

Request for Pricing Contract Court Reporting Services Blanket Purchase Agreement

Request Date: Wednesday, December 3, 2025

To: Prospective Contract Court Reporters

Re: Contract Court Reporting Services in the Northern District of Illinois

The United States District Court, Northern District of Illinois, requests proposals for a blanket purchase agreement for contract court reporting services at our Chicago and Rockford courthouses in accordance with the attached Statement of Work. The Court intends to award BPAs to one or more contract court reporters found to meet the Court's qualification requirements. BPAs issued under this solicitation may have an ordering period up to three years. The Court reserves the right not to make any awards as a result of this solicitation. Award of a BPA does not guarantee that a contractor will receive orders for any particular aggregate dollar value, or in fact any orders at all, for court reporting services. Contract court reporters responding to this solicitation should carefully review the Statement of Work, the minimum qualifications required, the Court's maximum transcript fee rates, and the BPA terms and conditions, all of which will be incorporated into any Blanket Purchase Agreement awarded under this solicitation. The Court's maximum transcript fee rates cannot exceed the maximum rates established by the Judicial Conference of the United States (JCUS).. All offers submitted in response to this solicitation will be considered as long as the technical requirements are met. Contract court reporters wishing to be considered must provide the following information: 1. Signed solicitation cover page; 2. The completed pricing schedule; 3. A signed biographical information sheet; and 4. Three reference information sheets. Offers will be accepted on an ongoing basis. Priority will be given to responses received by **Wednesday, December 10, 2025, 5:00PM (CST).**

Proposals shall be submitted via email to: sanela_hukic@ilnd.uscourts.gov.

Questions concerning this RFP must be emailed to Sanela Hukic, Procurement Administrator, at the email address listed above.

Sincerely,

Sanela Hukic

Procurement Administrator
United States District Court Northern District of Illinois

Attachments:

1. Solicitation Cover Page
2. Statement of Work
3. BPA Terms and Conditions
4. Pricing Schedule
5. Biographical Information Sheet
6. Reference Information Sheet

Attachment 1: Solicitation Cover Page

SOLICITATION FOR COURT REPORTER SERVICES BPA OFFEROR TO COMPLETE BLOCKS 17 and 30					1. REQUISITION NUMBER NOT USED						
2. CONTRACT NO. NOT USED		3. AWARD/EFFECTIVE DATE NOT USED		4. ORDER NUMBER NOT USED		5. SOLICITATION NUMBER NOT USED		6. SOLICITATION ISSUE DATE NOT USED			
7. FOR INFORMATION CONTACT Alexander A. Castaneda				a. CONTRACTING OFFICER NAME		b. E-MAIL ADDRESS alexander.castaneda@ilnd.uscourts.gov		8. OFFER DUE DATE/LOCAL TIME Click here to enter a date. Ongoing; December 10, 2025			
9. ISSUED BY United States District Court for the Northern District of Illinois				10. NOT USED							
11. DELIVERY FOB Destination			12. DISCOUNT TERMS NOT USED			13. NOT USED		14. METHOD OF SOLICITATION RFQ			
15. DELIVER TO See 1.A.1) of attached SOW				16. ADMINISTERED BY (if other than Block 9) NOT USED							
17a. CONTRACTOR (Type or print information) Name: Address: City: State: Zip: Phone: POC Name: E-mail:		TIN or DUNS:		18a. PAYMENT WILL BE MADE BY NOT USED							
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK IS CHECKED							
19. NOT USED		20. DESCRIPTION OF SERVICES		21. NOT USED		22. NOT USED		23. NOT USED		24. NOT USED	
This is a solicitation for proposals to provide court reporting services under a Blanket Purchase Agreement (BPA). This solicitation consists of the cover letter, and its attachments: (1) this signature page; (2) Statement of Work; (3) BPA Terms and Conditions (with appendices); (4) Solicitation Provisions; (5) Pricing Schedule; (6) Court Reporter Biographical Information Sheet; and (7) Court Reporter Reference Information Sheet. The court expects to award one BPA for the ordering period stated below, but reserves the right to award no BPAs or more than one BPA and to adjust the ordering period at the time of BPA award.											
25. NOT USED				26. NOT USED							
27. Applicable terms and conditions are as stated in the continuation pages.											
28. NOT USED				29. NOT USED							
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) NOT USED							
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)				30c. DATE SIGNED		31a. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)				31c. DATE SIGNED	
						NOT USED					

STATEMENT OF WORK – COURT REPORTING SERVICES BLANKET PURCHASE AGREEMENT (BPA)

The contractor shall provide all labor, supplies and equipment necessary to provide court reporting services and transcripts of proceedings (including realtime reporting, if applicable) in accordance with [28 U.S.C. § 753](#), the policies of the Judicial Conference of the United States, and the terms of this blanket purchase agreement (BPA). The contractor shall be responsible for obtaining all necessary licenses, permits and fees, and conformance with all laws, regulations, and ordinances applicable to performance under this BPA.

