



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

Request for Quotation

RFQ NUMBER
PSC9046

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER
304-558-2316

VENDOR

*429132316 814-536-8908
 SARGENTS COURT REPORTING SERVI
 210 MAIN STREET
 JOHNSTOWN PA 15901

SHIP TO

PUBLIC SERVICE COMMISSION
 OF WEST VIRGINIA
 201 BROOKS STREET
 CHARLESTON, WV
 25301 340-0323

DATE PRINTED 05/06/2009	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **05/21/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		961-24		
<p>COURT REPORTING SERVICES</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA PUBLIC SERVICE COMMISSION, IS SOLICITING BIDS FROM RESPONSIBLE VENDORS FOR AN OPEN-END CONTRACT TO PROVIDE COURT REPORTING SERVICES TO THE PUBLIC SERVICE COMMISSION OR ITS ADMINISTRATIVE LA JUDGE DIVISION IN CHARLESTON AND IN EACH TOWN AND CITY IN THE STATE OF WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON JULY 1, 2009 AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30)</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Frank Whittaker</i>	TELEPHONE 814-536-8908	DATE 5/19/09
TITLE PRESIDENT	FEIN 25-1794603	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

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<p>DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Robert L. Sargent</i>	TELEPHONE 814-536-8908	DATE 5/19/09
TITLE PRESIDENT	FEIN 25-1794603	ADDRESS CHANGES TO BE NOTED ABOVE

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>814-539-7579</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): MICHAEL SLOAN / JACKIE Fetchko</p> <p>***** THIS IS THE END OF RFQ PSC9046 ***** TOTAL: SEE ADDENDUM No. 2 - PAGE 1</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>John Sloan Sargent</i>	TELEPHONE 814-536-8908	DATE 5/19/09
TITLE PRESIDENT	FEIN 25-1794603	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

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**PUBLIC SERVICE COMMISSION
OF WEST VIRGINIA**

COURT REPORTER SERVICES

The Public Service Commission of West Virginia is requesting bids for the services of a court reporter to take and transcribe all hearings and/or proceedings before said Commission or its Administrative Law Judge Division in Charleston and in each town and city in the state of West Virginia. The selected reporter will be designated as the Official Court Reporter of the Public Service Commission and will be compensated according to the terms and conditions of the ultimate agreement for services rendered in compliance with said agreement.

Hearing locations spread from the southernmost tip of West Virginia to the northernmost and easternmost tips of the State, and may occur both during daylight and evening hours and, on occasion, on the weekends. All parties should be aware that there could be anywhere from 6 to 11 hearings simultaneously throughout the state and adequate staffing will be required. The Court Reporter shall be required to cover each hearing. Further, the Public Service Commission operates under statutory deadlines on every case being heard and the Administrative Law Judges operate under ordered dates requiring extra importance on timely reporting and filing of transcripts.

The Court Reporter or Court Reporting Firm should be experienced in court reporting with a good working knowledge of legal, tax, engineering, accounting, and economic terminology. The Court Reporter or firm must have at least 15 years

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experience and/or in business for 15 years and submit, strongly recommended with the bid or upon request, a list of reporters being employed with amount of time of each reporter's experience and provide references, if needed. The successful vendor should register all company personnel along with contact information for each individual along with a cell phone number or contact number in the case of a change and this will be required upon award. No sub-contractors will be allowed and the list of reporters shall be employees of the vendor only and not contracted employees. Subcontracting will not be allowed due to quality control, dependability and problems caused by expedited matters.

The Court Reporter shall provide twenty four (24) hour phone availability in case of an emergency. The bidder cannot substitute an answering machine for this requirement, a person has to be available to talk to.

The Court Reporter shall agree to furnish the necessary paper and supplies used in the production of transcripts. Further, the Court Reporter shall come to all hearings with enough supplies (tapes) and be prepared for a ten hour or longer hearing. The Court Reporter shall agree to the taking and transcribing of all testimony and/or hearings and proceedings held by the Commission and/or its Administrative Law Judge Division when so required by the Commission except as otherwise mutually agreed. The Commission and the Court Reporter shall agree that the Commission may from time to time employ the services of a substitute Court Reporter when the same is necessary, due to the absence of the Court Reporter. The Court Reporter shall maintain an adequate staff of reporters to

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serve the needs of the Commission; such court reporters shall be well trained and competent; and the Court Reporter shall be responsible for the accuracy and timely delivery of the transcripts, and shall pay all reporters directly for their services.

It will be the sole responsibility of the Court Reporter to check the Public Service Commission's hearing schedule on the internet to make the necessary arrangements for furnishing court reporters for all hearings and/or proceedings scheduled by the Commission. In the event a hearing and/or proceeding scheduled outside the Charleston area (designated as a 75 mile radius), is cancelled within four (4) business days or less, the Court Reporter will be notified via email of the cancellation. Business day calculation is based on the hearing date as day one (1) and the three (3) business days prior to that date. If such cancellation is not made and the reporter appears for a hearing outside the Charleston Area, the Commission will pay the reporter a full per diem attendance fee for such cancelled hearing(s), if outside this radius. All other cancellations will be listed on the Commission's internet page and will be the sole responsibility of the Court Reporter to check for such cancellations. (If for some reason, the Commission would, for some unforeseen reason, not provide this notice on the internet, or via email, a full per diem attendance fee for such cancelled hearing(s) will be paid for within and outside the 75 mile radius).

