



REQUEST FOR PROPOSAL

Court Reporter Services

Office of the City Counselor

1200 Market Street, Room 314

St. Louis, Missouri 63103

Phone: 314-622-3361

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REQUEST FOR PROPOSAL

1.0 INFORMATION FOR RESPONDENTS

1.1 Purpose and Intent.

This Request for Proposal (RFP) for Court Reporting Services is issued by the City of City Louis, Missouri (the “City”) through the Office of the City Counselor of the City (the “OCC”).

The purpose and intent of this “RFP” is to seek proposals from qualified court reporters and/or court reporting firms to provide services in connection with depositions taken by attorneys with the OCC. The intent of this RFP is to award a contract to Respondents who present a detailed proposal conforming to this RFP that is most advantageous to the City regarding cost and other factors considered. The City reserves the right to award the contract(s) resulting from this RFP to one or more respondents, as appropriate, to meet the needs of the City. Prior to any binding agreement with the successful respondent(s) for services under this RFP, the successful respondent(s) will be required to enter into a Contract for the requested services under this RFP. The City is seeking a three (3) year contract beginning March 2014.

1.2 Background.

The Law Department for the City of St. Louis, known as the Office of the City Counselor, provides legal assistance and representation to the City, its related agencies and departments, and its elected and appointed officers. The OCC is comprised of approximately 40 attorneys plus support staff.

1.3 RFP Timeline.

1.3.1 Question and Answer Period.

Any questions regarding this RFP must be submitted in writing via e-mail or U.S. mail to the attention of the following individual:

Kathleen G. Tanner
Office of the City Counselor
1200 Market, Room 314
St. Louis, MO 63103
tannerk@stlouis-mo.gov

Questions must be submitted no later than February 5, 2014 at 5:00 p.m. (CST). The aforementioned individual will respond in writing to any questions. The OCC will maintain a list of all individuals/entities requesting copies of the RFP and will ensure that copies of all questions and responses thereto shall be made available, upon request, to each entity on such list. Each question shall begin by referencing the RFP page number and section number to which it relates. **Contact with Selection Committee members is strictly prohibited.**

After the submission of proposals, unless requested by the OCC, contact with the OCC is limited to status inquiries only, and such inquiries shall be directed to the above-named individual. Any further contact or information about the proposal to the OCC or any other City official connected with the RFP will be considered an impermissible supplementation of the Respondent's proposal.

1.3.2 Submission of Proposal

In order to be considered by the Selection Committee, a Respondent's proposal must be received by the **OFFICE OF THE CITY COUNSELOR, 1200 Market Street, Room 314, St. Louis, MO 63103 NO LATER THAN 5:00 P.M. (CST) on February 11, 2014.** Proposals received after this deadline will not be considered.

Proposals must be labeled on the outside of the package to clearly indicate that they are in response to the **RFP FOR COURT REPORTER SERVICES.** Proposals submitted via e-mail or facsimile will not be accepted or considered.

Each Respondent must submit one (1) sealed, complete, original proposal. Each Respondent must also submit five (5) sealed, complete and exact copies of the original proposal.

The City will evaluate the proposals and determine if interviews are necessary or desirable. The City may reject any and all proposals.

1.4 Proposal Format

The outline below should be followed when preparing the proposal for the services described in Sections 1 and 2 of this document. Be advised that failure to follow the outline could result in rejection of the proposal.

1. **Description of Firm:** In this section of the proposal, describe the firm and the services it provides. Describe the type of organization (i.e. individual, professional corporation, limited liability corporation, partnership). The description should also include the number of years the firm has been in business, address and telephone number of office(s), total number of court reporters, and a list of law firms which contract with firm for court reporting services.
2. **Identity of Court Reporters:** This section should specify the identity of each individual(s) who will perform services for the OCC including name, number of years of experience as a court reporter and number of years as a Certified Court Reporter as certified by the State of Missouri.
3. **Advantages of Contracting with Firm for Court Reporting Services:** This section of the proposal should explain why the firm is particularly suited to meet the court reporting needs of the City of St. Louis.

4. Fees: In this section of the proposal describe all fees for the taking of a deposition including, but not limited to the following (1) appearance fee; (2) fee for original paper transcript; (3) fee for condensed transcript; (4) shipping or delivery fee; (5) fee for scanning exhibit(s) and e-mailing in color; (6) fee for scanning exhibit(s) and e-mailing in black and white; (7) fee for transcript and/or exhibit archive; (8) fee for electronic transcript only; (9) fee for original paper transcript and electronic copy; and (10) fees for late payment.

5. Verification of License/Taxes: In this section of the proposal affirmatively verify that the firm has a current business license with the City of St. Louis and is current with tax remittance.

