



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 @ 4

List View

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

Procurement Folder: 1899515
 Procurement Type: Central Master Agreement
 Vendor ID: VS0000010062
 Legal Name: Neal Gross
 Alias/DBA:
 Total Bid: \$0.00
 Response Date: 02/26/2026
 Response Time: 12:33
 Responded By User ID: NGROSS
 First Name: Joseph
 Last Name: Noonan
 Email: jnoonan@nealrgross.com
 Phone: 202-234-4433

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: 4
 Total of All Attachments: 4



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: 1899515
Solicitation Description: Transcription & Court Reporting Services - 8226A001A
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2026-02-26 13:30	SR 0803 ESR02262600000005243	1

VENDOR
 VS0000010062
 Neal Gross

Solicitation Number: CRFQ 0803 DOT2600000063
Total Bid: 0
Response Date: 2026-02-26
Response Time: 12:33:28
Comments:

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	COST OF ORIGINAL TRANSCRIPT	0.00000	EA	3.250000	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	0.490000	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	4.090000	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	695.000000	0.00

Comm Code	Manufacturer	Specification	Model #
82111604			

Commodity Line Comments:

Extended Description:

APPEARANCE FEE

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	OVERNIGHT ORIGINAL	0.00000	EA	9.950000	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:

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 WVDOT, 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	
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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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Line	Event	Event Date
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	\$3.25
2	Cost of Additional Condensed Transcript including Index	Page	\$0.49
3	Cost to Expedite Transcript (Turnaround 1 to 4 business days)	Page	\$4.09
4	Appearance Fee	Each	\$695.00
5	Overnight Original	Each	\$9.95
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	\$3.25	150	\$487.50
2	Cost of Additional Condensed Transcript with Index	Page	\$0.49	150	\$73.50
6	Postage or Hand Delivery Fee	Each	\$0.00	1	\$0.00
Bid Scenario 1 Total					\$561.00

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	\$4.09	150	\$613.50
11	Cost of Additional Condensed Transcript with Index	Page	\$0.49	150	\$73.50
11	Postage or Hand Delivery Fee	Each	\$0.00	1	\$0.00
Bid Scenario 2 Total					\$687.00
Total of Bid Scenarios (1+2)					\$1,248.00

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.

Neal R Gross and Co.

Company

Joseph Noonan

Authorized Signature

02/25/2026

Date

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

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.

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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	
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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.

Neal R Gross and Co.

Joseph Noonan
Company

Authorized Signature

02/25/2026

Date

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

REQUEST FOR QUOTATION
TRANSCRIPTION / COURT REPORTING SERVICES

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** 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 WVDOT, to establish multiple contracts for transcription and/or court reporting services.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Services”** means performing transcription and/or court reporting services as more fully described in these specifications.
 - 2.2 **“Pricing Page”** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.
 - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

3. **QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
 - 3.1. Two years minimum experience in transcription and/or court reporting services experience by vendor and/or vendor’s staff performing services under this contract.

4. **MANDATORY REQUIREMENTS:**
 - 4.1 **Mandatory Contract Services Requirements and Deliverables:** Contract Services must meet or exceed the mandatory requirements listed below.
 - 4.1.1 **Transcription/Court Reporting Services**
 - 4.1.1.1 Vendor Shall Provide an Original Transcript and a Condensed Transcript and Index when requested. Estimated 50-100 transcripts per year. WVDOT will provide audio recordings by CD or DVD,

**REQUEST FOR QUOTATION
TRANSCRIPTION / COURT REPORTING SERVICES**

or other electronic means when only transcription services are needed.

4.1.1.1.1 Vendor shall provide an original transcript and a condensed transcript with four pages per page and index referencing the location of keywords in the transcript when requested.

4.1.1.2 Commodity Line 1 – Cost of Original Transcript.

4.1.1.2.1 Vendor shall provide the cost charged per page to prepare an original transcript.

4.1.1.3 Commodity Line 2 – Cost of Condensed Transcript Copy.

4.1.1.3.1 Vendor shall provide the cost charged per page to prepare an additional condensed transcript with index. If none charged, state zero.

4.1.1.4 Commodity Line 3 – Cost of Expedited Transcript.

4.1.1.4.1 Vendor shall provide the cost charged per page to prepare transcript within 24 to 48 hours when rush requested.

4.1.1.5 Commodity Line 4 – Appearance Fee.

4.1.1.5.1 Vendor shall provide the cost charged to appear in person for a deposition or hearing. Only one (1) appearance fee will be paid per deliver order.

4.1.1.6 Commodity Line 5 – Overnight Original.

4.1.1.6.1 Vendor shall provide the flat fee cost to overnight the original when overnight delivery is requested. If none charged, state zero.

4.1.1.6 Commodity Line 6 – Postage or Hand Delivery Fee.

4.1.1.6.1 Vendor shall provide a flat fee cost to mail and/or hand deliver transcript (if any). If none charged, state zero.

4.2.1 Turnaroud Times

4.2.1.1 The vendor shall provide turnaround times of five (5) to ten (10) business days for regular and one (1) to four (4) 4 business days for rush orders as agreed with orders placed and accepted.

REQUEST FOR QUOTATION
TRANSCRIPTION / COURT REPORTING SERVICES

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

5.2 Pricing Page: Vendor should complete the Pricing Page by completing Section 1 and Section 2. In Section 1 the Vendor shall enter a unit price for each commodity line. In Section 2 the Vendor shall use the unit prices entered in Section 1 to complete both bid scenarios. The vendor should enter the unit price; then multiply by the quantity to calculate the line total. Evaluation will be based on Section 2 of the Pricing Page. Orders will be placed based on pricing in Section 1. Evaluation of this award will be based on the Section 2 Bid Total with first vendor being lowest bid and going to next vendor if first vendor cannot perform requested services. If there are errors in the pricing the bid price bid in Section 1 shall prevail. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: _____@wv.gov.

- 6. PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
- 7. PAYMENT:** Agency shall pay the cost per page and cost per hour for each service rendered including any flat fees charged for services performed, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
- 8. TRAVEL:**

Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in

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the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

9. FACILITIES ACCESS: Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

- 9.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
- 9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
- 9.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
- 9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
- 9.5. Vendor shall inform all staff of Agency's security protocol and procedures.

10. VENDOR DEFAULT:

10.1. The following shall be considered a vendor default under this Contract.

- 10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.
- 10.1.2. Failure to comply with other specifications and requirements contained herein.
- 10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 10.1.4. Failure to remedy deficient performance upon request.

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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: Joseph Noonan
Telephone Number: 571-282-1235
Fax Number: _____
Email Address: jnoonan@nealrgross.com

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	3.25
2	Cost of Additional Condensed Transcript including Index	Page	0.49
3	Cost to Expedite Transcript (Turnaround 1 to 4 business days)	Page	4.09
4	Appearance Fee	Each	695.00
5	Overnight Original	Each	9.95
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	3.95	150	487.50
2	Cost of Additional Condensed Transcript with Index	Page	0.49	150	73.50
6	Postage or Hand Delivery Fee	Each	0.00	1	0.00
Bid Scenario 1 Total					\$561.00

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	4.09	150	613.50
11	Cost of Additional Condensed Transcript with Index	Page	0.49	150	73.50
11	Postage or Hand Delivery Fee	Each	0.00	1	0.00
Bid Scenario 2 Total					\$687.00
Total of Bid Scenarios (1+2)					\$1,248.00