If at any time during the term of this contract, the Reporter or a designated representative is notified that a hearing date has been set and the Reporter or designated

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representative fails to appear at the appointed date and time, the Reporter shall be responsible for all reporting costs attributable to and resulting from such failure to appear.

The Reporter shall arrive no later than thirty (30) minutes prior to the scheduled hearing to allow for set up of equipment and to allow for any set up problems that may be encountered (example: electrical problems, etc.). If the Reporter or a designated representative is thirty (30) minutes or more late for the hearing, then the appearance fee will be reduced by fifty percent (50%) and the law judge in charge of the hearing will be responsible for ordering and incurring this reduction and reporting it to the Administrative Division for proper payment. The penalty may be waived, if, in the opinion of the Commission, there is sufficient justification for the tardiness.

Original Secretary's Office case files shall remain with the ALJ or the Commission, however, unusual circumstances may require the Court Reporter to obtain temporary custody of the case file(s). If this occurs, the Court Reporter shall make arrangements with the ALJ or Commission to temporarily use the Staff case file and **not** the Secretary's official case file. The Court Reporter shall take the exhibits to be scanned and converted to PDF.

Transcript shall be typed or printed on white bond paper of high professional quality on computer paper of twenty (20) pound rating with a printer capable of near-letter quality to the following specifications.

- A. Right margin of one inch and left margin of one inch, or total side margins not to

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exceed two inches.

- B. No less than twenty-four lines per typed page, single sided.
- C. Transcripts shall be placed in binders with clear plastic fronts having a capacity of at least three (3) inches.
- D. The transcript shall include an index showing where testimony of each witness is located and where the identification and introduction of each exhibit can be found.
- E. All pages of submitted transcripts must be in chronological and numerical order.

An original and one (1) copy of the transcript(s), along with a copy on one (1) CD, formatted in Word and formatted in PDF format, are to be submitted to the Executive Secretary's Office between the hours of 9:00 a.m. and 5:00 p.m. An original copy of the invoice and expense account shall be submitted for payment. Upon the Commission's receipt of the printed and electronic transcripts, it is agreed that the court reporter relinquishes any and all property rights in the same and that the Commission, as it deems appropriate and in its sole discretion, can use, publish or circulate the same as public documents. All bills submitted to the Commission for payment must reflect the date and the beginning and ending times of the hearing and the case heard.

Awarded vendor must be a registered vendor and have the capability of accepting VISA as payment on all invoices.

Expenses incurred by the Reporter before June 30 will not be paid if submitted after July 15.

Transcripts due on a legal holiday or weekend will be submitted on the next working day

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without penalty.

The Commission may designate the priority in which hearings are to be typed and delivered.

Adequate staffing shall be maintained by the Reporter to enable all agreement requirements to be met and such typing staff shall be paid by the Reporter.

The Court Reporter will be notified of transcripts submitted to the Commission containing obvious errors on the cover page. Said transcripts will not be considered filed by the Court reporter until corrected copies are resubmitted. The Court Reporter must produce transcripts of consistently high quality (examples would be inclusion of all exhibits; accurate names of witnesses; accurate interpretation of acronyms; free of errors). Errors must be promptly corrected at the Reporter's expense. Upon the Commission's receipt of the printed and electronic transcripts, it is agreed that the court reporter relinquishes any and all property rights in the same and that the Commission, as it deems appropriate and in its sole discretion, can use, publish or circulate the same as public documents.

In the event a request for a transcript is made after the termination of this contract for a hearing taken by the Reporter during the pendency of the contract, the Reporter shall furnish the transcript in accordance with the terms and conditions of this contract.

The Commission and Reporter shall agree that the Reporter shall in no way be considered an employee of the Commission but shall be considered an independent contractor.

Reimbursement will be paid to the Reporter for actual travel related expenses required by the Commission away from the City of Charleston according to the policies, procedures and rates

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afforded state employees traveling within West Virginia. Travel expenses will not be reimbursed for any travel related to hearings conducted within Charleston. The Reporter will be required to offer a documented expense report to the Commission of the same kind filed by State employees before travel will be reimbursed.

It is understood that transcript due dates are critical dates for timely and efficient operation of the Commission and its statutory requirements. It is for this reason that late delivery penalties must be included within this agreement. These penalties are described as follows:

Itemized per page charges will be reduced by:

15% if received from one (1) to five (5) days late

50% if received from six (6) to ten (10) days late

75% if received from eleven (11) to fifteen (15) days late

100% if received sixteen (16) or more days late

Failure to deliver transcripts within the time frames established for overnight or expedited deliveries will result in the itemized per page cost being reduced to the lowest per page rate within the agreement with the same late filing penalty discounts as previously stated. Late filing penalty discounts may be waived by the Commission's executive director with sufficient cause. Specific due dates specified in Commission Orders govern the required due date requirements and can override contract provisions.

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Rates for the following shall be bid:

\$ _____ Per half day of attendance at hearings prescribed by the Commission.

