transcription Plus, LLC owns numerous toll-free digital dictation lines. Transcription Plus, LLC clients receive their unique 800 number. If the client chooses to use the 800 number for dictation, the files are automatically saved to Transcription Plus, LLC secure server once the dictation is complete.

Transcription Plus, LLC has many clients that use digital recorders, and many clients that use the toll-free telephone digital dictation. Transcription Plus, LLC provides the highest standards for confidentiality and securing digital files and the finished product.

Protection:

Transcription Plus, LLC takes a multi-faceted approach to the protection of PHI while in its domain. Physically, our technology platform is located in a state-of-the-art data center in the United States under the management contract with Transcription Gear. Access to data by company personnel is controlled both by clear protocols and contracts detailing privacy requirements as well as sophisticated

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username/password rule sets which ensure clear data segregation and limited access as required solely to perform work required.

Transcription Plus, LLC will customize each clients' files based on the clients' requirements. If a client wants encrypted files at rest, Transcription Plus, LLC will use the encryption software provided by the client.

Transcription Plus, LLC's secure server has the capability to store and retrieve transcription records for up to one year and well beyond. Transcription Plus, LLC secure server has the capability to receive and transmit patient files through secure automated file transfers to and from a client network.

Transcription Plus, LLC can also securely transcribe directly into client's Electronic Health Records.

Accountability:

All employees are trained on privacy requirements and compliance is ensured via signed contract and ongoing audit procedures. Our proprietary Transcription Gear provides a detailed IP audit trail for every individual transaction, enabling our partners, users and us to manage compliance with its privacy procedures at each step of the transcription process. Transcription Plus, LLC has a Business Associate Contract with each client.

Whether it is Privacy, Confidentially, HIPAA, HITECH, or Omnibus HIPAA Rulemaking, Transcription Plus, LLC has you protected.

100% ABSOLUTELY ACCURATE GUARANTEE

It should be recognized that transcription companies that boast 98-99% accuracy are actually providing you with upwards of 10-20 errors per an average 2-page (1000 words) document!

There is no room for error in this domain. Avoiding malpractice and guaranteeing appropriate client and patient management equates to assuring that technical, clerical and common-sense issues are precisely executed...accountability that a machine simply cannot render...tedious details that a busy professional certainly would not want to expend valuable time performing.

The transcriptionists assigned to your project are not only professional certified medical transcriptionists, they also possess legal, government and general business terminology expertise. Any questionable area would always be highlighted/flagged to alert the client.

Should further explanation of an encountered problem be necessary, a detailed email and/or telephone call would occur. Omission of data, any information (critical or otherwise) and/or dictator comments is circumvented by our above-mentioned directive of re-listening to all audio while proofreading. The use of common sense and strict attention to context are instilled in our transcriptionists as a means of ensuring synchronization of demographics, as well as presented information that may be contained in referenced corresponding reports and/or commentary.

Any editing of the completed document is always done free of charge.

Recording Your Own Meetings

In today's digital world, the old way of recording meetings with extra equipment, miles of cords to trip over, and extra employees to run it all, is over. It is now so much easier and much more cost effective to have an employee already at the meeting do the recording using the computer they already have with them or even their cell phone. Recording your own meeting saves time and money by eliminating excess travel costs for another attendee. There are several ways to record meetings without any extra equipment, staffing, or costs. All audio files can be uploaded directly to the Transcription Plus, LLC servers to be transcribed.

Windows Sound Recorder

This is the easiest way to record a small in-person meeting when there will be no virtual attendees joining. Windows-based computers have a built-in recording app. Go to your Start menu, click on ALL APPS, scroll down to Sound Recorder. Press the red button to start recording. All recordings are saved as M4A files in a folder on the computer.

Google Meets, Zoom, or MS Teams

Just like with Windows Sound Recorder, you may use these meeting apps to record an in-person meeting. This solution is extremely helpful when there will be some attendees joining the meeting virtually or by phone. Simply start a meeting, hit record and position your screen so it captures the entire room. Your computer will capture all sound and video from the room. Those joining virtually can join the in-progress meeting and they will be recorded as well. PRO TIP: If you have a large room or a large number of guests, you may want to position more than one computer in different areas of the room and invite those computers to join the meeting. That way you ensure participants from all over the room are captured loud and clear.

Audacity

A free, open-source multi-track audio editor and recorder that can record live audio, computer playback, and convert tapes and records into digital recordings. It can also edit and mix sound files.

Screen Recorder

Screen Recorder is a cell phone recording app that captures sound and/or video. This option is usually a built-in feature on most cell phones. There are also many free apps available on your app store that will also record sound and video.

Phone Call Recoding

Zoom Phone, Google Voice, and Dialpad all allow you to record telephone calls and conference calls from any device.

Dictation Recording

Olympus Dictation App and Philips Cloud SpeechLive create an easy dictation workflow right from your phone.