1. General

A. General Requirements. The contractor performing work under this BPA shall:

1) Attend and record verbatim court proceedings on the dates and at the locations specified in individual orders/calls issued by the District Court for the Northern District of Illinois, located at the following location(s):

Dirksen Courthouse, 219 S. Dearborn, Chicago, IL 60604; and
Roszkowski Courthouse, 327 S. Church Street, Rockford, IL 61101.

2) Incorporate into the record everything spoken by any individual during a proceeding. The contractor shall never consider anything any person says to be “off the record” unless the presiding judicial officer expressly designates a portion of the proceeding as such. The contractor shall preserve the integrity of the record at all times that the record is in his/her possession.

3) Promptly produce transcripts of court proceedings when requested by a judge or by any party who has agreed to pay the fees, following the format, delivery time and method, and fee requirements stated in the transcript order.

4) For each transcript ordered, deliver one (1) certified copy of the transcript to the Court Reporter Coordinator in .pdf format to be filed with the records of the court, without additional charge.

5) When requested by a party to redact personal information from a transcript, as permitted by [Volume 6, Chapter 5, of the Guide to Judiciary Policy](#), the contractor shall make such redactions and deliver a certified redacted transcript to the clerk of court to be filed with the records of the court. Delivery of a redacted transcript to the clerk of court shall be in addition to, rather than in lieu of, delivery of the original unredacted transcript.

6) During the 90 calendar days following delivery of the original transcript to the Court Reporter Coordinator, promptly notify the Court Reporter Coordinator of any party who has purchased the transcript of a proceeding to ensure the court provides the party with electronic access to the record in the court’s Case Management/Electronic Case Filing (CM/ECF) system prior to public posting of the transcript.

7) Comply with all filing and reporting requirements of this BPA.

B. Title to Records/Copyright of Transcripts

1) Title to the records of any proceeding that the contractor reports shall vest in the Court at the time of creation of the records. Such title includes title to the medium in which the contractor records the proceedings, except that if electronic sound recordings are made by the contractor for back-up purposes, they shall remain the property of the contractor, but the contractor shall make such sound recordings available to the Court upon request of the Contracting Officer if it is determined the principal record of the proceedings are defective.

2) Transcripts produced from records of proceedings in United States Courts are in the public domain and are not protected by copyright. The contractor shall not include any statement or symbol on a transcript that would lead one to believe the transcript is protected by copyright. Because transcripts are in the public domain, they may be used, reproduced, and distributed by attorneys, parties, and the general public without limitation and without additional compensation to the contractor.

2. Transcripts

A. Transcription/Certification. The contractor shall transcribe and certify such parts of the record of proceedings as may be required by any rule or order of the court. The contractor shall transcribe and certify, without charging a transcript fee, all arraignments, pleas, and proceedings in connection with the imposition of sentence in criminal cases unless those proceedings have been recorded by electronic sound recording and the original recordings have been certified by the reporter and filed with the clerk. The contractor shall also transcribe any proceeding ordered by a judge of the Court, or which is ordered by a party or a member of the public who has agreed to pay the appropriate fee for the transcription.

B. Official Transcript. Under [28 U.S.C § 753\(b\)](#), “The transcript in any case certified by the reporter or other individual designated to produce the record shall be deemed prima facie a correct statement of the testimony taken and proceedings had. No transcripts of the proceedings of the court shall be considered as official except those made from the records certified by the reporter or other individual designated to produce the record.”

C. Transcript Format. The contractor shall comply with the Judicial Conference transcript format standards outlined in [Volume 6, Chapter 5, § 520, Guide to Judiciary Policy](#). The maximum per page transcript rates are based on a strict adherence to the prescribed format.