(A half-day's attendance is defined as the reporter's presence being required either in the a.m. or p.m. hours of any given calendar day (Monday thru Sunday) or anytime the hearing does not exceed four (4) hours.) This fee will be a flat fee - no variance of this fee will be accepted.

\$ _____ Per day attendance for each full day of attendance at hearings prescribed by the Commission. (A full day's attendance is defined as the reporter's presence being required in both the a.m. and the p.m. hours of any given calendar day (Monday thru Sunday) or anytime that the hearing exceeds four (4) hours.) This fee will be a flat fee - no variance of this fee will be accepted.

\$ _____ Minimum appearance fee (if applicable) - flat fee

\$ _____ Per page for an original and one copy of each transcript furnished to the Commission, per normal delivery, within 8 to 14 calendar days of the hearing.

\$ _____ Per page for an original and one copy of each transcript delivered within two (2) to seven (7) calendar days from the date of the hearing, if so ordered by the Commission or Judge.

\$ _____ Per original page for an original and one copy of each transcript delivered within forty eight (48) hours from the date of the hearing.

*SUPERSEDED BY ADDENDUM #2.
SEE RESPONSES WITH ADDENDUM #2*

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\$ _____ Per CD (1) of each transcript, formatted in Word and in PDF format.

\$===== Total costs

Please review the following page and mark yes or no to the questions asked to make sure you have complied with the above requirements.

*SUPERSEDED BY ADDENDUM #2.
SEE RESPONSES WITH ADDENDUM #2*

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		Comply	
		<u>Yes</u>	<u>No</u>
1.	Adequate staff to cover 6 to 11 hearings simultaneously without subcontracting	_____	_____
	List number of full time employees (no subcontracting) that will be assigned to PSC _____		
	A list of reporters being employed with the amount of time of each reporter's experience should be attached		
2.	15 years in the court reporter business	_____	_____
3.	24 hour availability to talk to a person	_____	_____
4.	Internet and email access to check hearing schedules and cancellations	_____	_____
5.	Ability to provide CD's in Word & PDF format	_____	_____
	Note: Upon the Commission's receipt of the printed and electronic transcripts, it is agreed that the court reporter relinquishes any and all property rights in the same and that the Commission, as it deems appropriate and in its sole discretion, can use, publish or circulate the same as public documents - Agree:	_____	_____

*SUPERSEDED BY ADDENDUM #2.
SEE RESPONSES WITH ADDENDUM #2.*

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- 6. Ability to pay with VISA _____
- 7. Registered Vendor with the State of WV _____

SUPERSEDED BY ADDENDUM #2
SEE RESPONSES WITH ADDENDUM #2
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State of West Virginia **VENDOR PREFERENCE CERTIFICATE**

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

1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or** 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

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

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

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

Bidder: _____ Signed: _____

Date: _____ Title: _____

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

West Virginia Code §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: SARGENT'S COURT REPORTING SERVICE
Authorized Signature: [Signature] Date: 6/11/09



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

WV PURCHASING ACA SECT Fax 304-558-4115

May 19 2009 05:19pm P001/001

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***** ADDENDUM NO. 1 *****						
THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING DATE AND TIME TO: 06/04/09 AT 1:30 PM.						
0001	1	EA		961-24		
COURT REPORTING SERVICES						
***** THIS IS THE END OF RFQ PSC9046 ***** TOTAL:						

SEE ADDENDUM No 2 - PAGE 1

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: 814-536-8908 DATE: 6/1/09
 TITLE: PRESIDENT () 25-1794603 ADDRESS CHANGES TO BE NOTED ABOVE



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 Department of Administration
 Purchasing Division
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WV PURCHASING ACA SECT Fax 304-558-4115

May 20 2009 03:45pm P001

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***** ADDENDUM NO. 2 *****
 THIS ADDENDUM IS ISSUED TO PROVIDE THE ATTACHED:
 1) REVISED SPECIFICATIONS AND BID PAGE
 2) VENDOR TECHNICAL QUESTIONS AND AGENCY RESPONSE
 DATE AND TIME OF BID REMAINS 06/04/09 AT 1:30 PM
 ***** NO ADDITIONAL CHANGES *****

0001 EA 961-24
 1
 COURT REPORTING SERVICES

***** THIS IS THE END OF RFQ PSC9046 ***** TOTAL: 3,100.00

RECEIVED
 2009 JUN -2 P 10:10
 PURCHASING DIVISION
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE **814-536-8908** DATE **6/1/09**
 PRESIDENT EIN **25-1794603** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

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**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

**PUBLIC SERVICE COMMISSION
OF WEST VIRGINIA**

COURT REPORTER SERVICES

The Public Service Commission of West Virginia is requesting bids for the services of a court reporter to take and transcribe all hearings and/or proceedings before said Commission or its Administrative Law Judge Division in Charleston and in each town and city in the state of West Virginia. The selected reporter will be designated as the Official Court Reporter of the Public Service Commission and will be compensated according to the terms and conditions of the ultimate agreement for services rendered in compliance with said agreement.

