



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

Solicitation

NUMBER

PSC9077

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

FRANK WHITTAKER
304-558-2316

RFQ COPY
TYPE NAME/ADDRESS HERE

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

DATE PRINTED

06/18/2012

BID OPENING DATE:

07/05/2012

BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		961-24		
COURT REPORTING SERVICES						
REQUEST FOR QUOTATION						
THE WEST VIRGINIA PURCHASING DIVISION, FOR THE PUBLIC SERVICE COMMISSION, IS SOLICITING BIDS FOR COURT REPORTING SERVICES PER THE ATTACHED.						
***** THIS IS THE END OF RFQ PSC9077 ***** TOTAL:						
SIGNATURE						
TELEPHONE						
DATE						
TITLE						
FEIN						
ADDRESS CHANGES TO BE NOTED ABOVE						

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

**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

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

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

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 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 one (1) CD that includes the transcript and Exhibits as separate documents both formatted in Word and 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 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 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

Page 8

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.

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

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

54 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
3. 24 hour availability to talk to a person
4. Internet and email access to check hearing schedules
and cancellations

 X

 X

 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 | <u> X </u> | <u> </u> |
| 7. | Registered Vendor with the State of WV | <u> X </u> | <u> </u> |

BID PAGE

	Quantity	Unit Price	Total
Half Day Attendance Fee	1	<u>\$100.00</u>	<u>\$100.00</u>
Whole Day attendance Fee	1	<u>\$100.00</u>	<u>\$100.00</u>
Transcript in 8 - 14 days - Original & 1 copy - 25 pages	25	<u>\$ 5.00</u>	<u>\$125.00</u>
Transcript in 3 - 7 days - Original & 1. copy - 25 pages	25	<u>\$ 5.60</u>	<u>\$140.00</u>
Transcript in 48 hours - Original & 1 copy - 25 pages	25	<u>\$ 6.20</u>	<u>\$155.00</u>
CD (I) of each transcript formatted in Word and in PDF Format	25	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Total			<u>\$620.00</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.

SARGENT'S COURT REPORTING SERVICE
STENOGRAPHIC COURT REPORTERS AS OF JUNE 2012
RFQ NUMBER - PSC9077
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.

MICHAEL GEORGE SARGENT - Michael joined the firm in December of 2009. He is a graduate of the University of Pittsburgh at Johnstown, Johnstown, Pennsylvania, with a Bachelor's Degree in Political Science and History. He is also a graduate of the Arkansas School of Court Reporting. Michael has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. He has experience in Workers' Compensation hearings and depositions, civil depositions, as well as other phases of court reporting. Mr. Sargent is a member of the National Verbatim 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 joined the firm in July of 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 of 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 Dragon Naturally Speaking software and Stenograph Case Catalyst 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.

RICHARD LIPUMA - Rich joined the firm in October of 1999 as a transcriptionist. He has an Associate's Degree in Computer Information Systems from Cambria County Area Community College, Johnstown, Pennsylvania. He has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst 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.

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

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

SUSAN HARSHHELL - Susan joined the firm in May of 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 of 1995. She attended Tri-State Business Institute, Erie, Pennsylvania; Denver Academy of Court Reporting, Denver, Colorado; and Mile - High 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 of 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 realtime reporting, 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 of 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 of 1993. She has been a Court Reporter since August of 1992. She is a graduate of the Allegheny Community College in Pittsburgh, Pennsylvania, with 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 of 1998. She is a graduate of the Academy of Court Reporting in Akron, Ohio, with 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.

BETH DUZZNY - Beth joined the firm in January of 2010. She has been a Court Reporter since 1995. She is a graduate of the Community College of Allegheny County in Pittsburgh, Pennsylvania. Beth has extensive experience in Workers' Compensation, various governmental hearings and depositions, civil and criminal cases as well as all other phases of court reporting.

DIANA INQUARTANO - Diana joined the firm in November of 2008. She is a graduate of the Community College of Allegheny County in Pittsburgh, Pennsylvania, with an Associate's Degree in Court Reporting. Diana has experience in Workers' Compensation, various governmental hearings and depositions, civil and criminal cases as well as all other phases of court reporting.

KAYLA GODKIN - Kayla joined the firm in January of 2010. She is a graduate of the Community College of Allegheny County in Pittsburgh, Pennsylvania, with an Associate's Degree in Court Reporting. Kayla has experience in Workers' Compensation, various governmental hearings and depositions, civil and criminal cases, and all other phases of court reporting.

CANDANCE MESSICH - Candance joined the firm in December of 2010. She has been a Court Reporter since 1995. She is a graduate of the Academy of Court Reporting in Akron, Ohio, with an Associate's Degree in Court Reporting. Candance has extensive experience in Workers' Compensation, various governmental hearings and depositions, civil and criminal cases as well as all other phases of court reporting.

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

OLIVIA CORTEZ - Olivia joined the firm in January of 2012. She is a graduate of the Community College of Allegheny County in Pittsburgh, Pennsylvania, with an Associate's Degree in Court Reporting. Olivia has experience in Workers' Compensation, various governmental hearings and depositions, civil and criminal cases, and all other phases of court reporting.

