



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

CREATION DATE : 01-APR-19
 BID NUMBER: 7598717
 TITLE: STENOGRAPHIC SERVICES (MPA-137)

BLANKET START : 01-OCT-19
 BLANKET END : 30-SEP-22
 BID CLOSING DATE AND TIME: 11-SEP-2019 11:00:00

BUYER: McGurn, Cheryl A
 PHONE #: 401-574-8130

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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
	10/1/2019 - 9/31/2022 MASTER PRICE AGREEMENT #137 MULTIPLE AWARDS WILL BE MADE IN THE BEST INTEREST OF THE STATE OF RHODE ISLAND. QUESTIONS CONCERNING THIS SOLICITATION MAY BE EMAILED TO THE DIVISION OF PURCHASES AT CHERYL.MCGURN@PURCHASING.RI.GOV NO LATER THAN AUGUST 29, 2019 @ 3:00 PM. PLEASE REFERENCE THE RFQ# ON ALL CORRESPONDENCE. QUESTIONS SHOULD BE SUBMITTED IN A MICROSOFT WORD ATTACHMENT. ANSWERS TO QUESTIONS RECEIVED, IF ANY, WILL BE POSTED ON THE INTERNET AS AN ADDENDUM TO THIS SOLICITATION (WWW.PURCHSING.RI.GOV). IT IS THE RESPONSIBILITY OF ALL INTERESTED PARTIES TO DOWNLOAD THIS INFORMATION. CONDITIONS OF PURCHASES CAN BE VIEWED: https://rules.sos.ri.gov/regulations/part/220-30-00-13 MULTIPLE AWARDS WILL BE MADE IN THE BEST INTEREST OF THE STATE OF RHODE ISLAND. NOTE: ALL TRANSCRIPTS MUST BE DELIVERED WITHIN TWO (2) WEEKS OF HEARINGS - EXPEDITED RATES WILL APPLY OTHERWISE. *				
1	MPA-137 10/1/2019 - 9/30/2022 HEARING: APPEARANCE FEE: DAYS: WITH TRANSCRIPT ORDER (UP TO 3 HOURS)	1.00	TOTAL		
2	MPA-137 10/1/2019 - 9/30/2022 HEARING: APPEARANCE FEE: DAYS: WITH TRANSCRIPT ORDER (OVER 3 HOURS)	1.00	TOTAL		
3	MPA-137 10/1/2019 - 9/30/2022 DEPOSITION: APPEARANCE FEE: DAYS: WITH TRANSCRIPT ORDER (UP TO 3 HOURS)	1.00	TOTAL		
4	MPA-137 10/1/2019 - 9/30/2022 DEPOSITION: APPEARANCE FEE: DAYS: WITH TRANSCRIPT ORDER (OVER 3 HOURS)	1.00	TOTAL		

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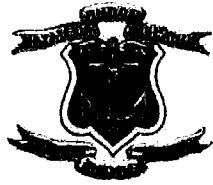
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5	MPA-137 10/1/2019 - 9/30/2022 HEARING: APPEARANCE FEE: ADDITIONAL PER HR. CHARGE AFTER 3 HRS./TRANS ORDERED	1.00	Hour		
6	MPA-137 10/1/2019 - 9/30/2022 DEPOSITION: APPEARANCE FEE: ADDITIONAL PER HR. CHARGE AFTER 3 HRS./TRANS ORDERED	1.00	Hour		
7	MPA-137 10/1/2019 - 9/30/2022 APPEARANCE FEE: DAYS: CANCELLED: SAME DAY CANCELLATION	1.00	TOTAL		
8	MPA-137 10/1/2019 - 9/30/2022 APPEARANCE FEE: DAYS: WITNESS NO SHOW: (MINIMUM CHARGE FOR ON-SITE ARRIVAL OF REPORTER)	1.00	TOTAL		
9	MPA-137 10/1/2019 - 9/30/2022 APPEARANCE FEE: WRITING: DAYS: NO TRANSCRIPT ORDERED - (HOURLY)	1.00	Hour		
10	MPA-137 10/1/2019 - 9/30/2022 APPEARANCE FEE: WAITING: DAYS: (HOURLY)	1.00	Hour		
11	MPA-137 10/1/2019 - 9/30/2022 APPEARANCE FEE: NIGHTS/WEEKENDS - HOLIDAYS SAME DAY CANCELLATION-(MINIMUM CHARGE)	1.00	TOTAL		
12	MPA-137 10/1/2019 - 9/30/2022 APPEARANCE FEE: NIGHTS/WEEKENDS - HOLIDAYS WITH TRANSCRIPT ORDER (UP TO 3 HORUS)	1.00	TOTAL		
13	MPA-137 10/1/2019 - 9/30/2022 APPEARANCE FEE: NIGHTS/WEEKENDS - HOLIDAYS WITH TRANSCRIPT ORDER (HOURLY AFTER 3 HRS.)	1.00	Hour		
14	MPA-137 10/1/2019 - 9/30/2022 APPEARANCE FEE: NIGHTS/WEEKENDS - HOLIDAYS NO TRANSCRIPT ORDER (UP TO 3 HORUS)	1.00	TOTAL		
15	MPA-137 10/1/2019 - 9/30/2022 APPEARANCE FEE: NIGHTS/WEEKENDS - HOLIDAYS NO TRANSCRIPT ORDER (HOURLY AFTER 3 HRS.)	1.00	Hour		
16	MPA-137 10/1/2019 - 9/30/2022 APPEARANCE FEE: MULTI DEPOSITIONS BACK TO BACK (PER DEPO)	1.00	Each		
17	MPA-137 10/1/2019 - 9/30/2022 APPEARANCE FEE: MULTI RECORDS BACK TO BACK (PER RECORD)	1.00	Each		
18	MPA-137 10/1/2019 - 9/30/2022 TRANSCRIPT PREPERATION & HANDLING ORIGINAL (25 LINES) PER PAGE DAYS: REGULAR (HEARING) PER PAGE	1.00	Each		