Hearing locations spread from the southernmost tip of West Virginia to the northernmost and easternmost tips of the State, and may occur both during daylight and evening hours and, on occasion, on the weekends. All parties should be aware that there could be anywhere from 6 to 11 hearings simultaneously throughout the state and adequate staffing will be required. The Court Reporter shall be required to cover each hearing. Further, the Public Service Commission operates under statutory deadlines on every case being heard and the Administrative Law Judges operate under ordered dates requiring extra importance on timely reporting and filing of transcripts.

The Court Reporter or Court Reporting Firm should be experienced in court reporting with a good working knowledge of legal, tax, engineering, accounting, and economic terminology. The Court Reporter or firm must have at least 15 years

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experience and/or in business for 15 years and submit, strongly recommended with the bid or upon request, a list of reporters being employed with amount of time of each reporter's experience and provide references, if needed. The successful vendor should register all company personnel along with contact information for each individual along with a cell phone number or contact number in the case of a change and this will be required upon award. No sub-contractors will be allowed and the list of reporters shall be employees of the vendor only and not contracted employees. Subcontracting will not be allowed due to quality control, dependability and problems caused by expedited matters.

The Court Reporter shall provide twenty four (24) hour phone availability in case of an emergency. The bidder cannot substitute an answering machine for this requirement, a person has to be available to talk to.

The Court Reporter shall agree to furnish the necessary paper and supplies used in the production of transcripts. Further, the Court Reporter shall come to all hearings with enough supplies (tapes) and be prepared for a ten hour or longer hearing. The Court Reporter shall agree to the taking and transcribing of all testimony and/or hearings and proceedings held by the Commission and/or its Administrative Law Judge Division when so required by the Commission except as otherwise mutually agreed. The Commission and the Court Reporter shall agree that the Commission may from time to time employ the services of a substitute Court Reporter when the same is necessary, due to the absence of the Court Reporter. The Court Reporter shall maintain an adequate staff of reporters to

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serve the needs of the Commission; such court reporters shall be well trained and competent; and the Court Reporter shall be responsible for the accuracy and timely delivery of the transcripts, and shall pay all reporters directly for their services.

It will be the sole responsibility of the Court Reporter to check the Public Service Commission's hearing schedule on the internet to make the necessary arrangements for furnishing court reporters for all hearings and/or proceedings scheduled by the Commission. In the event a hearing and/or proceeding scheduled outside the Charleston area (designated as a 75 mile radius), is cancelled within four (4) business days or less, the Court Reporter will be notified via email of the cancellation. Business day calculation is based on the hearing date as day one (1) and the three (3) business days prior to that date. If such cancellation is not made and the reporter appears for a hearing outside the Charleston Area, the Commission will pay the reporter a full per diem attendance fee for such cancelled hearing(s), if outside this radius. All other cancellations will be listed on the Commission's internet page and will be the sole responsibility of the Court Reporter to check for such cancellations. (If for some reason, the Commission would, for some unforeseen reason, not provide this notice on the internet, or via email, a full per diem attendance fee for such cancelled hearing(s) will be paid for within and outside the 75 mile radius).

If at any time during the term of this contract, the Reporter or a designated representative is notified that a hearing date has been set and the Reporter or designated

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representative fails to appear at the appointed date and time, the Reporter shall be responsible for all reporting costs attributable to and resulting from such failure to appear.

The Reporter shall arrive no later than thirty (30) minutes prior to the scheduled hearing to allow for set up of equipment and to allow for any set up problems that may be encountered (example: electrical problems, etc.). If the Reporter or a designated representative is thirty (30) minutes or more late for the hearing, then the appearance fee will be reduced by fifty percent (50%) and the law judge in charge of the hearing will be responsible for ordering and incurring this reduction and reporting it to the Administrative Division for proper payment. The penalty may be waived, if, in the opinion of the Commission, there is sufficient justification for the tardiness.

Original Secretary's Office case files shall remain with the ALJ or the Commission, however, unusual circumstances may require the Court Reporter to obtain temporary custody of the case file(s). If this occurs, the Court Reporter shall make arrangements with the ALJ or Commission to temporarily use the Staff case file and **not** the Secretary's official case file. The Court Reporter shall take the exhibits to be scanned and converted to PDF.

Transcript shall be typed or printed on white bond paper of high professional quality on computer paper of twenty (20) pound rating with a printer capable of near-letter quality to the following specifications.

- A. Right margin of one inch and left margin of one inch, or total side margins not to

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exceed two inches.

- B. No less than twenty-four lines per typed page, single sided.
- C. Transcripts shall be placed in binders with clear plastic fronts having a capacity of at least three (3) inches.
- D. The transcript shall include an index showing where testimony of each witness is located and where the identification and introduction of each exhibit can be found.
- E. All pages of submitted transcripts must be in chronological and numerical order.

An original and one (1) copy of the transcript(s), along with a copy on one (1) CD, formatted in Word and formatted in PDF format, are to be submitted to the Executive Secretary's Office between the hours of 9:00 a.m. and 5:00 p.m. An original copy of the invoice and expense account shall be submitted for payment. Upon the Commission's receipt of the printed and electronic transcripts, it is agreed that the court reporter relinquishes any and all property rights in the same and that the Commission, as it deems appropriate and in its sole discretion, can use, publish or circulate the same as public documents. All bills submitted to the Commission for payment must reflect the date and the beginning and ending times of the hearing and the case heard.