D. Transcript Delivery Times. The following transcript delivery time requirements are from receipt of a transcript order or from the date of completion of satisfactory financial arrangements for payment after the date of receipt of the order:

1) Required

a) Ordinary transcript – A transcript to be delivered to ordering party within thirty (30) calendar days after receipt of an order.

b) The court’s certified copy (without charge) - not later than three (3) working days after original delivery to the ordering party. The contractor shall ensure physical receipt of the transcript by the clerk or his/her designee.

c) Redacted transcripts – an ordering party has the right to request redactions within 21 days after original delivery of the transcript to the clerk of court, and the contractor must deliver the requested redaction to the clerk of court not later than 31 days after original delivery of the unredacted transcript to the clerk of court, or longer if the court so orders, in the medium prescribed by the clerk.

2) The contractor shall, whenever possible, provide 14-day, expedited, 3-day, daily, hourly, or realtime service at the request of the parties. All such orders, if accepted, are subject to the ordering party making satisfactory financial arrangements for payment. The delivery requirements for each accepted order of such transcripts is as follows:

a) 14-Day - A transcript to be delivered within fourteen (14) calendar days after receipt of an order.

b) Expedited - A transcript to be delivered within seven (7) calendar days after receipt of an order.

c) 3-Day- A transcript to be delivered within three (3) calendar days after receipt of an order.

d) Daily - A transcript to be delivered on the calendar day following receipt of the order (regardless of whether that calendar day is a weekend or holiday) prior to the normal opening hour of the Court.

e) Hourly - A transcript of proceedings to be delivered within two (2) hours from receipt of the order.

f) Realtime – A draft unedited transcript produced by a certified realtime reporter as a byproduct of realtime to be delivered electronically during the proceedings or immediately following adjournment.

E. Transcript Orders for Matters on Appeal

1) Upon receipt of a transcript order indicating it is for a matter on appeal, the contractor shall:

a) Complete the 7th Circuit Transcript Information Sheet promptly by entering the date the order was received, estimated completion date, estimated length, and signing and dating the form. If the transcript cannot be completed within 30 days of receipt of the order, the contractor shall request an extension of time from the clerk of the court of appeals and the clerk's decision shall be entered on the docket and the parties notified.

b) Submit the requested transcript/transcripts to the Court Reporter Coordinator for filing if that has not already taken place.

F. Redaction of Transcripts

1) The parties to a proceeding may, within 21 calendar days after receipt of the certified transcript, request redaction of personal information from the transcript. The contractor shall, without a court order, redact the following personal identifiers from a case transcript upon the request of an attorney to the case:

- a) Social Security numbers (or taxpayer identification numbers) to the last four digits;
- b) financial account numbers to the last four digits;
- c) birthdates to the year;
- d) individuals known to be minor children to the initials; and
- e) in criminal cases, any home addresses stated in open court to the city and state.

2) All other requests for redaction of material in a transcript must be submitted by an attorney in the case to the judge. The contractor shall redact additional transcript text only upon approval of the judge. The contractor is not required to independently identify personal identifiers in a transcript for redaction; the requesting attorney must identify information to be redacted by page and line number in the Redaction Request.

3) To manually redact a transcript, the contractor shall place an "x" (or a black box) in place of each redacted character. Manual redactions must have the same number of x's as characters deleted (or black boxes of the same size as the deleted characters) to preserve page and line numbers of transcripts. Alternatively, software that provides for redaction may be used as long as the page and line integrity from the original transcript is maintained in the redacted transcript. The contractor shall insert a notation of "REDACTED TRANSCRIPT" on a blank line on the title page immediately below the case caption and before the Volume number and the name and title of the Judge, taking care to ensure that the addition of this text does not cause changes to the length of the title page.

4) At the end of the transcript, and without causing "page roll over" (a smaller font may be used) the contractor shall insert the following certification:

"I (we) certify that the foregoing is a true and correct copy of the transcript originally filed with the clerk of court on [*Insert Date*] and incorporating redactions of personal identifiers requested by the following attorney(s) of record [*Insert Name of Requesting Attorney(s)*] in accordance with Judicial Conference policy. Redacted characters appear as an "x" (or a black box) in the transcript."

5) There is no requirement that any of the parties to a case purchase or be provided with a copy of any redacted transcripts. Parties shall not be charged for the redacted transcript provided to the Court Reporter Coordinator. The parties to the case may only be charged for a copy of a redacted transcript if they specifically request a copy of the redacted transcript.

G. Transcript Fees

1) The transcript rates of this BPA apply to all orders for transcripts of proceedings recorded under the BPA, including orders from other judiciary organizations, such as Federal Public Defenders and appellate courts.