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Transcription Plus, LLC enhances the value of the spoken word by producing absolutely accurate Federal/State/Municipal/Legislative Documentation, Medical Records (all specialties and EHR experts), Meeting Minutes, Policy & Procedure Manuals, Interviews (1:1 or group), Captioning Service, Legal Arbitrations/Depositions/Hearings, Medical and Marketing Research and Focus Groups, Special Projects, Video Production Transcripts, Miscellaneous Word Processing, Transcription of Foreign Translations and more.

Our current and previous customers have included:

Government and Municipalities

CT Department of Consumer Protection; CT Legislative Management; CT National Guard; CT Towns: Brooklyn, Canterbury, Cromwell, East Granby, Ellington, Enfield, Essex, Morris, North Branford, Ridgefield Rocky Hill, Warren, West Hartford, Weston, Wethersfield, Wilton; CT Metropolitan District Commission; CT House/Senate/Legislative Management; CT Board Firearms Examiners; CT DEEP; CT National Guard; FL Department of Agriculture; Police: Bristol, Madison, North Branford, Norwalk, UConn; US Coast Guard; US Veterans Administration; Waterbury Housing Authority; City of San Ramon, CA

Medical

UConn Medical Center; Yale Medical Center; Yale Cancer Center; CT Children's Medical Center; Pediatric Cardiology Assoc; Bristol Hospital; Bristol Cardiovascular Assoc.; CT Neurological Assoc; Santa Clara Valley Medical Center, CA; CT Mental Health; Middlesex Hospital; San Francisco Sports & Spine; St. Francis Hospital; U of TX Medical Center; CT Veterans Medical Center; WV Mountain State Orthopedics

Legal

CT Dept of Criminal Justice; CT State's Attorney; CT State Marshall Commission; CT Public Defender's Office Danielson, Litchfield; CT Probate Courts of Bristol/Farmington/New Britain/Newington; CT Law Offices of Cramer & Anderson; TX Law Offices J. Steven Stewart, Esq., CA; Law Offices of Tom Medrani, Esq.

Business

CIRMA; Barnes Group, Inc; CT Institute for Community Research; NJ ITT; NC RTI International; NYC Wolters Kluwer US Corp; CT Public TV; Knights of Columbus; Lazar Creative; NYC MasterCard Worldwide; RMC Research Denver, CO; Travelers Insurance; UTC; Webster Bank

Academia

Catholic U; CCSU; Fairfield U; Manchester CC; Middlesex CC; Norwich U; UCLA; UConn; UMass; UNC; US Coast Guard Academy; Walden U; Wesleyan U; Yale Law School & School of Medicine

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CAPABILITY STATEMENT

Transcription Plus, LLC is a women-owned small business founded in 1989 and based in CT, NC and SC. Transcription Plus, LLC has the highest standards of quality & accuracy, along with a proven track record of excellence & dependability since 1989, which distinguishes our company from other transcription businesses. We are a small company that utilizes a staff bound to Transcription Plus, LLC by HIPAA security standards & strict company policy regarding accuracy and knowledge-based standards.

COMPANY PRINCIPALS

Mary Goehring: Founder/Owner/CEO - Experienced in transcription service business management and customer service since 1989.

Karen Johnson: General Manager, Staff Coordinator, Quality Control Supervisor.

KEY SERVICES

Transcription Plus, LLC enhances the value of the spoken word by producing absolutely accurate Federal/State/Municipal/Legislative Documentation, Medical Records (all specialties and EHR experts), Meeting Minutes, Policy & Procedure Manuals, Interviews (1:1 or group), Captioning Service, Legal Arbitrations/Depositions/Hearings, Medical and Marketing Research and Focus Groups, Oral Histories, Special Projects, Video Production Transcripts, Miscellaneous Word Processing, and more. Transcription Plus, LLC is your virtual office.

CUSTOMERS

Government and Municipalities

CT Department of Consumer Protection; CT Legislative Management; CT National Guard; CT Towns: Brooklyn, Canterbury, Cromwell, East Granby, Ellington, Enfield, Essex, Morris, North Branford, Ridgefield Rocky Hill, Warren, West Hartford, Weston, Wethersfield, Wilton; CT Metropolitan District Commission; CT House/Senate/Legislative Management; CT Board Firearms Examiners; CT DEEP; CT National Guard; City of Palo Alto CA, FL Department of Agriculture; Navy -Newport RI; Police: Bristol, Madison, North Branford, Norwalk; UConn; US Coast Guard; US Veterans Administration; Waterbury Housing Authority; City of San Ramon, CA

Medical

BAMC-Fort Sam Houston TX; UConn Medical Center; Yale Medical Center; Yale Cancer Center; CT Children's Medical Center; Pediatric Cardiology Assoc; Bristol Hospital; Bristol Cardiovascular Assoc.; CT Neurological Assoc; Santa Clara Valley Medical Center, CA; CT Mental Health; Middlesex Hospital; San Francisco Sports & Spine; St. Francis Hospital; U of TX Medical Center; CT Veterans Medical Center; WV Mountain State Orthopedics