Awarded vendor must be a registered vendor and have the capability of accepting VISA as payment on all invoices.

Expenses incurred by the Reporter before June 30 will not be paid if submitted after July 15.

Transcripts due on a legal holiday or weekend will be submitted on the next working day

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without penalty.

The Commission may designate the priority in which hearings are to be typed and delivered.

Adequate staffing shall be maintained by the Reporter to enable all agreement requirements to be met and such typing staff shall be paid by the Reporter.

The Court Reporter will be notified of transcripts submitted to the Commission containing obvious errors on the cover page. Said transcripts will not be considered filed by the Court reporter until corrected copies are resubmitted. The Court Reporter must produce transcripts of consistently high quality (examples would be inclusion of all exhibits; accurate names of witnesses; accurate interpretation of acronyms; free of errors). Errors must be promptly corrected at the Reporter's expense. Upon the Commission's receipt of the printed and electronic transcripts, it is agreed that the court reporter relinquishes any and all property rights in the same and that the Commission, as it deems appropriate and in its sole discretion, can use, publish or circulate the same as public documents.

In the event a request for a transcript is made after the termination of this contract for a hearing taken by the Reporter during the pendency of the contract, the Reporter shall furnish the transcript in accordance with the terms and conditions of this contract.

The Commission and Reporter shall agree that the Reporter shall in no way be considered an employee of the Commission but shall be considered an independent contractor.

Reimbursement will be paid to the Reporter for actual travel related expenses required by the Commission away from the City of Charleston according to the policies, procedures and rates

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afforded state employees traveling within West Virginia. Travel expenses will not be reimbursed for any travel related to hearings conducted within Charleston. The Reporter will be required to offer a documented expense report to the Commission of the same kind filed by State employees before travel will be reimbursed.

It is understood that transcript due dates are critical dates for timely and efficient operation of the Commission and its statutory requirements. It is for this reason that late delivery penalties must be included within this agreement. These penalties are described as follows:

Itemized per page charges will be reduced by:

15% if received from one (1) to five (5) days late

50% if received from six (6) to ten (10) days late

75% if received from eleven (11) to fifteen (15) days late

100% if received sixteen (16) or more days late

Failure to deliver transcripts within the time frames established for overnight or expedited deliveries will result in the itemized per page cost being reduced to the lowest per page rate within the agreement with the same late filing penalty discounts as previously stated. Late filing penalty discounts may be waived by the Commission's executive director with sufficient cause. Specific due dates specified in Commission Orders govern the required due date requirements and can override contract provisions.

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Please review the following page and mark yes or no to the questions asked to make sure you have complied with the above requirements.

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Comply

Yes

No

- 1. Adequate staff to cover 6 to 11 hearings simultaneously without subcontracting

X

List number of full time employees (no subcontracting) that will be assigned to PSC

56 INCLUDING SUPPORT EMPLOYEES

A list of reporters being employed with the amount of time of each reporter's experience should be attached

SEE ATTACHMENT A FOR COURT REPORTERS

- 2. 15 years in the court reporter business

X

- 3. 24 hour availability to talk to a person

X

- 4. Internet and email access to check hearing schedules and cancellations

X

- 5. Ability to provide CD's in Word & PDF format

X

Note: Upon the Commission's receipt of the printed and electronic transcripts, it is agreed that the court reporter relinquishes any and all property rights in the same and that the Commission, as it deems appropriate and in its sole discretion, can use, publish or circulate the same as public documents - Agree:

X

- 6. Ability to pay with VISA

X

- 7. Registered Vendor with the State of WV

X

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BID PAGE

	Quantity	Unit Price	Total
Half Day Attendance Fee	5	\$ <u>100.⁰⁰</u>	\$ <u>500.⁰⁰</u>
Whole Day attendance Fee	5	\$ <u>100.⁰⁰</u>	\$ <u>500.⁰⁰</u>
Transcript in 8 - 14 days - $5.00 \times 25 = 125.00$ Original & 1 copy - 25 pages	5	\$ <u>125.⁰⁰</u>	\$ <u>625.⁰⁰</u>
Transcript in 3 - 7 days - $5.60 \times 25 = 140.00$ Original & 1 copy - 25 pages	5	\$ <u>140.⁰⁰</u>	\$ <u>700.⁰⁰</u>
Transcript in 48 hours - $6.20 \times 25 = 155.00$ Original & 1 copy - 25 pages	5	\$ <u>155.⁰⁰</u>	\$ <u>775.⁰⁰</u>
CD (1) of each transcript formatted in Word and in PDF Format	5	\$ <u>0.</u>	\$ <u>0.⁰⁰</u>
Total			\$ <u><u>3,100.⁰⁰</u></u>

Note: Transcript unit price is determined based on 25 original pages plus 1 copy. The unit price is then multiplied by the quantity listed to get the extended price. This pricing will be used to determine a per page rate.