2) The contractor may charge and collect fees for transcripts requested by the parties, including the United States, at the rates set forth in the Pricing Schedule available on the Court's website, www.ilnd.uscourts.gov. The contractor shall not add any transcript surcharges or service fees to the Schedule rates. Certified copies and certified redacted copies of transcripts delivered to the clerk for the record of the court are not subject to payment of transcript fees.

3) Judiciary policy provides that, in multi-defendant cases involving CJA defendants, no more than one certified transcript should be purchased from the court reporter on behalf of CJA defendants. CJA multi-defendant transcript orders may be requested in electronic format to simplify making multiple copies. Alternatively, if requested to do so by one of the CJA counsel or the clerk of court, the court reporter may furnish duplication services at the commercially competitive rate to provide copies of the CJA multi-defendant transcript ordered.

4) The contractor may require any party ordering a transcript to prepay the estimated fee in advance, except when payment is made by the United States. The Court shall have no liability to the contractor for payment of transcript fees for transcripts ordered by private parties.

5) Ordinary postage costs are considered an ordinary business expense, and therefore may not be charged. If a party requests expedited delivery, the contractor may bill the party for the difference between ordinary postage costs and the cost for expedited delivery.

6) The contractor is required to certify the following on each transcript invoice:

"I certify that the transcript fees charged and page format used comply with the requirements of this Court and the Judicial Conference of the United States."

7) No fee may be charged that would be higher than the fee corresponding to the actual delivery time. Sanctions for overcharging parties or the court for transcripts may include offsets against future government payments, termination of the BPA, and/or other available legal remedies.

H. Delinquent Transcripts – Reduction of Fees

1) Delivery of a transcript between 31 and 60 days after the date ordered (or the date estimated payment is received, if after the date ordered) shall be paid at 90 percent of the prescribed fee.

2) Transcripts delivered more than 60 days after the date ordered (or the date estimated payment is received, if after the date ordered) shall be paid at 80 percent of the prescribed fee.

3) The Contracting Officer may grant a waiver of the above price reduction upon the written petition of the contractor stating that the contractor did not receive timely notice of the transcript order and/or satisfactory financial arrangements were not made.

3. Transcription Services for Magistrate Judge Digital Recordings

A. Heading 2. Transcripts, Section 2.C. Transcript Format, Section 2.D. Transcript Delivery Times, Section 2.E. Transcript Orders for Matters on Appeal, Section 2.F. Redaction of Transcripts, Section 2.G. Transcript Fees, and 2.H. Delinquent Transcripts – Reduction of Fees, are incorporated by reference to transcription services for Magistrate Judge digital recordings.

B. The first line on the title page of a transcript prepared from an audio file is to be in bold, centered, underlined and read as follows:

TRANSCRIBED FROM DIGITAL RECORDING

C. After the listing of appearances and before any court reporter identifying information, the following should be inserted on the title page:

****PLEASE NOTIFY OF INCORRECT SPEAKER IDENTIFICATION****
NOTE: FAILURE TO STAND NEAR THE MICROPHONE MAKES
PORTIONS UNINTELLIGIBLE AND INAUDIBLE

D. The certificate at the end of a transcript prepared from a digital recording should read as follows:

CERTIFICATE

I certify that the foregoing is a correct transcript from the digital recording of proceedings in the above-entitled matter to the best of my ability, given the limitations of using a digital-recording system.

Signature

Date

4. Filing and Reporting Requirements

A. Filing. The contractor must certify and file promptly with the clerk of court all original shorthand notes and other original records of proceedings recorded by the contractor. The contractor shall certify and mark the original notes and other original records with the following information:

“In accordance with 28 U.S.C. § 753(b), I certify that these original notes are a true and correct record of proceedings in the United States District Court for the Northern District of Illinois before *[Insert Name of Judicial Officer]* on *[Insert Date]* by *[Signature of Court Reporter]*.”

B. Notes and records.

1) The contractor must maintain the original shorthand notes and associated files on a storage medium separate and apart from non-Illinois Northern District Court proceedings, so that they may be readily turned over to the Court Reporter Coordinator after the life of the contract, however long that may be.

2) The contractor must maintain an electronic sound recording of all arraignments, pleas, and proceedings in connection with the imposition of sentence in criminal cases.

3) The contractor shall provide transcripts ordered by a party or the Court, even when ordered after the expiration of the BPA ordering period, at the prices authorized in the Pricing Schedule current at that time. Requirements for the filing of a certified copy of the transcript with the Court Reporter Coordinator, and for the filing of redacted transcripts with the Court Reporter Coordinator, apply equally to transcripts ordered before or after the conclusion of a proceeding.