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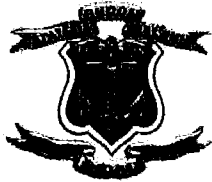
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Line	Description	Quantity	Unit	Unit Price	Total
19	MPA-137 10/1/2019 - 9/30/2022 TRANSCRIPT PREPARATION & HANDLING ORIGINAL (25 LINES) PER PAGE DAYS: EXPERT/TECHNICAL/MEDICAL (HEARING)	1.00	Each		
20	MPA-137 10/1/2019 - 9/30/2022 TRANSCRIPT PREPARATION & HANDLING ORIGINAL (25 LINES) PER PAGE DAYS: REGULAR DEPOSITION	1.00	Each		
21	MPA-137 10/1/2019 - 9/30/2022 TRANSCRIPT PREPARATION & HANDLING ORIGINAL (25 LINES) PER PAGE DAYS: EXPERT/TECHNICAL/MEDICAL (DEPOSITION)	1.00	Each		
22	MPA-137 10/1/2019 - 9/30/2022 TRANSCRIPT PREPARATION & HANDLING ORIGINAL (25 LINES) PER PAGE NIGHTS: REGULAR (HEARING)	1.00	Each		
23	MPA-137 10/1/2019 - 9/30/2022 TRANSCRIPT PREPARATON & HANDLING ORIGINAL (25 LINES)	1.00	Each		
24	MPA-137 10/1/2019 - 9/30/2022 TRANSCRIPT PREPARATION & HANDLING ORIGINAL (25 LINES) PER PAGE NIGHTS: REGULAR (DEPOSITION)	1.00	Each		
25	MPA-137 10/1/2019 - 9/30/2022 TRANSCRIPT PREPARATON & HANDLING ORIGINAL (25 LINES) PER PAGE NIGHTS; REGULAR (DEPOSITION)	1.00	Each		
26	MPA-137 10/1/2019 - 9/30/2022 TRANSCRIPT PREPARATION & HANDLING EXPEDITED WITHIN 24 HOURS TRANSCRIPT PREPARATION & HANDLING EXPEDITED WITHIN 24 HOURS: % PREMIUM ADDED TO ORIGINAL PAGE RATE	1.00	Each		
27	MPA-137 10/1/2019 - 9/30/2022 TRANSCRIPT PREPARATION & HANDLING EXPEDITED WITHIN 48 HOURS: (2 DAY) % PREMIUM ADDED TO ORIGINAL PAGE RATE	1.00	Each		
28	MPA-137 10/1/2019 - 9/30/2022 TRANSCRIPT PREPARATION & HANDLING EXPEDITED WITHIN 72 HOURS: (3 DAY) % PREMIUM ADDED TO ORIGINAL PAGE RATE	1.00	Each		
29	MPA-137 10/1/2019 - 9/30/2022 TRANSCRIPT PREPARATION & HANDLING EXPEDITED WITHIN 96 HOURS (4 DAY) % PREMIUM ADDED TO ORIGINAL PAGE RATE	1.00	Each		
30	MPA-137 10/1/2019 - 9/30/2021 TRANSCRIPT PREPARATION & HANDLING EXPEDITED WITHIN 120 HOURS (5 DAY) % PREMIUM ADDED TO ORIGINAL PAGE RATE	1.00	Each		