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ADDENDUM

Questions addressed in order to ensure all bids are accurate:

- Q1. Minimum appearance Fee was not in the previous contract and not clearly defined.
- A1. This language was removed from the bid sheet because the specs clearly protect the reporter when this agency fails to cancel within a certain amount of time.
- Q2. Total costs were not broken down on a bid sheet indicating quantities and totals to clearly determine the total bid package.
- A2. See next page for bid sheet

SARGENT'S COURT REPORTING SERVICE
STENOGRAPHIC COURT REPORTERS AS OF MAY, 2009
RFQ NUMBER – PSC9046
ATTACHMENT A

The following Stenographic Court Reporters are employed by Sargent's and are subject to travel anywhere in Pennsylvania and West Virginia.

SARA ANN SARGENT - President. Ms. Sargent has been a Court Reporter since 1976 when she was employed by the Pennsylvania Department of Labor and Industry, Bureau of Workers' Compensation. She held this position until July of 1980 when she formed the independent contracting firm of Sara Ann Sargent Court Reporting Service. On August 1, 1996, Sargent's was incorporated with Ms. Sargent as the sole shareholder. She is a member of the National Court Reporters Association and the Pennsylvania Court Reporters Association. She has personally performed services for the Commonwealth of Pennsylvania, Federal Bankruptcy Court, Local Municipalities as well as various private law firms. She is certified by the National Court Reporters Association as a Certified Legal Video Specialist.

JACQUELINE R. FETCHKO - Jackie has been employed by the firm since June of 1981. She has extensive experience, including civil and criminal cases, Workers' Compensation, Black Lung, Bankruptcy, and all phases of court reporting. She is a member of the Pennsylvania Court Reporters Association and National Court Reporters Association.

MICHELE ANN MCGINNIS - Michele joined the firm in August of 1981. She has extensive experience in court reporting, including hearings before the Workers' Compensation Judges, Bankruptcy Court, civil depositions, Black Lung hearings as well as all other phases of court reporting.

KIMBERLY FAIDLEY – Kim joined the firm in January of 1982. She started as a transcriptionist and then attended school to become a Court Reporter. Her extensive experience includes Black Lung, Workers' Compensation, civil and criminal cases as well as all other phases of court reporting. Ms. Faidley is a member of the Pennsylvania Court Reporters Association.

CYNTHIA PIRO SIMPSON – Cynthia has been employed as a full-time Court Reporter with the firm since July 1981. She attended Westmoreland Community College, Greensburg, Pennsylvania. She has extensive experience in Black Lung, Bankruptcy, civil and criminal cases, Workers' Compensation and all other phases of court reporting. She is a member of the Pennsylvania Court Reporters Association.

LORI BEHE – Lori joined the firm in March 2002. She is a graduate of the Cambria County Area Community College, Johnstown, Pennsylvania, with an Associate's Degree in Court Reporting. Lori has training in using the Stenoscribe voice writing system. Lori has experience in Workers' Compensation depositions and hearings, civil and criminal cases as well as all other phases of court reporting.

MELISSA BEAM - Melissa joined the firm in September 2003. She is a graduate of the Cambria County Area Community College, Johnstown, Pennsylvania, with an Associate's Degree in Court Reporting. Melissa has training in using the Stenoscribe voice writing system. Melissa has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other phases of court reporting. She is a Certified Court Reporter in West Virginia.

RICHARD LIPUMA - Rich joined the firm in October 1999 as a transcriptionist. He has an Associate's Degree in Computer Information Systems from Cambria County Area Community College, Johnstown, Pennsylvania. Rich has training in using the Stenoscribe voice writing system. Rich has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other phases of court reporting. He is a Certified Court Reporter in West Virginia.

ALICIA BRANT - Alicia joined the firm in December 2003. She has a Bachelor of Arts in Sociology from the University of Pittsburgh, Johnstown, Pennsylvania. Alicia has training in using the Stenoscribe voice writing system. Alicia has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other phases of court reporting.

LACEY GRAY - Lacey joined the firm in May 2002. She is a graduate of the Cambria County Community College in Johnstown, Pennsylvania, with a Degree in Court Reporting. Lacey has experience in civil and criminal cases, governmental hearings, Workers' Compensation, as well as all other phases of court reporting.

JANE MESSNER - Jane joined the firm in June 1989. Jane has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other phases of court reporting. She is a member of the Pennsylvania Court Reporters Association.

RHONDA THORPE - Rhonda joined the firm in June 2001. She attended the Allegheny Community College of Pittsburgh, DuBois Campus, majoring in Court Reporting. Rhonda has experience in Workers' Compensation hearings, civil and criminal cases, governmental hearings as well as all other phases of court reporting.

SUSAN HARSHELL - Susan joined the firm in May 1990. She is a graduate of Westmoreland Community College, Greensburg, Pennsylvania, with an Associate's Degree in Court Reporting. Susan has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other phases of court reporting.

JACKIE HAZLETT - Jackie joined the firm in August 1995. She attended Tri-State Business Institute, Erie, Pennsylvania; Denver Academy of Court Reporting, Denver, Colorado; and Mile-Hi College, Inc., Lakewood, Colorado. Jackie has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other phases of court reporting.

WENDY BLAIR - Wendy joined the firm in May 2001. She is a graduate of the Academy of Court Reporting, Akron, Ohio, and has an Associate's Degree in Applied Business Science/ Court Reporting. Wendy has experience in Workers' Compensation depositions and hearings, civil and criminal cases, governmental hearings as well as all other phases of court reporting.