Legal

CO Judicial Dept; CT Dept of Criminal Justice; CT State's Attorney; CT State Marshall Commission; CT Public Defender's Office Danielson, Litchfield; CT Probate Courts of Bristol/Farmington/New Britain/Newington; CT Law Offices of Cramer & Anderson; Rockland County NY Courts; RI State Courts; TX Law Offices J. Steven Stewart, Esq., CA; Law Offices of Tom Medrani, Esq.; Wayne County NY Court System, Judiciary/Courts: State of Colorado, State of Pennsylvania, State of Rhode Island; State of Wisconsin,

Business

CIRMA; Barnes Group, Inc; CT Institute for Community Research; NJ ITT; NC RTI International; NYC Wolters Kluwer US Corp; CT Public TV; Knights of Columbus; Lazar Creative; NYC MasterCard Worldwide; RMC Research Denver, CO; Travelers Insurance; UTC; Webster Bank

Academic

Catholic U; CCSU; Fairfield U; Manchester CC; Michigan State University; Middlesex CC; Norwich U; UCLA; UConn; UMass; UNC; US Coast Guard Academy; Walden U; Wesleyan U; Yale Law School & School of Medicine

COMPANY DESIGNATIONS

CAGE Code: 4SDA9

DUNS: 173322231

EIN: 06-1471292

NAICS CODES

561110: Office Administrative Services

561410: Document Preparation Services

561499: All Other Business Support Services

541000: Professional\Scientific\Technical Svcs

541690: Other technical consulting Services

PRODUCT SERVICE CODES

R603: Transcription Services

R408: Program Management/Support Services

R799: Other Management Support Services

FEDERAL SUPPLY CODES

7450: Office Type Sound Recording Reproducing Machines

7530: Stationery and Record Forms

CONTACT INFORMATION

Transcription Plus, LLC

3716 Messina Road

Clover, SC 29710

Phone: 860-583-2818

Fax: 803-701-7025

Email: mary@transcriptionplus.net

Website: www.transcriptionplus.net



PRICING

Please call for pricing structured for your business requirements and scope of work.

CAPABILITIES

- *Toll-free or Handheld Digital Dictation
- *Micro / Mini / VHS / Standard Audio Tape Transcription
- *Audio & Video Transcription
- *Secure & Easy Internet Data Transfer
- *Secure Server Delivery
- *Direct Access to EMR
- *Personalized transcriptionist(s) specifically assigned to your facility
- *Confidentiality - HIPAA Compliant
- *Reduce/Control Overall Staffing Costs
- *Eliminate Capital Expenditures
- *Control of Fluctuating Work Volume
- *No Additional Equipment Required
- *Major Credit Cards Accepted



PROUD OF OUR ALL USA-BASED STAFF

Small & Minority Business

Contracting & Certification

Certificate of Woman-Owned Business

TRANSCRIPTION PLUS, LLC

located at

CLOVER, SOUTH CAROLINA

has been determined to be a

woman-owned business operating in

the State of South Carolina



[Signature]
Director, Office of Small & Minority
Business Contracting & Certification

Certification Number: 202013

Date: March 04, 2020

Expiration Date: March 04, 2025



North Carolina
Department of Administration
Office for Historically Underutilized Businesses

Pamela B. Cashwell
Secretary

Tammie Hall
Director

March 30, 2022

Mary Goehring
Transcription Plus, LLC (Woman Owned)
9140 Arrowpoint Blvd
Suite 215
Charlotte, NC 28273

Dear Mary Goehring:

The Office for Historically Underutilized Businesses (HUB Office) is pleased to inform you that your company is now certified as a Historically Underutilized Business. Your firm is listed in the Statewide Uniform Certification (SWUC) Program database. This certification will remain in effect for four (4) years from the date of this letter.

You must notify the HUB Office in writing within 30 days of any changes affecting your compliance with SWUC Program eligibility requirements, including changes in ownership, day-to-day management and operational control. Failure to notify the HUB Office of these changes or reapply for certification in a timely manner may cause your HUB Certification to be revoked. In addition, please be advised your status may be changed if there is a 3rd party challenge granted against your firm. The link to the HUB Office 3rd party challenge form can be located at <https://files.nc.gov/ncdoa/documents/ThirdpartyEligibilityChallengerev080811.pdf>. All information submitted to the Office for Historically Underutilized Business is subject to audit and review.

The HUB Office collaborates with local Minority/Women/Small Business (M/W/SBE) Offices who offer assistance to certified HUB firms with identifying contract opportunities with state and local government. Many of these offices also offer assistance with business development. Please visit our website at <http://www.doa.nc.gov/hub/programs.aspx?pid=swuc> to locate the local office near you. Another great resource is the Small Business and Technology Development Center at www.sbtcd.org for free personalized business assistance and counseling.

It is important to note that although your status as a certified HUB firm greatly improves your access to state and local government contracts, this certification does not guarantee contract awards. Your ability to research opportunities and bid competitively will be important to your success in this program. We are committed to assisting you through the process with the completion of the Preliminary Business Development and Supportive Services Assessment Survey, located on the HUB Office website under the Certification Tab. The information will provide an overview of your company which will assist us in appropriately aligning contract opportunities that you are ready, willing and able to pursue.