6. Verification of Certification: In this section of the proposal verify that all individuals who will be assigned to perform court reporting services for the City are Certified Court Reporters by the State of Missouri.

2.0. SCOPE OF WORK

The OCC is interested in receiving sealed proposals to provide court reporting services in connection with all depositions taken on behalf of parties represented by it in administrative, state court and federal court proceedings. There were approximately 50 depositions for which court reporters were retained by the OCC within the last fiscal year. There may be a change in said number of depositions taken as a result of the formation of a municipal police department by the City of St. Louis.

3.0 METHOD OF COMPENSATION

Fees will be paid following OCC's receipt of invoice. In most cases, invoices will be paid within thirty (30) days.

4.0 PROPOSAL EVALUATION

4.1. Proposal Selection Committee

The evaluation of proposals will be performed by a Selection Committee. The Selection Committee will be composed of the City Counselor or her/his designee, a staff member of the Law Department, a representative of the Mayor, a representative of the Comptroller and a representative of the President of the Board of Aldermen.

In making its decision, the Selection Committee shall consider, at a minimum, the following:

1. Specialized experience, qualification and technical competence of the firm, its principals, project manager and key staff;
2. Ability of the firm to provide innovative solutions;
3. Approach to the project and any unusual problems anticipated;

4. The capacity and capability of the firm to perform the work within the time limitations;
5. Past record and performance of the firm with respect to schedule compliance, cost control, and quality of work;
6. Proximity of the firm to the City;
7. Fees or fee structure as may be appropriate for the designated service;
8. Availability of financial and operating resources as required to complete the work;
9. M/WBE and/or DBE participation;
10. Ability of the firm to meet statutory or ordinance requirements; and
11. Other items that arise as the result of the proposal or interview.

The City and/or its Selection Committee reserve the right to accept any and all proposals; reject any and all proposals; request additional information as the City and/or Selection Committee may deem necessary; waive any and all nonmaterial irregularities pertaining proposals received; disqualify any and/or all firms, reject any and/or all proposals for failure to comply with this RFP or to promptly provide additional requested materials or information and to interview or call for a presentation from one or more of the Respondents. Further, the City reserves the right to negotiate final contract terms with any Respondent.

5.0 ADDITIONAL INFORMATION

5.1 Contents of Proposal

All materials submitted in accordance with this RFP will become and remain the property of the City and will not be returned.

All Proposals may be considered public records, but may be deemed and treated as “closed” or “exempt” by the OCC, at the sole discretion of the OCC, pursuant to the City’s understanding and interpretation of the laws of the State of Missouri. The City cannot guarantee the confidentiality of any materials during the evaluation process or at any other time. Thus, Proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

5.2 Cost Liability

Any cost incurred by the Respondent in preparation, transmittal or presentation of any Proposal or material submitted in response to this RFP, including oral interview if required, shall be borne solely by the Respondent.

5.3 Respondent Responsibility

The Respondent assumes sole responsibility for the complete effort required in this RFP. No special consideration shall be given after proposals are opened because of a Respondent's failure to be knowledgeable of all the requirements of this RFP. By submitting a proposal in response to this RFP, the Respondent represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.

5.4 Amendment/Termination

The City reserves the right to amend, substitute or otherwise modify this RFP or to cancel this RFP at any time if the OCC determines it is in the best interest of the City and/or the OCC.

5.5 Employees

Respondents will be required to comply with § 285.530 RSMo. (2009) and are encouraged to review this statute prior to making their submission.

5.6 Indemnification

Each Respondent in seeking, receiving or possessing this RFP and/or in submitting a response does release, indemnify and hold the City and its various employees, representatives and agents harmless from and against all claims and demands of any and all loss, cost, damage, or liability of whatever nature, which may be asserted or imposed against the City as a result of issuing this RFP, making any revisions thereto and conducting this selection process and subsequent negotiations, and making a final recommendation and/or entering into a contract.

5.7 Amendment of Proposal

Proposals may be withdrawn prior to the proposal submission date in writing by the Respondent or its authorized representative, provided its identity is disclosed on the envelope containing the proposal and such representative signs a receipt for the proposal.

5.8 Governing Law

This RFP and any agreement with Respondents that may result shall be governed by the laws of the State of Missouri.

5.9 Contract

The selected Firm(s) shall be expected to enter into a written contract with the City of St. Louis for the time frame specified above. The City of St. Louis reserves the right to award multiple contracts. The selected bidder(s) shall comply with all laws, ordinances, and regulations applicable to the services contemplated herein. By responding to this RFP, you are stating that you are familiar with all federal, state and local laws and ordinances that may in any way affect the services to be provided.