JULIETTE HOFFMAN - Juliette joined the firm in April 1992. She is a graduate of Allegheny Community College in Pittsburgh, Pennsylvania, with an Associate's Degree in Court Reporting. Juliette has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other phases of court reporting.

BARBARA JONES - Barbara joined the firm in December 1993. She has been a Court Reporter since August 1992. She is a graduate of the Allegheny Community College in Pittsburgh, Pennsylvania. She has an Associate's Degree in Court Reporting. Barbara has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other phases of court reporting.

VALERIE GREGORY - Valerie joined the firm in April 1998. She is a graduate of the Academy of Court Reporting in Akron, Ohio, and has an Associate's Degree in Applied Business Science/ Court Reporting. Valerie has experience in Workers' Compensation, various governmental hearings and depositions, civil and criminal cases as well as all other phases of court reporting.

SHANNON FORTSCH - Shannon joined the firm in January 1994. She is a graduate of the Academy of Court Reporting in Cleveland, Ohio, and has an Associate's Degree in Applied Business Science/ Court Reporting. Shannon has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other phases of court reporting.

SHARON MARSH - Sharon joined the firm in January 1998. She is a graduate of the Cittone Institute, Mt. Laurel, New Jersey, with an Associate's Degree in Court Reporting. Sharon has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings as well as all other phases of court reporting.

CAROL HARRIMAN - Carol joined the firm in January 1998. She is a graduate of the Cittone Institute, Mt. Laurel, New Jersey, with an Associate's Degree in Court Reporting. Carol has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings as well as all other phases of court reporting.

GINA BROWER – Gina joined the firm in June 2006. She has a Bachelor of Arts Degree in Program Communication Studies from Richard Stockton College of New Jersey, Pomona, New Jersey. Gina has training in using the Stenoscribe voice writing system. Gina has experience in Workers' Compensation, civil and criminal cases, governmental hearings as well as all other phases of court reporting.

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SUSAN KOONS – Susan joined the firm in February 2006. She has a Bachelor of Arts Degree in Communication studies from West Chester University, West Chester, Pennsylvania. Susan has training in using the Stenoscribe voice writing system. Susan has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other phases of court reporting.

JOSHUA HESS – Joshua joined the firm in January 2005. He has a Bachelor of Arts Degree in Journalism with a minor in Political Science from Indiana University of Pennsylvania, Indiana, Pennsylvania. Joshua has training in using the Stenoscribe voice writing system. Joshua has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other phases of court reporting.

BRIAN O'HARE – Brian joined the firm in January 2005. He has a Bachelor of Arts Degree in Communications from Alvernia College in Reading, Pennsylvania. Brian has training in using the Stenoscribe voice writing system. Brian has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other phases of court reporting.

JESSICA ASHMAN – Jessica joined the firm in January 2006. She has a Bachelor of Arts Degree in Communications from Millersville University, Millersville, Pennsylvania. Jessica has training in using the Stenoscribe voice writing system. Jessica has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other phases of court reporting.

KEN O'HEARN- Ken joined the firm in August 2000. He had been an Official Court Reporter for ten years prior to joining our firm. Prior to that, he was a freelance Court Reporter for three years. Ken has experience in governmental hearings, civil and criminal cases, Workers' Compensation, as well as all other phases of court reporting.

GREG JONES - Greg joined the firm in September 2003. He is a graduate of the University of Pittsburgh, Pittsburgh, Pennsylvania with a Bachelor of Science in English Literature. Greg has training in using the Stenoscribe voice writing system. Greg has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other phases of court reporting.

ERIC KRAVITZ – Eric joined the firm in December 2007. He has a Bachelor of Arts in Political Science from West Chester University, West Chester, Pennsylvania. Eric has training in using the Stenoscribe voice writing system. Eric has experience in Workers' Compensation hearings, civil and criminal cases, governmental hearings and all other phases of court reporting.

BEN MENGEL – Ben joined the firm in August 2007. He has a Bachelor of Arts in Media Studies with minors in English & Sociology from Pennsylvania State University. Ben has training in using the Stenoscribe voice writing system. Ben has experience in Workers' Compensation hearings, civil and criminal cases as well as all other phases of court reporting.

RESA HALL – Resa joined the firm in August 2007. She received her Court Reporting Degree from the Community College of Allegheny County, Pittsburgh, Pennsylvania. She also has an Associate's Degree in Office Administration from the Bradford School as well as a Certification in Business Technology from The Parkway West Area Vocational-Technical School. Resa has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other phases of court reporting.

ALISON QUEEN SALYARDS – Alison rejoined the firm in January 2008. She previously worked six years for the firm. Alison is a graduate of the Huntington Junior College of Business, Huntington, West Virginia, with a Degree in Court Reporting. Alison has experience as an official reporter in Berks County, Pennsylvania, as well as Worker' Compensation hearings and depositions, civil and criminal cases and all others phases of court reporting.

JENNIFER ALVES- Jennifer joined the firm in March 2008. She is a graduate of the Calvin College, Grand Rapids, Michigan, with a Bachelor of Arts Degree in English. Jennifer has training in using the Stenoscribe voice writing system. Jennifer has experience in Workers' Compensation hearings, civil and criminal cases as well as all other phases of court reporting.