Thank you for your interest and participation in the SWUC Program as a Historically Underutilized Business firm with the State of North Carolina.

Sincerely,

Tammie Hall

Tammie Hall
Director



WOMEN'S BUSINESS ENTERPRISE
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

**HEREBY GRANTS
WOMAN OWNED SMALL BUSINESS (WOSB) CERTIFICATION TO

TRANSCRIPTION PLUS LLC**

The identified small business is an eligible WOSB for the WOSB Program, as set forth in 13 C.F.R. part 127 and has been certified as such by an SBA approved Third Party Certifier pursuant to the Third Party Agreement, dated June 30, 2011, and available at www.sba.gov/wosb.

The WOSB Certification expires on the date herein unless there is a change to the SBA's regulation that makes the WOSB ineligible or there is a change in the WOSB that makes the WOSB ineligible. If either occurs, this WOSB Certification is immediately invalid. The WOSB must not misrepresent its certification status to any other party, including any local or State government or contracting official or the Federal government or any of its contracting officials.

Majority Female Owner: Mary Goehring
NAICS: 561410, 561110, 561499 UNSPSC: 80160000, 80161501, 80161503, 80161504, 80161506
Certification Number: WOSB172109
Renewal Date: November 30, 2026
WOSB Regulation Expiration Date: 11/30/2026



Roz Lewis, Women's Business Center President & CEO

Jill Sasso, WBENC Chief Operating Officer

LaKesha White, Sr. Vice President, Certification

WBENC

WOMEN'S BUSINESS ENTERPRISE
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

hereby grants

National Women's Business Enterprise Certification

to

TRANSCRIPTION PLUS LLC

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).
This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

WBENC National WBE Certification was processed and validated by Greater Women's Business Council, a WBENC Regional Partner Organization.

Certification Granted: November 8, 2017

Expiration Date: November 30, 2026

WBENC National Certification Number: WBE1702267



Authorized by Roz Lewis, President & CEO
Women's Business Center



NAICS: 561410, 561110, 561499

UNSPSC: 80160000, 80161501, 80161503, 80161504, 80161506



Great Lakes
Women's
Business
COUNCIL

WBDC
IGNITES BUSINESS GROWTH



WBENC METRONY
WOMEN'S BUSINESS ENTERPRISE CENTER

WBENC GREATER DMV
WOMEN'S BUSINESS ENTERPRISE CENTER



WBENC FLORIDA
WOMEN'S BUSINESS ENTERPRISE COUNCIL

WBENC ORV
WOMEN'S BUSINESS ENTERPRISE COUNCIL
OHIO RIVER VALLEY

WBENC PACIFIC
WOMEN'S BUSINESS ENTERPRISE COUNCIL

WBENC EAST
WOMEN'S BUSINESS ENTERPRISE CENTER

WBENC SOUTH
WOMEN'S BUSINESS ENTERPRISE COUNCIL

WBENC WEST
WOMEN'S BUSINESS ENTERPRISE COUNCIL

BOP1044634
Renewal of Number

RLI Insurance Company
9025 North Lindbergh Drive Peoria, IL 61615

Form Applicable
 Standard Special

Policy No. BOP1044634

HOME BUSINESS INSURANCE POLICY DECLARATIONS

Named Insured and Mailing Address:
Transcription Plus LLC
3716 Messina Road
Clover, SC 29710

Administrator Name and Mailing Address:
Northeast Agencies, Inc
Northeast Insurance Agencies-UT
Northeast Agencies Insurance Services-CA
8209 IBM Drive, Building 102, Suite 100
Charlotte, NC 28262

Insured's Brokering Agent:

Policy Period:
From 04/25/25 to 04/25/26 at 12:01 A.M.*
Standard Time at your mailing address shown above.

*Exceptions:
12:00 noon in Michigan, North Carolina, and Puerto Rico.

In return for the payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

BUSINESS DESCRIPTION	
Form of Business: <input type="checkbox"/> Individual <input type="checkbox"/> Joint Venture/Partnership <input checked="" type="checkbox"/> LLC <input type="checkbox"/> Organization (Any Other)	Business description: Transcribing, Court Reporters

DESCRIBED PREMISES	ADDITIONAL INTEREST
3716 Messina Road Clover, SC 29710	

PROPERTY						
Limits of Insurance for Buildings *Actual Cash Value - Buildings Option (Y/N) *Automatic Increase - Business Personal Property Limit (%) Business Personal Property	PREM. NO. 1	BLDG. NO.	PREM. NO. 2	BLDG. NO.	PREM. NO. 3	BLDG. NO.
	\$	N/A	\$	N/A	\$	N/A
		4 %		%		%
	\$ 9,550		\$		\$	
	Deductible \$ 250	Minimum Earned Premium	\$ 90			