RESA HALL - Resa joined the firm in August of 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.

SHANNON FORTSCH - Shannon joined the firm in January of 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.

JOSHUA HESS - Joshua joined the firm in January of 2005. He has a Bachelor of Arts Degree in Journalism and a minor in Political Science from Indiana University of Pennsylvania, Indiana, Pennsylvania. He has training in using the Dragon Naturally Speaking software and Audioscribe SpeechCAT 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 of 2005. He has a Bachelor of Arts Degree in Communications from Alvernia College in Reading, Pennsylvania. He has training in using the Dragon Naturally Speaking software and Audioscribe SpeechCAT 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 of 2006. She has a Bachelor of Arts Degree in Communications from Millersville University, Millersville, Pennsylvania. She has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst 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.

JARED QUIGG - Jared joined the firm in May of 2012. He is a graduate of Kutztown University of Pennsylvania, Kutztown, Pennsylvania, with a Bachelor's Degree in History and a minor in PA German Studies. He has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. Jared has experience in governmental hearings and depositions, as well as other phases of court reporting.

JENNIFER CRAWFORD - Jennifer joined the firm in May of 2012. She is a graduate of the Cambria County Area Community College, Johnstown, Pennsylvania, with an Associate's Degree in Court Reporting. Jennifer has experience in Workers' Compensation depositions and hearings, civil and criminal cases as well as all other phases of court reporting.

GREG JONES - Greg joined the firm in September of 2003. He is a graduate of the University of Pittsburgh, Pittsburgh, Pennsylvania, with a Bachelor of Science in English Literature. He has training in using the Dragon Naturally Speaking software and the Audioscribe SpeechCAT 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.

JACOB RAE - Jacob joined the firm in November of 2010. He is a graduate of Penn State University, State College, Pennsylvania, with a Bachelor's Degree in Design - Interdisciplinary Digital Studio. He has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. Jacob has experience in governmental hearings and depositions, as well as other phases of court reporting.

AMANDA MERICLE - Amanda joined the firm in February of 2012. She is a graduate of Misericordia University, Dallas, Pennsylvania, with a Bachelor's Degree in History and a minor in Communications. She has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. Amanda has experience in Workers' Compensation, governmental hearings and depositions, as well as other phases of court reporting.

KAITLIN HALSELL - Kaitlin joined the firm in February of 2012. She is a graduate of the Indiana University of Pennsylvania, Indiana, Pennsylvania, with a Bachelor's Degree in Humanities. She has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. Kaitlin has experience in governmental hearings and depositions, as well as other phases of court reporting.

AMBER PAULTON - Amber joined the firm in June of 2012. She is a graduate of King's College, Wilkes-Barre, Pennsylvania, with a Bachelor's Degree in Criminal Justice. She has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. Amber has experience in governmental hearings and depositions, as well as other phases of court reporting.

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

TYLER RHOADS - Tyler joined the firm in February of 2009. He 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. He has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. Tyler has experience in Workers' Compensation hearings, governmental hearings, civil and criminal cases as well as all other phases of court reporting.

JOLYNN PRUNOSKE - Jolynn joined the firm in June of 2010. She is a graduate of Alfred State College, Alfred, NY, with an Associate in Applied Science Degree in Court and Realtime Reporting. Jolynn has experience in Workers' Compensation hearings and depositions, governmental hearings, civil and criminal cases as well as all other phases of court reporting.

KAYLA BOLZE - Kayla joined the firm in February of 2012. She is a graduate of the Savannah College of Art and Design, Savannah, Georgia, with a Bachelor's Degree in Film and Television. She has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. Kayla has experience in Workers' Compensation hearings, governmental hearings, depositions, as well as all other phases of court reporting.

KARA HUGHES - Kara joined the firm in February of 2012. She is a graduate of York College of Pennsylvania, York, Pennsylvania, with a Bachelor's Degree in Psychology and a minor in Sociology. She has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. Kara has experience in Workers' Compensation hearings, governmental hearings, depositions, as well as all other phases of court reporting.

ARIEL SLOTTER - Ariel joined the firm in May of 2012. She is a graduate of York College of Pennsylvania, York, Pennsylvania, with a Bachelor's Degree in Political Science and a minor in Internal Relations. She has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. Ariel has experience in Workers' Compensation and governmental hearings, as well as all other phases of court reporting.

KELLY ARNOLD - Kelly joined the firm in June of 2012. She is a graduate of Penn State University, Mont Alto, Pennsylvania, with a Bachelor's Degree in English. She has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. Kelly has experience in Workers' Compensation and governmental hearings, as well as all other phases of court reporting.

XI "Josh" XIA - Josh joined the firm in July of 2008. He is a graduate of the Pennsylvania State University, University Park, PA, with a Bachelor of Arts Degree in Marketing. He has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. Josh has experience in Workers' Compensation hearings and depositions, governmental hearings, civil and criminal cases as well as all other 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, Pennsylvania, with a Bachelor of Arts in Criminal Justice. He has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. Sami has experience in Workers' Compensation hearings and depositions, governmental hearings, civil and criminal cases as well as all phases of court reporting.