C. Report of Transcript Orders Received. The contractor shall advise the Court Reporter Coordinator of any transcripts ordered and produced, and fees charged, if ordered directly and not through the Court's transcript order database.

5. Required Qualifications for Reporters

A. Stenotype Court Reporters. The following minimum requirements apply to stenotype court reporters providing services under this BPA:

1) Each reporter shall possess as a minimum qualification at least four years of prime court reporting experience;

2) Each reporter shall have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or have passed an equivalent qualifying examination which, at the sole discretion of the CO, evinces equivalent skills. If a proposed reporter has qualified by other than National Court Reporters Association testing, evidence of equivalent certification must be accompanied by detailed test performance criteria. Minimum requirements for successful completion of the equivalent qualifying examination shall include the ability to record 180 words per minute for literary matter, 200 words per minute for jury charge, and 225 words per minute for testimony and transcribe those sessions at 95% accuracy within 3.5 hours;

3) The contractor shall provide evidence of NCRA or equivalent certification for each reporter. Equivalent certification must be accompanied by detailed test performance criteria; and

4) The contractor must be able to provide Realtime services to the judge but are not to sell the services to the parties without a Realtime certification.

OR

B. Realtime Stenotype Services. The following minimum requirements apply to stenotype realtime court reporters providing services under this BPA:

1) Each reporter shall possess as a minimum qualification at least four years of prime court reporting experience;

2) Each reporter shall have qualified by testing for listing as a Federal Certified Realtime Reporter (FCRR) by the United States Court Reporter Association or Certified Realtime Reporter (CRR) by the National Court Reporters Association (NCRA) or have passed an equivalent qualifying examination which, at the sole discretion of the CO, evinces equivalent skills. If a proposed reporter has qualified by other than United States Court Reporter Association or National Court Reporters Association testing, evidence of

equivalent certification must be accompanied by detailed test performance criteria; minimum requirements for successful completion of the equivalent qualifying examination shall include the ability to produce a simultaneous translation and display within 5 seconds of stenotype input for five minutes of professionally audio-recorded dictation at variable speeds ranging from 180 - 200 words per minutes at 96% accuracy; and

3) The contractor shall provide evidence of NCRA or equivalent realtime certification for each reporter. Equivalent certification must be accompanied by detailed test performance criteria.

6. Travel

If the contractor accepts an assignment for reporting services for a proceeding which will take place in a location more than 50 miles from the location(s) stated in paragraph 1.A.1) above, the contractor shall be paid for reporting services in accordance with the pricing schedule for time spent on the reporting assignment, including for each day or part thereof spent traveling to or from the assignment. In addition to the reporting fees, the contractor shall receive reimbursement in accordance with the travel regulations contained in [Volume 19 of the Guide to Judiciary Policy](#), and as applicable to employees of the Judicial Branch generally, the actual expenses of transportation of the contractor and a per diem allowance the same as that applicable to an employee of the Judicial Branch in travel status. All contractor vouchers for travel and subsistence reimbursement shall be itemized by type and amount of each item of expense, in accordance with the judiciary travel regulations. All hotel or airfare expenses must be approved in writing in advance of the contractor securing reservations.

7. Requirements for Packaging and Marking

A. When mailing is requested, packaging of transcripts shall be in accordance with best commercial practices. The contractor shall pack to ensure carrier acceptance and to ensure safe delivery.

B. The contractor shall clearly mark all packages with the legend "Transcript of Proceedings." All packages (delivered by any means) shall bear the name, address, and title of the person to whom it is to be delivered, as well as the name and return address of the sender. Failure to do so may constitute grounds for refusal of delivery, and subsequent reduction of fees for delinquent transcripts.

8. Invoices

A. Invoicing the parties. The Contractor shall submit invoices for transcripts ordered by private parties directly to the ordering party and may require payment in full before releasing the transcript. A copy of the invoice shall also be provided to the Contracting Officer.

B. Invoicing the Court.

1) Appearance Fees. The contractor shall prepare and submit invoices for appearance fees to the Court Reporter Coordinator within 45 days after completion of the reporting services. Each invoice for appearance fees shall contain the following information:

- a) contract number;
- b) name of the presiding judge;
- c) case name and number;
- d) billable hours (time) and total number of actual hours of reporting services;
- e) authorized applicable rate(s) under the Pricing Schedule;
- f) extended totals;
- g) number of any overtime hours, by day, hourly rate, and extended totals (if applicable);
- h) transportation and subsistence expenses for reporting services under paragraph 5 if authorized for the specific proceeding (receipts must be provided with the invoice); and
- i) any credits or other deductions (if applicable).