Additional/Optional Coverages – Applicable only if an "X" is shown in the boxes below:		<u>Limits of Insurance</u>	
1. <input type="checkbox"/> Money and Securities (Special Form only)	\$		Inside the Premises
<input type="checkbox"/>	\$		Outside the Premises
2. <input type="checkbox"/> Jewelry and Watch Increased Theft Coverage			
3. <input checked="" type="checkbox"/> Other (specify) Additional Insured, Waiver of Rights			

LIABILITY AND MEDICAL PAYMENTS			
Each paid claim for the following coverages reduces the amount of insurance we provide during the applicable annual period. Please refer to Section II – Liability in the Businessowners Coverage Form and any attached endorsements.			
	<u>Limits of Insurance</u>		
Liability and Medical Expenses	\$ 1,000,000		per occurrence
Medical Expenses	\$ 5,000		per person
Damage to Premises Rented to You	\$ 50,000		any one premises
Other Than Products/Completed Operations Aggregate	\$ 2,000,000		
Products/Completed Operations Aggregate	\$ 2,000,000		

FORMS AND ENDORSEMENTS Forms and Endorsements made part of this policy at time of issue:
Please see reverse side.

PREMIUM			
Policy Premium \$ 360.00	Florida HCF Surcharge \$ 0.00	Florida CPIC Surcharge \$ 0.00	Total Annual Premium \$ 360.00

Countersigned:

By

Christina G. Dean

Authorized Representative

THESE DECLARATIONS, TOGETHER WITH THE COVERAGE FORM(S), COMMON POLICY CONDITIONS AND FORMS, AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THERE OF, COMPLETE THE ABOVE NUMBERED POLICY.

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03/11/25 Northeast Agencies, Inc/35911 Northeast Agencies, Inc/99999

BOP 0001 (01/10)

Transcription Plus, LLC References

Arizona – Maricopa County

Judicial Branch of Arizona in Maricopa County

Attention: Christina Temple-Wolfe

111 S. 3rd Avenue, Pheonix, AZ 85003

480-212-0509

Christine.Temple@ibazmc.maricopa.gov

Description: Court Transcripts

Client since: 9/2025

Arizona – Maricopa County Attorney's Office Spanish Translation/Transcription

225 W Madison St.

Office 6209, Pheonix, AZ 85003

602-506-7674

newlinj@mcao.maricopa.gov

Description: Legal Spanish translation/transcription

Client since: 9/2025

Brooke Army Medical Center

Attention: Dr. Sheila Woods

3551 Roger Brooke Drive, San Antonio, TX 78234

210-539-8561

Description: Electronic Medical Records

Client since: 9/2018

Breast Cancer Consultation Service

Attention: Sheila Lagios

11 Benton Court, Tiburon, CA 94920

415-789-0965

Description: Medical Transcripts

Client since: 9/2015

Center for Children with Special Needs

Attention: Melissa Albert

2300 Main Street, Glastonbury, CT 06033

860-430-1762

Description: Medical Transcripts

Client since: 4/2013

Cine-Med

Attention: Michael Cohen

127 Main Street North, Woodbury, CT 06798

203-263-0006

Description: Medical Procedure Transcripts

Client since: 11/2002

City of Palo Alto, CA

Attention: Alice Shambayati

250 Hamilton Avenue, Palo Alto, CA 94301

650-329-2651

clerksoffice@cityofpaloalto.org

Description: City Department Meetings Summary/Verbatim

Client since: 7/2022

Colorado State Justice Department

Attention: Elizabeth Laposa

1300 Broadway, Suite 314C Boulder, CO 80302

720-625-5879

Elizabeth.laposa@judicial.state.co.us

Description: Court Transcripts

Client since: 11/2022

Corbin Advisors

Attention: A.J. Kowalski

16 Brick Walk Lane, Farmington, CT 06032

860-321-7309

aj.kowalski@corbinadvisors.com

Description: Research Transcripts

Client since: 9/2017

CT Assistant Attorney General

Attention: John Langmaid

55 Elm Street, Hartford, CT 06106

Description: Legal Transcripts

Client Since: 2/2017

CT Board of Firearms

Attention: Susan Mazzoccoli

20 Trinity Street, Hartford, CT 06106

860-256-2977

Description: Transcripts

Client Since: 2005

CT Chief State's Attorney's Office

Danbury, Litchfield, Rocky Hill, Stamford, Waterbury

Attention: Various (call for specifics)

Description: Witness Testimony Transcripts

Client Since: 6/2012

CT Department of Consumer Protection

Attention: Timothy Clark

165 Capitol Avenue, Hartford, CT 06106

860-713-6134

Description: Witness Interview Transcripts

Client Since: 10/2011

Transcription Plus, LLC References

CT Department of Corrections

Attention: Cpt. Joseph Tammari
24 Wolcott Hill Road, Wethersfield, CT 06109
860-692-7532
Description: Investigatory Interviews
Client Since: 1/2020

CT DEEP

Attention: Judith Prill
79 Elm Street, Hartford, CT 06106
860-424-3000
Description: Transcripts
Client Since: 2005