NICOLE MONTAGANO - Nicole joined the firm in January of 2011. She has been a Court Reporter since 1995. She is a graduate of Cittone Institute in New Jersey with an Associate's Degree in Court Reporting. Nicole has extensive experience in Workers' Compensation hearings and depositions, governmental hearings, civil and criminal cases, and all other phases of court reporting.

ALEKSANDR "Alex" CERTO-WARE - Alex joined the firm in September of 2011. He is a graduate of Franklin and Marshall College, Lancaster, Pennsylvania, with a Bachelor's Degree in Economics and a minor in Italian. He has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. Alex has experience in Workers' Compensation hearings and depositions, governmental hearings, civil and criminal cases as well as all other phases of court reporting.

SHANNON CONNELL - Shannon joined the firm in September of 2011. She is a graduate of Chestnut Hill College, Philadelphia, Pennsylvania, with a Bachelor's Degree in Political Science and a minor in Spanish. She has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. Shannon has experience in Workers' Compensation hearings and depositions, governmental hearings, civil and criminal cases as well as all other phases of court reporting.

JAZMIN ARCE - Jazmin joined the firm in January of 2012. She is a graduate of the StenoTech Career Institute, Piscataway, New Jersey, with an Associate's Degree in Court Reporting. Jazmin has experience in Workers' Compensation hearings and depositions, governmental hearings, civil and criminal cases as well as all other phases of court reporting.

ASHLEY JOHNSON - Ashley joined the firm in February of 2012. She is a graduate of Drexel University, Philadelphia, Pennsylvania, with a Bachelor's Degree in Communications and a minor in Paralegal Studies. She has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. Ashley has experience in Workers' Compensation hearings and depositions, governmental hearings, as well as all other phases of court reporting.

DAVID ESTABROOKS - David joined the firm in February of 2012. He is a graduate of Elizabethtown College, Elizabethtown, Pennsylvania, with a Bachelor's Degree in History and a minor in Asian Studies. He has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. David has experience in Workers' Compensation hearings and depositions, governmental hearings, as well as all other phases of court reporting.

DARLENE DOBKOSKI - Darlene joined the firm in February of 2012. She is a graduate of the Richard Stockton College of New Jersey, Pomona, New Jersey, with a Bachelor's Degree in Communications. She is also a graduate of Emerson College, Boston, Massachusetts, with a Master's Degree in Journalism. She has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. Darlene has experience in Workers' Compensation hearings and depositions, governmental hearings, as well as all other phases of court reporting.

LESLIE BLAKE - Leslie joined the firm in January of 2011. She is a graduate of Marshall University, Huntington, West Virginia, with a Bachelor's Degree in Criminal Justice. She is also a graduate of the Arkansas School of Court Reporting. Leslie has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. She has extensive experience in governmental hearings and civil depositions, as well as other phases of court reporting.

BRANDEE CAIN - Brandee joined the firm in July of 2011. She is a graduate of West Virginia University, Morgantown, West Virginia, with a Bachelor's Degree in International Studies and a minor in Political Science. She has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. Brandee has extensive experience in governmental hearings and civil depositions, as well as other phases of court reporting.

KELSEY THOMAS - Kelsey joined the firm in June of 2011. She is a graduate of Marshall University, Huntington, West Virginia, with a Bachelor's Degree in Public Relations. She has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. Kelsey has experience in governmental hearings and depositions, as well as other phases of court reporting.

ASHLEY MILLER - Ashley joined the firm in March of 2012. She is a graduate of West Virginia University, Morgantown, West Virginia, with a Bachelor's Degree in Criminology and Investigations and a minor in Communication Studies. She has training in using the Dragon Naturally Speaking software and Stenograph Case Catalyst voice writing system. Ashley has experience in governmental hearings and depositions, as well as other phases of court reporting.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: PSC9077

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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.

Sargent's Court Reporting Services, Inc.
 Company

Shirley Sargent, President
 Authorized Signature

7/2/12

Date

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

RFQ No. P5C9677STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT**

West Virginia Code §5A-3-10a states: 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 owned is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, Limited Liability Company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

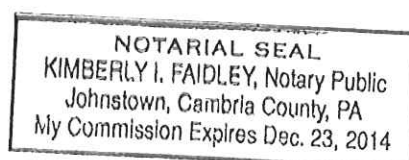
EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

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.

WITNESS THE FOLLOWING SIGNATUREVendor's Name: Sargent's Court Reporting Services, Inc.Authorized Signature: Shallan Sargent, President Date: 7/2/12State of PACounty of Cambria, to-wit:Taken, subscribed, and sworn to before me this 2 day of July, 2012.My Commission expires Dec. 23, 2014.

AFFIX SEAL HERE

NOTARY PUBLIC

Kimberly I. Faibley

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.

7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.

- ☒ Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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: Sargent's Court Reporting Service, Inc. Signed: [Signature]
 Date: 7/2/12 Title: President