2) Fees to be Paid for Travel Days

a) No payment will be provided for travel time within the local commuting area of the court location in which the contract court reporter is working. The local commuting distance to the courthouse will be set at the discretion of the court. In the absence of a court-specific local commuting region, it will be construed as a 50-mile radius of the courthouse.

b) Any assignment issued under this Purchase Order shall state all travel time or days that are authorized. The contract court reporter will be paid for travel time upon submission of a proper invoice citing the assignment authorizing travel days. Travel time will be included in the half or full-day rate.

c) When a contract court reporter is required to travel to a court location that is beyond the local commuting distance from the reporters residence, using common carrier air or ground transportation, on a day prior to a court proceeding, the court will pay a travel time fee, based on time in travel, equal to the applicable I. Purchase Order for Court Reporter Services: Terms and Conditions for half or full-day rate, plus the overtime rate for any hour or fraction thereof over eight hours.

d) If travel to the reporter's residence from a court location that is beyond the local commuting distance is required on the day after completion of a court proceeding, the court will pay a travel time fee, based on time in travel, equal to the applicable half or full-day rate, plus overtime if applicable.

e) Time in travel is counted from the time the reporter leaves the residence or other authorized location until arrival at the court location and from the time the reporter leaves the court location until arrival at the residence or other authorized location, using the most direct and timely route.

f) Payment for the travel time and service time are in addition to travel expenses to be reimbursed if the reporter submits a proper invoice and the necessary receipts in accordance with this Purchase Order.

g) For court proceedings scheduled for longer than one week at a location beyond the local commuting distance from the contract court reporter's residence, no reporting fees will be paid for weekend days when the contract court reporter is not providing reporter services. The court shall determine whether it is more advantageous to the court for the contract court reporter to remain on travel status for the weekend or return to the reporter's residence.

h) The contract court reporter who stays on travel status during a weekend will only be reimbursed for itemized subsistence expenses, lodging and meals.

i) For court proceedings lasting longer than two weeks, the court will reimburse travel expenses for one round-trip return home every other weekend, in accordance with the Judiciary Staff Travel Regulations.

3) Transcripts. Transcript fees do not apply to transcripts delivered for the records of the court in accordance with Paragraph 1.A.4) above. Additional transcripts ordered by a judge or the court may be invoiced at the stated fees. Invoices shall be submitted to the contracting officer or his/her designee within 45 days after delivery of the transcript. Each invoice for transcripts shall contain the following information:

- a) contract number;
- b) transcript order number;
- c) case name and case number;
- d) date of proceeding(s) transcribed;
- e) name and title of the ordering judicial official;
- f) type of transcript (ordinary, 14-day, expedited, daily, hourly);
- g) number of pages of transcript and the per page rate;
- h) extended totals; and
- i) amount of any credit for delinquent delivery or other deduction, if applicable.

C. In the event the contractor fails to include any credit or other deduction on an invoice, the Court may compute the credit and effect a setoff, reducing the payment accordingly.

9. Computation of Appearance or Cancellation Fees

A. The half-day rate applies when the contractor is present at the designated assignment location for four hours or less. The half-day rate is applicable to services up to and including four hours in one day, including travel time, if authorized. These hours are considered consecutive, not including meal periods, unless otherwise negotiated by the parties and

evidenced in writing. If the contractor qualifies to be compensated for travel time, any travel time to and from the court is counted as part of the half-day rate.

B. The full-day rate applies when the contractor is present at the designated assignment location longer than four hours, but not more than eight hours. The full-day rate is applicable to services in excess of four hours up to an including eight hours in one day, including travel time, if authorized. These hours are considered consecutive, not including meal periods, unless otherwise negotiated by the parties and evidenced in writing. If the contractor qualifies to be compensated for travel time, any travel time to and from the court is counted as part of the full-day rate. The full-day rate also applies when the contractor has been instructed to be present at the designated assignment location both the morning session and the afternoon session regardless of the actual number of reporting hours. For example, if the reporter is required to be present at the designated assignment location from 11:00 a.m. until 2:00 p.m., the full-day rate will apply.

C. Overtime/hourly rates apply only if the workday exceeds eight hours, not including meal periods, and are applicable to any hour or fraction thereof exceeding eight hours.

D. If the contract court reporter is given notice of cancellation of a court proceeding at least 24 hours prior to the scheduled proceeding, or the time of departure from residence if travel is authorized, not counting weekends or federal holidays, no cancellation fee will be paid.