CT Division of Criminal Justice

Attention: Anne Mahoney
101 Lafayette Street
Hartford, CT 06106
860-566-3190
Description: Transcripts
Client Since: 2015

CT General Assembly

Attention: Liz Ferruggiaro
Contracting Group
Office of Legislative Management
Legislative Office Building, Room 5100
300 Capitol Avenue, Hartford, Connecticut 06106
Description: Backlog/Current CGA Transcripts
Client Since: 7/2015

CT Historical Society Museum

Attention: James Jensen
One Elizabeth Street, Hartford, CT 06105
860-236-5621
Description: Transcripts
Client Since: 2005

CT Mental Health

Attention: Beverly Clark
34 Park Street, New Haven, CT 06519
203-974-7321
Description: Medical Transcripts
Client Since: 8/2010

CT National Guard

Attention: Capt. Kristina Polomsky
555 Willard Avenue, Newington, CT 06111
860-878-6718
Description: Witness Interview Transcripts
Client Since: 12/2007

CT Pediatric Otolaryngology

Attention: Melissa Dziedzic
Madison, CT 06443
203-245-0496
Description: Medical Transcripts
Client Since: 2/2016

CT Police Departments – Bristol, Madison, North Branford, Norwalk

Attention: Various (call for specifics)
Description: Interrogatory Transcripts
Client Since: 2007

Fort Stewart – Office of the Inspector General

Attention: Joel Smith
1042 Wilson Avenue, Fort Stewart, GA 31314
912-767-4536
Description: Non-criminal investigation interviews
Client Since: 6/2019

Georgia Tech University

Attention: Jodie Quintero
760 Spring Street, Atlanta, GA 30332
404-385-7675
Description: Research Transcripts
Client Since: 7/2018

Institute for Community Research

Attention: Various (call for specifics)
2 Hartford Square, Hartford, CT 06102
860-278-2044
Description: Interview Transcripts
Client Since: 11/2006

Kacznowski, Kristen DC

647 Clinton Avenue, Bridgeport, CT 06605
203-335-7260
Description: Medical Transcripts
Client since: 1/1999

Transcription Plus, LLC References

Litchfield Public Defender's Office

Attention: Damian Tucker, Esq.
West Street, Litchfield, CT 06759-0944
860-567-3101
Description: Court Proceeding Transcripts
Client Since: 3/2011

Manchester Community College

Attention: Rebecca Townsend, PhD
Liberal Arts, MS #19
Manchester, CT
860-512-2685
Description: Interviews & Focus Group Transcripts
Client Since: 11/2011

David Mantell, MD

16 Park Avenue, #3A, New York, NY 10016
860-229-4299
dmmantell42@aol.com
Description: Forensic Psychology Medical Transcripts
Client Since: 7/2007

Metropolitan District Commission

Attention: Kristine Shaw
55 Main Street, Hartford, CT 06142-0800
860-278-7850 x3207
Description: Meeting transcripts
Client Since: 7/2008

Miller, Adam Psy.D

1800 Rockaway Avenue, Hewlett, NY 11557
516-567-0139
Description: Medical Transcripts
Client Since: 7/2008

Michigan State University

Attention: Shawn Nicholson
220 Trowbridge Rd, East Lansing, MI 48824
517-884-6448
nicho147@mail.lib.msu.edu
Description: Oral History Transcripts
Client Since: 9/2017

MountainState Orthopedic Associates

Attention: Amanda Ferguson
200 Orthopedic Way, Morgantown, WV 26505
304-599-0720
Description: Medical Transcripts
Client Since: 4/2015

Oestrich, Charles MD

63 Broad Street, Milford, CT 06460
203-877-6676
Description: Medical Transcripts
Client Since: 10/2008

Orthopedic Surgeons, Inc.

Attention: Sandra Eller
2790 Clay Edwards Drive, North Kansas City, MO 64116
816-559-6523
Description: Medical Transcripts
Client Since: 9/2019

Probate Court of Bristol, Danbury, Farmington, Hartford, Middletown, New Britain, Newington, Southington, West Hartford

Attention: Various (call for specifics)
Description: Court Proceeding Transcripts
Client Since: 6/2000

Public Service Commission of South Carolina

Attention: Patricia Stephens, PMP
101 Executive Center Dr. Columbia, SC 29210
803-896-5100
Patricia.Stephens@psc.sc.gov
Description: Business Meetings Summary/Verbatim
Client since: 10/2023

Rhode Island State Judiciary

Attention: Kathleen Kelly
250 Benefit Street, Providence, RI 02903
401-222-8714
kkelly@courts.ri.gov
Description: Court Transcripts
Client Since: 10/2022

Roanoke County Police Department

Attention: Arlain Martin
5925 Cove Road, Roanoke, VA 24019
540-777-8610
AMARTIN@roanokecountyva.gov
Description: Detective/suspect/witness/victim interviews
Client Since: 8/2023