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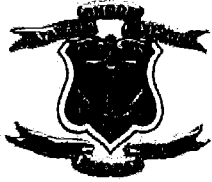
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Line	Description	Quantity	Unit	Unit Price	Total
31	MPA-137 10/1/2019 - 9/30/2021 TRANSCRIPT PREPARATION & HANDLING EXPEDITED WITHIN 144 HOURS: (6 DAY) % PREMIUM ADDED TO ORIGINAL PAGE RATE	1.00	Each		
32	MPA-137 10/1/2019 - 9/30/2021 TRANSCRIPT PREPARATION & HANDLING EXPEDITED WITHIN 168 HOURS: (7 DAY) % PREMIUM ADDED TO ORIGINAL PAGE RATE	1.00	Each		
33	MPA-137 10/1/2019 - 9/30/2021 TRANSCRIPT PREPARATION & HANDLING EXPEDITED WITHIN 192 HOURS: (8 DAY) % PREMIUM ADDED TO ORIGINAL PAGE RATE	1.00	Each		
34	MPA-137 10/1/2019 - 9/30/2021 TRANSCRIPT PREPARATION & HANDLING EXPEDITED WITHIN 216 HOURS: (9 DAY) % PREMIUM ADDED TO ORIGINAL PAGE RATE	1.00	Each		
35	MPA-137 10/1/2019 - 9/30/2021 TRANSCRIPT PREPARATION & HANDLING ADDITIONAL TRANS ORDERED WITH ORIGINAL (PP)	1.00	Each		
36	MPA-137 10/1/2019 - 9/30/2021 TRANSCRIPT PREPARATION & HANDLING MINIMUM CHARGE - UNDER 10 PAGES	1.00	Each		
37	MPA-137 10/1/2019 - 9/30/2021 TRANSCRIPT PREPARATION & HANDLING (OVER 10 PAGES) PER PAGE COPIES: OTHER THAN ORIGINAL CLIENT - ORDERED BY ANY AGENCY OR POLITICAL SUB-DIVISION OF RI	1.00	Each		
38	MPA-137 10/1/2019 - 9/30/2021 TRANSCRIPT PREPARATION & HANDLING DAYS: COPY: REGULAR (HEARING) PER PAGE	1.00	Each		
39	MPA-137 10/1/2019 - 9/30/2021 TRANSCRIPT PREPARATION & HANDLING (PER PAGE) DAYS: COPY: EXPERT/TECHNICAL/MEDICAL (HEARING)	1.00	Each		
40	MPA-137 10/1/2019 - 9/30/2021 TRANSCRIPT PREPARATION & HANDLING (PER PAGE) DAYS: COPY: REGULAR (DEPOSITION)	1.00	Each		
41	MPA-137 10/1/2019 - 9/30/2021 TRANSCRIPT PREPARATION & HANDLING (PER PAGE) DAYS: COPY: EXPERT/TECHNICAL/MEDICAL (DEPOSITION)	1.00	Each		
42	MPA-137 10/1/2019 - 9/30/2021 TRANSCRIPT PREPARATION & HANDLING (PER PAGE) NIGHTS: COPY: REGULAR	1.00	Each		

