



REQUEST FOR INFORMATION

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF KINGS**

REGARDING:
COURT REPORTER SERVICES

RESPONSES DUE:
CLOSE OF BUSINESS, DECEMBER 27, 2019

REQUEST FOR INFORMATION:
Court Reporter Services

I. Invitation to Respond

You are invited to respond with information to assist the Superior Court of California, County of Kings, in identifying professional entities to provide Court Reporting services to the Superior Court. Please use the information contained in this document and the format requested as the basis for your response.

A. Background

The Superior Court of California, County of Kings, is interested in contracting with an entity to:

- Provide daily verbatim reporting services including subsequent transcription of courtroom proceedings, maintaining confidentiality
- Daily use of stenographic and computer-aided transcription equipment and software, and provide "Real Time" for a minimum of seven [7] departments as related to certain matters, with time frames to be determined

Qualified entities providing the reporting services shall possess the requisite certification from the Court Reporters Board of California and maintain related certification and registration related to profession. All licensing applicable to the Court Reporting profession must be maintained including city or county business licenses.

Necessary equipment and related supplies, including but not limited to, software, connection cables, computer and printer must be provided and owned by the entity as necessary to perform the reporting services.

Entities must maintain all paper files or files utilizing other forms of media, audio recordings of proceedings, including the software program used to capture the verbatim audio recordings, any work completed by the court reporter and must ensure the confidentiality and security of all files.

Services would be provided at the Superior Court located in Kings County at 1640 Kings County Drive, Hanford, CA 93230.

B. Description

The objective of this RFI is to gather information from certified Court Reporters, related to all aspects of performing verbatim reporting services.

There are two critical requirements that must be met in order to respond to this RFI. The Superior Court of California will not consider submissions regarding verbatim reporting services that cannot support the below requirements:

REQUEST FOR INFORMATION:
Court Reporter Services

1. The entity providing reporters for verbatim services must ensure reporters are licensed and certified to practice as a shorthand reporter and have certification related to "Real Time Reporter". The Superior Court will not pay for or reimburse costs related to an individual reporter's licensing and certification.
2. The entity providing reporters for verbatim services are responsible to ensure reporters provide their own personal equipment, utilize stenographic and computer-aided transcription equipment and software and provide "Real Time" reporting. Personal equipment and related supplies include but are not limited to, software, connection cables, digital media preservation/storage, computer and printer.

II. Response Format

Section III below, is an outline for responding to this RFI. This outline is intended to minimize the effort of the respondent and structure the responses for ease of analysis by the Superior Court. Please adhere to this outline format without compromising your response.

III. Requirements

The Superior Court is requesting that entity providers present information on their capabilities as related to providing verbatim services.

Section 1: Entity Profile

Describe your company, including its:

- History
- Ownership and/or management structure
- Business practices
- Services provided
- Locations
- Human, technological and/or other resources
- Financial profile
- Other information deemed relevant

REQUEST FOR INFORMATION:
Court Reporter Services

Section 2: Pricing

Describe how pricing is calculated and include, where appropriate, information and estimates on:

- Providing services in courtrooms
- Preparing and certifying transcripts
- ADA Hearing Impaired Interpretation Services
- Other pricing information you deem relevant

Section 3: Additional Information

Provide any other information you deem appropriate.

IV. Submission Information

A. Disclaimer

This RFI is issued for information and planning purposes only and does not constitute a solicitation. Responses to the RFI will not be returned. A response to this notice is not an offer and cannot be accepted by the Superior Court of California, County of Kings, to form a binding contract. Responders are solely responsible for all expenses associated with responding to this RFI.

CONFIDENTIAL OR PROPRIETARY INFORMATION

The Superior Court of California, County of Kings' policy is to follow the intent of the California Public Records Act [PRA]. If the information submitted contains material noted or marked as confidential and/or proprietary that, in the Superior Court's sole opinion, meets the disclosure exemption requirements of the PRA, then that information will not be disclosed pursuant to a request for public documents. If the Superior Court of California, County of Kings does not consider such material to be exempt from disclosure under the PRA, the material will be made available to the public, regardless of the notation or markings. If an entity is unsure if the confidential and/or proprietary material meets the disclosure exemption requirements of the PRA, then it should not include such information in its proposal.

REQUEST FOR INFORMATION:
Court Reporter Services

B. Contact Information

Please submit responses via e-mail by close of business, December 27, 2019 to:

mnewman@kings.courts.ca.gov

The contact for this RFI is:

Monika Newman, Director of Administrative Services
Telephone: 559-582-1010, Ext. 6004

You may submit supplemental hardcopy materials to:

Monika Newman, Director of Administrative Services
Superior Court of California, County of Kings
1640 Kings County Drive
Hanford, CA 93230

C. Information Exchange

After the Superior Court of California, County of Kings has reviewed the submitted material, your entity may be contacted and asked to participate in an information exchange. The Court's objective is to gain further understanding of your proposed approach as related to the services your entity would provide to the Court.

Information exchange can take the form of additional phone conversations and in-person meetings.

It is important to note that the Superior Court of California, County of Kings will not reimburse you for any expenses, travel and/or time etc., regarding information exchange activities.

END OF FORM