Schreiber, Jonathan MD

1 Barnyard Lane, Bloomfield, CT 06003
860-243-1889
Description: Medical Records
Client Since: 3/2004

Transcription Plus, LLC References

Southeast Kansas Orthopedic Clinic

Attention: Susan LaForge
1902 S US Highway 59, Parsons, KS 67357
620-421-0881
slaforge@sekortho.com
Description: Medical Records
Client Since: 11/2017

St. Francis Hospital

Attention: Various (call for specifics)
114 Woodland Street, Hartford, CT 06105
860-714-6389
Description: Interviews & Focus Group Transcripts
Client Since: 12/2010

Towns of Brooklyn, Canterbury, Cromwell, East Granby, Ellington, Enfield, Essex, Morris, North Branford, Ridgefield, Rocky Hill, Wallingford, Warren, West Hartford, Weston, Wethersfield, Wilton, Woodbury CT

Attention: Various (call for specifics)
Description: Town Meeting Transcripts
Client Since: 2007

UCONN - Pathology/Laboratory Medicine

Attention: M. Sanders, M.D.
263 Farmington Avenue, Farmington, CT 06030-3985
860-679-4586
msanders@nso1.uhc.edu
Description: Electronic Medical Records -- Forensic Pathology Examination/Autopsy
Client Since: 7/2009

UCONN - Research

Attention: Kate Kellett, PhD
263 Farmington Avenue, Farmington, CT 06030-3985
860.679.4281
kkellett@uchc.edu
Description: Research Transcripts
Client Since: 2005

UCONN - Research

Attention: Various (call for specifics)
263 Farmington Avenue, Farmington, CT 06030-3985
Description: Research Transcripts
Client Since: 2005

United States District Court

Eastern District of Pennsylvania
Attention: Alisa Ross
601 Market St #2609, Philadelphia, PA 19106
215-597-7704
Alisa_Ross@paed.uscourts.gov
Description: Court Transcripts
Client Since: 2025

University of Hartford

Attention: Rebecca Townsend
200 Bloomfield Avenue, West Hartford, CT 06117
860-768-4686
Description: Research Transcripts
Client Since: 2/2017

USCG - Alameda, CA

Attention: Various (call for specifics)
Coast Guard Island, Alameda, CA 94501
Description: Court Marshal Transcript
Client Since: 4/2011

USCG Academy

Attention: Richard Gay/Katherine Bossardet
33 Mohegan Avenue, New London, CT 06320
860-701-6835
Description: Panel Discussion Transcription
Client Since: 5/2010

Veterans Administration

Attention: Sebastian Lisitano
287 West Street, Rocky Hill, CT 06067
860-616-3639
Description: Veterans Medical Records Transcription
Client Since: 1/2013

Veterans Administration - Center of Excellence

Attention: Destiny Printz
950 Campbell Avenue, West Haven, CT 06516
203-932-5711
Description: VA Physician Training Interviews
Client Since: 10/2011

Veterans Administration - CT Healthcare System

Attention: Paraskevi Noulas
950 Campbell Avenue, West Haven, CT 06516
203-932-5711 x2464
Description: Veterans PTSD Interview Transcription
Client Since: 8/2011

Transcription Plus, LLC References

Veterans Administration - NEPEC

Attention: Elizabeth Porter
950 Campbell Avenue, West Haven, CT 06516
203-932-5711 x8634
Description: Telephone Call Transcription
Client Since: 3/2017

Veterinarians-- City Vet, Holly Springs Vet, Rolesville Vet, Vet Pets, Wake Vet, Zebulon Animal Hospital

Attention: Various (call for specifics)
Description: Electronic Medical Records
Client Since: 8/2014

Waterbury Housing Authority

Attention: Kate Noble
2 Lakewood Road, Waterbury, CT 06704
203-596-2644
kate.noble@waterburyha.org
Description: Meeting Transcripts
Client Since: 2/2014

Watson, Mark MD

41 Brewster Road, Bristol, CT 06010
860-839-7464
Description: Medical Records
Client Since: 8/2014

WCMHN

Attention: Marlene Brownstein
55 W. Main St., Waterbury, CT 06701
203-805-6410
Description: Medical Records
Client Since: 1/2011

YALE – Research and Law School

Attention: Various (call for specifics)
333 Cedar Street, New Haven, CT 06510
Description: Transcripts
Client Since: 2005

ATTORNEY'S

Bachand & DiScala, LLP

Attention: Amber Cushman
11 North Main Street, Norwalk, CT 06854
203-853-4477
Description: Court Transcripts
Client Since: 8/2009

Tyler Barhoist, Esq.