E. If the contract court reporter is given notice of the cancellation less than 24 hours prior to the scheduled proceeding or the time of departure from residence if travel is authorized, not counting weekends or federal holidays, the court will pay the reporter the applicable cancellation fee of either the half or one full day depending on the anticipated duration of the assignment.

10. Failure of Qualified Reporter to Appear

A. In the rare circumstance that a contract court reporter realizes that they may be late for a scheduled hearing, they must immediately notify the Court Reporter Coordinator.

B. If the contractor fails to appear at the time and place specified for the proceeding, or if the contractor provides a reporter who does not satisfy the qualification requirements of this BPA, the Court may:

- 1) Procure the services of a substitute, and the contractor shall be responsible for all costs in excess of the reporting services costs the Court would have incurred if the contractor had performed the work in accordance with this BPA. The contracting officer shall deduct such excess costs from any sums payable or which become payable to the contractor.

- 2) Delay the proceeding until the contractor arrives. If the contract court reporter fails to report to the proceeding on time, the Court reserves the right to terminate the BPA, unless extraordinary circumstances are shown by the contractor.

C. The rights and remedies of the Court under this paragraph are not exclusive and are in addition to any other rights and remedies which this BPA or the law provides.

D. If the contractor reports for an assignment but does not complete the assignment due to illness, personal reasons, or any other reason, the rate paid will be determined by the amount of time the contractor actually performed services.

BPA TERMS AND CONDITIONS

1. **Extent of Obligation.** The Court is obligated under this BPA only to the extent of call(s) placed by authorized individuals against this agreement. The Contractor is cautioned that accepting BPA calls from anyone other than those authorized by the BPA may result in delay or denial of payment for that unauthorized call.

2. **Individuals Authorized to Place Calls/Orders and Dollar Limitations.** The individuals authorized to place calls/orders under this Agreement will be provided to the contract court reporter.

3. **Security Clearance Requirements.** All court reporters performing work under this BPA are subject to background checks prior to any proceeding needing security clearance. This will include, at a minimum, a fingerprint criminal history check.

4. **Handling Classified Materials.** In the event that the proceeding requires reporting or handling of classified information or materials, the following applies:

A. The Government and Contractor agree that neither expects the performance under calls under this BPA to involve reporting or handling of classified information or materials. Either party shall notify the other promptly in writing if the expectation of that party changes, and shall include in the notice reasons therefore. If there are sealed records, in camera proceedings or grand jury matters, the Contractor shall consult with the Contracting Officer as to the proper safeguarding, security, and secrecy of the original notes and transcript orders.

B. The Contracting Officer will advise the Contractor whenever the Government places a BPA call that will require the reporting of classified information or materials. The Contractor shall have the right to decline to provide such reporting services, in which case such services shall be deemed outside the scope of the BPA call.

C. The Contractor shall hold inviolate and in strictest confidence any and all information of an official nature not for inclusion in the transcript, any information which the Presiding Judicial Official designates as "off the record" and all classified information and material.

D. The Contractor shall safeguard, and otherwise act with respect to all classified information and material, in accordance with applicable law and instructions from the Contracting Officer. The Contractor shall not permit any individual to have or gain access to the classified information or material without written permission of the Contracting Officer, except as access may be necessary for authorized employees of the Contractor to perform transcription services under the BPA call.

E. Notwithstanding any other provision of this BPA, the Contractor may deliver a transcript containing classified material or information only to the Government. The Contractor shall never sell or deliver such a transcript to a private person without the express written permission of the Contracting Officer. Notwithstanding any other provision of this purchase order, the Contractor shall never keep a copy of a transcript containing classified material or information after the delivery of the original transcript to the

Contracting Officer and/or the Clerk of Court.

5. Service Contract Act Wage Determination. If the contractor anticipates using five or more employees to provide services under this procurement over the term of the BPA, then the labor rates stated in the attached Department of Labor wage rate determination apply.

6. Reporters Authorized to Provide Services Under BPA. Only the reporters named in the list attached to this BPA are authorized to provide services under this BPA. Any additions or substitutions to the list shall be subject to the approval of the Contracting Officer.