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Line	Description	Quantity	Unit	Unit Price	Total
43	MPA-137 10/1/2019 - 9/30/2021 TRANSCRIPT PREPARATION & HANDLING (PER PAGE) NIGHTS: COPY EXPERT/TECHNICAL/MEDICAL	1.00	Each		
44	MPA-137 10/1/2019 - 9/30/2021 ROUGH ASCII (PER PAGE)	1.00	Each		
45	MPA-137 10/1/2019 - 9/30/2021 REAL TIME/STREAMING TEXT: (PER PAGE) INCLUDES ROUGH ASCII	1.00	Each		
46	MPA-137 10/1/2019 - 9/30/2021 EXHIBITS: PREPARATION & HANDLING / COPIED (PER PAGE) B & W UP TO 11" X 17"	1.00	Each		
47	MPA-137 10/1/2019 - 9/30/2021 EXHIBITS: PREPARATION & HANDLING (PER PAGE) COPIED/SCANNED/HYPERLINKED/BUNDLED/ARCHIVE D B & W UP TO 11" X 17"	1.00	Each		
48	MPA-137 10/1/2019 - 9/30/2021 STENO-PREPARATION AND HANDLING FEES - ADDITIONAL TRANSCRIPT (NIGHT HEARING) - PER PAGE	1.00	Each		
49	MPA-137 10/1/2019 - 9/30/2021 EXHIBITS: PREPARATION & HANDLING (PER PAGE) COPIED/SCANNED/HYPERLINKED/BUNDLED/ARCHIVE D COLOR UP TO 11" X 17"	1.00	Each		
50	MPA-137 10/1/2019 - 9/30/2021 MINI/CONDENSED TRANSCRIPT (WITH ORIGINAL ORDER)	1.00	TOTAL		
51	MPA-137 10/1/2019 - 9/30/2021 ELECTRONIC VERSION OF TRANS: (WITH ORIGINAL ORDER)	1.00	TOTAL		
52	MPA-137 10/1/2019 - 9/30/2021 ONLINE ACCESS/REPOSITORY (PER TRANSCRIPT)	1.00	Each		
53	MPA-137 10/1/2019 - 9/30/2021 DELIVERY WITH SIGNATURE CONFIRMATION	1.00	Each		
54	MPA-137 10/1/2019 - 9/30/2021 VIDEO/VIDEOGRAPHER: 1ST HR. INCLUDES TRAVEL (IN-STATE) SET UP, BREAKDOWN + 1ST HOUR OF RECORDING	1.00	TOTAL		
55	MPA-137 10/1/2019 - 9/30/2021 VIDEO/VIDEOGRAPHER: 1ST HR. INCLUDES TRAVEL (IN-STATE) SET UP, BREAKDOWN + 1ST HOUR OF RECORDING	1.00	TOTAL		

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56	MPA-137 10/1/2019 - 9/30/2021 MEDIA: TRAVEL DRIVE, DVD, OR UPLOAD (PER FILE/WITNESS)1	1.00	Hour		
57	MPA-137 10/1/2019 - 9/30/2021 DUPLICATION /CONVERSION OF FILE FORMATS: PER FILE	1.00	Each		
58	MPA-137 10/1/2019 - 9/30/2021 STENO-ASCII DISK	1.00	Each		
59	MPA-137 10/1/2019 - 9/30/2021 STENO-ASCII DISK	1.00	Each		
60	MPA-137 10/1/2019 - 9/30/2022 MISCELLANEOUS EXPENSES: VIDEO CONFERENCING/INTERNET OR WEB BASED SERVICES AVAILABLE: PRICING SUPPLIED UPON REQUEST . PERCENT OFF % _____		Each		

Delivery: _____

Terms of Payment: _____

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Contract Terms and Conditions

Table of Contents

Terms and Conditions.....XXVII
 BID STANDARD TERMS AND CONDITIONSXXVII
 TERMS AND CONDITIONS FOR THIS BIDXXVII
 MPA BID AWARD (STATEWIDE APPLICABILITY)XXVII
 RIVIP INFO - BID SUBMISSION REQUIREMENTSXXVII
 INSURANCE REQUIREMENTSXXVII
 PURCHASE AGREEMENT BIDXXVII
 MULTI YEAR AWARDXXVIII
 DELIVERY PER AGENCYXXVIII
 READING VENDOR NAMES ONLYXXVIII
 MPA 1% ADMINISTRATIVE FEEXXVIII

Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

MPA BID AWARD (STATEWIDE APPLICABILITY)

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

RIVIP INFO - BID SUBMISSION REQUIREMENTS

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INSURANCE REQUIREMENTS

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. ORDERING (a) The User Agency(s) will submit individual orders for the various

items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

READING VENDOR NAMES ONLY

DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE AT WWW.PURCHASING.RI.GOV

MPA 1% ADMINISTRATIVE FEE

MASTER PRICE AGREEMENT CONTRACT ADMINISTRATIVE FEE

In 2017 the General Assembly amended the "State Purchases Act", R. I. Gen. Laws § 37-2-12 (b) to authorize the Chief Purchasing Officer to establish, charge and collect from vendors listed on master price agreements ("MPA") a contract administrative fee not to exceed one percent (1%) of the total value of the annual spend against their MPA contracts. All contract administrative fees collected from MPA vendors shall be deposited into a restricted receipt account which shall be used for the purposes of implementing and maintaining an online eProcurement system and other costs related to State procurement. In accordance with this legislative initiative the Division of Purchases is upgrading the State procurement system through the purchase and installation of an eProcurement system.

The contract administrative fee shall be applicable to all purchase orders issued relative to State MPA contracts. Therefore, effective January 1, 2020 all MPA contracts shall be assessed the 1% contract administrative fee.