999 Oronoque Lane, Stratford, CT 06614
203-378-7100
Description: Court Transcripts
Client Since: 10/2009

Caney Group, LLC

Attention: Phil Harriau
731 Main Street, Monroe, CT 06468
203-445-1880
Description: Court Transcripts
Client Since: 9/2009

Cohen and Wolf, PC

Attention: Robin Richard
1115 Broad Street, Bridgeport, CT 06604
203-337-4149
Description: Court Transcripts
Client Since: 11/2020

Cole, Baldwin & Kaiser, LLP

Attention: Jennifer
1261 Post Road, Fairfield, CT 06824
203-319-0800
Description: Court Transcripts
Client Since: 8/2011

CT Chief State's Attorney's Office Danbury CT

Attention: Stephen Sedensky
146 White Street, Danbury, CT 06810
stephen.sedensky@ct.gov
203-730-0435
Description: Witness Testimony/Court Transcripts
Client Since: 6/2012

Cramer-Anderson, LLP

Attention: Terri Carlson
46 West Street, Litchfield, CT 06759-0278
tcarlson@crameranderson.com
860-567-8717
Description: Court Transcripts
Client Since: 10/2008

Mark Dean, Esq.

241 Main Street, Hartford, CT 06109
860-541-6699
Description: Court Transcripts
Client Since: 7/2011

Transcription Plus, LLC References

Vanessa Fuller, Esq.

1139 Boston Post Road, Guilford, CT 06437
203-458-3377

Description: Court Transcripts

Client Since: 3/2013

Geraghty & Bonnano, LLP

Attention: Nicolette Waring

38 Granite Street, New London, CT 06320

860-447-8077

Description: Court Transcripts

Client Since: 5/2015

Hallorlan & Sage, LLP

Attention: Alan Curto

315 Post Road West, Westport, CT 06880

203-227-2855

Description: Court Transcripts

Client Since: 4/2008

Caleb Hamel, Esq.

148 Eastern Boulevard, Glastonbury, CT 06033

860-659-3735

Description: 3/2014

Kaufman Law Firm, LLP

Frecia Padilla

2300 Westwood Blvd., Los Angeles, CA 90064

213-239-9400 x114

Description: Court Transcripts

Client Since: 6/2014

Kostelanetz & Fink, LLP

Attention: Juliet Fink

7 World Trade Center

250 Greenwich Street, 34th Floor

New York, NY 10007

212-808-8100

Description: Court Transcripts

Client Since: 5/2010

Law Offices of Jack Genovese, LLP

Jody Dubuque

200 Glastongury Blvd., Glastonbury, CT 06033

860-633-3797

Description: Court Transcripts

Client Since: 7/2007

Jerome Levine, Esq.

18 Cantone Circle, Manchester, CT 06040

860-432-7334

Description: Court Transcripts

Client Since: **5/2011**

Levy & Dronney, PC

Attention: J. Rosinski

74 Batterson Park Roae, Farmington, CT 06032

860-676-9201

Description: Court Transcripts

Client Since: 5/2009

Madsen, Prestley Parenteau, LLC

Attention: Patt Tharpe

402 Asylum Street, Hartford, CT 06103

860-246-2466

Description: Court Transcripts

Client Since: 4/2021

Mastrianni & Seguljic, LLP

Jonathan Chomick, Esq.

128 East Street, Plainville, CT 06062

860-747-6363

Description: Court Transcripts

Client Since: 8/2012

McMahon Law, LLP

Attention: Gerry McMahon

98 Mill Plain Road, Danbury, CT 06811

203-942-2430

Description: Court Transcripts

Client Since: 12/2014

Tom Medrano, Esq.

300 N. Lake Avenue, Pasadena, CA 91101-5686

626-577-4940

Description: Court Transcripts

Client Since: 10/2007

Anne Morris & Associates, LLC

425 Holly Street, Columbia, SC 29205

803-771-9105

Description: Court Transcripts

Client Since: 12/2018

Transcription Plus, LLC References

Murtha Cullina, LLP

Attention: Christine Moody
185 Asylum Street, Hartford, CT 06103
860-240-6107
Description: Court Transcripts
Client Since: 2013

Nelligan Law, LLP

Attention: Corrine
194 Asley Falls Road, Canaan, CT 06098
860-824-5457
Description: Court Transcripts
Client Since: 3/2017

Noble, Spector & O'Connor, PC

Attention: Nicole
One Congress Street, Hartford, CT 06114-1067
860-525-9974
Description: Court Transcripts
Client Since: 1/2012

Nurenberg-Paris, LLP

Attention: Katie Knight
600 Superior Avenue E., Cleveland, OH 44114
216-694-5240
Description: Court Transcripts
Client Since: 2/2017

Prescott Associates, LLP

Attention: Maureen
21-A Arts Center Court, Avon, CT 06001
860-677-7888
Description: Court Transcripts
Client Since: 9/2005

Shipman & Goodwin, LLP

Attention: Michelle Clifford
One Constitution Plaza,
Hartford, CT 07103-1919
860-251-5025
Description: Court Transcripts
Client Since: 2/2010

J. Steven Stewart, Esq.

5353 West Alabama, Houston, TX 77056
713-977-3447
Description: Court Transcripts
Client Since: 9/2007

Trotta Associates, LLP

Attention: Ingrid Robertson
5 Park Plaza, Irvine, CA 92614
949-251-1122
Description: Court Transcripts
Client Since: 4/2005

Ury & Moskow, LLP

Attention: Cherie Broder
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