7. This BPA incorporates the following clauses by reference with the same force and effect as if it were given in full text. Upon request, the contracting officer will make the full text available. [Volume 14, Appendix 1B, of the Guide to Judiciary Policy](#) contained the full text of the following referenced clauses:

3-3 Provisions, Clauses, Terms and Conditions - Small Purchases JUN 2014
5-5 Non-Disclosure (Professional Services) JAN 2003
5-20 Records Ownership JAN 2003
7-5 Contracting Officer's Representative APR 2013
7-15 Observance of Regulations/Standards of Conduct JAN 2003
7-45 travel APR 2013

(end)

Attachment 4: Pricing Schedule

**BPA PRICING SCHEDULE FOR CONTRACT COURT REPORTING SERVICES FOR THE
NORTHERN DISTRICT OF ILLINOIS**

Name: _____

Company: _____

Date: _____

Signature: _____

Pricing applicable to work performed during each twelve-month contract period shall be as shown below. Please note that a respondent to this BPA should only provide Unit Pricing for the services that they are willing to provide under this BPA. If the respondent is not able to provide pricing for a line, please indicate "N/A".

Year One Pricing through 9/30/2026		
Appearance Fees	Unit	Unit Price
Full Day Rate (Chicago)	Each	
Full Day Rate (Rockford)	Each	
Half-Day Rate (Chicago)	Each	
Half-Day Rate (Rockford)	Each	
Overtime Rate (Chicago)	Hour	
Overtime Rate (Rockford)	Hour	

Year Two Pricing 10/1/2026 through 9/30/2027		
Appearance Fees	Unit	Unit Price
Full Day Rate (Chicago)	Each	
Full Day Rate (Rockford)	Each	
Half-Day Rate (Chicago)	Each	
Half-Day Rate (Rockford)	Each	
Overtime Rate (Chicago)	Hour	
Overtime Rate (Rockford)	Hour	

Year Three Pricing 10/1/2027 through 9/30/2028		
Appearance Fees	Unit	Unit Price
Full Day Rate (Chicago)	Each	
Full Day Rate (Rockford)	Each	
Half-Day Rate (Chicago)	Each	
Half-Day Rate (Rockford)	Each	
Overtime Rate (Chicago)	Hour	
Overtime Rate (Rockford)	Hour	

Are you willing to transcribe from audio files? Please note for this service, contract court reporters may only bill at the per page transcript rates. Yes _____ No _____

**Transcripts – the [maximum transcript rates](#) of the Court will apply.

Attachment 5: Biographical Information Sheet

REPORTER'S BIOGRAPHICAL INFORMATION SHEET

(COMPLETE ONE PER REPORTER)

SOLICITATION NUMBER:	DATE:
COMPANY NAME:	
REPORTER'S NAME: <i>(reporter must sign at bottom of page)</i>	
For NCRA/NVRA Certificate, provide Title, Registration Number & Date Received: For Other Certification provide name of grantor and city, state, for which conferred: <i>(copy of certificate must be attached)</i>	
EXPERIENCE: Begin with most recent experience. List all positions related to performance of court reporting duties. Include all experience in a courtroom setting. Experience in a courtroom setting and dates of that service must be clearly identified. Include average number of hours worked per week for each position. Attach additional sheets as needed.	
Name, Address, Phone# of Employer: Description of Duties:	Employed from: __/__/____ to __/__/____
Name, Address, Phone# of Employer: Description of Duties:	Employed from: __/__/____ to __/__/____
Name, Address, Phone# of Employer: Description of Duties:	Employed from: __/__/____ to __/__/____
Name, Address, Phone# of Employer: Description of Duties:	Employed from: __/__/____ to __/__/____
By signing below, I certify that the above information is complete and correct, and that I intend to provide services for the above firm under any contract resulting from this solicitation:	
_____ Reporter Signature	_____ Date

Attachment 6: Reference Information Sheet

COURT REPORTER REFERENCE INFORMATION

The Offeror shall provide a minimum of three (3) references for which the offeror performed services similar to those required in this solicitation during the three (3) year period preceding the issue date of this solicitation. If offeror is a firm rather than a individual court reporter, a minimum of three (3) references must be provided for each individual court reporter proposed to provide services under the BPA.

Name of Offeror _____	
1. Name of Reference (<i>Firm, company, Court or individual</i>):	
2. Name, e-mail address, and telephone # of Contact with information about past performance by the Offeror:	
3. Contract # (<i>if applicable</i>):	
4. Period during which work performed: From <u> </u> / <u> </u> / <u> </u> to <u> </u> / <u> </u> / <u> </u>	
5. Was work performed in a courtroom setting? Yes <u> </u> No <u> </u> If <u> </u> no, where was work performed? <u> </u>	
6. Description of work:	