ADRIENNE JOHNSON- Adrienne joined the firm in June 2008. She is a graduate of the University of Pittsburgh, Pittsburgh, Pennsylvania, with a Bachelor of Arts, Sociology and Political Science Degree. Adrienne has training in using the Stenoscribe voice writing system. Adrienne has experience in Workers' Compensation hearings, civil and criminal cases as well as all other phases of court reporting.

XI XIA- Xi joined the firm in July 2008. He is a graduate of the Pennsylvania State University, University Park, PA, with a Bachelor of Arts Degree in Marketing. Xi has training in using the Stenoscribe voice writing system. Xi has experience in Workers' Compensation hearings, civil and criminal cases as well as all other phases of court reporting.

SARAH WENDORF – Sarah joined the firm in January of 2009. She is a graduate of Brown College of Court Reporting, Atlanta, Georgia. Sarah has experience in Workers' Compensation hearings, civil and criminal cases as well as all other phases of court reporting.

DAVID KEIGHTLY – David joined the firm in January of 2009. He is a graduate of the Pennsylvania State University, University Park, Pennsylvania, with a Bachelor of Arts Degree in Business Management. David has training in using the Stenoscribe voice writing system. David has experience in Workers' compensation hearings, civil and criminal cases as well as all other phases of court reporting.

SHANNON GRAFF – Shannon joined the firm in November of 2008. She is a graduate of the Luzerne County Community College, Nanticoke, Pennsylvania, with an Associate's Degree in Specialized Business in Court Reporting. Shannon has experience in Workers' Compensation hearings, civil and criminal cases as well as all other phases of court reporting.

ANDREW MINNICK, JR. – Andy joined the firm in November of 2008. He is a graduate of Wilkes University, Wilkes-Barre, Pennsylvania, with an Associate's Degree in Broadcast Communications. He is also a graduate of Temple University, Philadelphia, Pennsylvania, with a Bachelor of Arts Degree in Broadcast Journalism. Andy has training in using the Stenoscribe voice writing system. Andy has experience in Workers' Compensation hearings, civil and criminal cases as well as all other phases of court reporting.

R. BRADLEY PEIFFER – Brad joined the firm in October of 2008. He is a graduate of the Pennsylvania State University, University Park, PA, with a Bachelor of Science Degree in Crime, Law & Justice. He is trained in using the Stenoscribe voice writing system. Brad has experience in Workers' Compensation hearings, civil and criminal cases as well as all other phases of court reporting.

TYLER RHOADS – Tyler joined the firm in February of 2009. Tyler is a graduate of the Harrisburg Area Community College with an Associate's Degree in Criminal Justice. He is also a graduate of Shippensburg University, Shippensburg, Pennsylvania, with a Bachelor of Science Degree in Criminal Justice. Tyler has training in using the Stenoscribe voice writing system. Tyler has experience in Workers' Compensation hearings, civil and criminal cases as well as all other phases of court reporting.

PAMELA DAY – Pam joined the firm in January of 2009. She is a graduate of the University of Massachusetts, Amherst, Massachusetts, with a Bachelor of Arts Degree in Sociology. She is trained in using the Stenoscribe voice writing system. Pam has experience in Workers' Compensation hearings, civil and criminal cases as well as all phases of court reporting.

CAMILLE McCRAY – Camille joined the firm in December of 2008. She is a graduate of Temple University, Philadelphia, Pennsylvania, with a Bachelor of Arts in Criminal Justice. Camille has training in the Stenoscribe voice writing system. She has experience in Workers' Compensation hearings, civil and criminal cases as well as all phases of court reporting.

SAMI ZEKA – Sami joined the firm in December of 2008. He is a graduate of the Community College of Philadelphia, Philadelphia, Pennsylvania, with an Associates of Liberal Arts Degree. Sami is also a graduate of Temple University, Philadelphia, PA with a Bachelor of Arts in Criminal Justice. He has training in the Stenoscribe voice writing system. Sami has experience in Workers' Compensation hearings, civil and criminal cases as well as all phases of court reporting.

STACEY RAGAN – Stacey joined the firm in November of 2008. She is a graduate of the Community College of Allegheny County, Pittsburgh, Pennsylvania, with an Associate Science Degree in Court Reporting. Stacey has experience in Workers' Compensation hearings, civil and criminal cases as well as all phases of court reporting.

DANIELLE OHM – Danielle joined the firm in November of 2008. Danielle is a graduate of the Academy of Court Reporting, Pittsburgh, Pennsylvania, with an Associate's Degree in Court Reporting. Danielle has experience in Workers' Compensation hearings, civil and criminal cases as well as all phases of court reporting.

DIANE INQUARTANO – Diane joined the firm in November of 2008. Diane is a graduate of the Community College of Allegheny County, Pittsburgh, Pennsylvania, with an Associate Science Degree in Court Reporting. Diane has experience in Workers' Compensation hearings, civil and criminal cases as well as all phases of court reporting.

KELLY BEDOR – Kelly re-joined the firm in January of 2009. Kelly is a graduate of Duff's Business School, Pittsburgh, Pennsylvania, with an Associate's Degree in Court Reporting. Kelly has experience in Workers' Compensation hearings, civil and criminal cases as well as all phases of court reporting.