



**STATE OF ARKANSAS**  
**OFFICE OF STATE PROCUREMENT**  
1509 West 7th Street, Room 300  
Little Rock, Arkansas 72201-4222

**CONTRACT OVERVIEW**

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THIS IS A **NON-MANDATORY** TERM CONTRACT FOR COURT REPORTER SERVICES.

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CONTRACT NO: SP-14-0113  
DESCRIPTION: Court Reporter Services

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INTRODUCTION: State agencies and public entities in the State of Arkansas require court reporter services for a variety of unique requirements. The intent is to streamline the procurement process for obtaining Certified Court Reporter (CCR) services by establishing a Qualified Vendor List (QVL).

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Agencies have the option of utilizing any of the awarded Contractors listed below that best meets their needs. Please contact the vendor for a customized price quote.

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Contractor	Awarded Zones
<b>Grigsby Reporting Services</b> Faith Grigsby @ 501-580-5117 <a href="mailto:Faithccr686@gmail.com">Faithccr686@gmail.com</a>  4600038808	<b>Central:</b> all counties <b>Northeast:</b> Union county <b>Southeast:</b> Jefferson county
<b>Sharon Hill Court Reporting</b> Sharon Hill @ 501-847-0510 <a href="mailto:sharonhillccr@aol.com">sharonhillccr@aol.com</a>  4600031782	<b>Central:</b> Faulkner, Garland, Grant, Lonoke, Perry, Pulaski, Saline
<b>Transcriptions, Inc. dba Bushman Court Reporting</b> Sylvia Land @ 501-372-5115 <a href="mailto:generalmanager@bushmanreporting.com">generalmanager@bushmanreporting.com</a>  4600031777	<b>Central:</b> Faulkner, Garland, Grant, Lonoke, Perry, Pulaski, Saline <b>Northwest:</b> Benton, Crawford, Franklin, Logan, Sebastian, Scott, Washington <b>Southwest:</b> Hot Springs, Nevada, Ouachita, Pike <b>Southeast:</b> Jefferson, Lincoln

**SECTION 3 – CRITERIA FOR SELECTION**

**3.1 AGENCY UTILIZATION OF QUALIFIED VENDOR LIST:** When a hiring agency has a need to procure Court Reporter Services over \$75,000, the agency will send a written description of the scope of work to all vendors from the Qualified Vendor List. The vendors will be asked to respond to the scope of work at a time and date set by the hiring agency.

If the service exceeds \$20,000 and is less than or equal to \$75,000, the hiring agency will send a written description of the scope of work to a minimum of three (3) vendors from the Qualified Vendor List. The vendors will be asked to respond to the scope of work at a time and date set by the hiring agency.

If the service is \$20,000 and or less, the hiring agency will procure the service as a small procurement order.

**3.2 EVALUATION AND NEGOTIATIONS:** Vendors that respond and meet the requirements set forth within the hiring agency's scope of work will be evaluated and scored by the hiring agency's evaluation committee. For illustrative purposes only, a sample evaluation score sheet (Attachment A) is attached. The scores will be added and the vendor receiving the highest cumulative score may receive recommendation of an award.

Discussions between the hiring agency and the vendor receiving the highest score may be conducted for the purpose of obtaining clarification of proposal response and negotiation for best and final offers.

Any resulting contract will be selected at the sole discretion of the hiring agency based on but not limited to areas of expertise, availability and price.

**3.3 AWARD RESPONSIBILITY:** The hiring agency will be responsible for award and administration of any resulting contracts.

**3.4 CONTRACTOR NOTIFICATION:** The hiring agency will notify the contractor a minimum of twenty-four (24) hours prior to conducting a hearing, deposition or any other meeting. In addition, the hiring agency will notify the contractor a minimum of twenty-four (24) hours prior to canceling a previous scheduled hearing, deposition or other meeting. If the hiring agency fails to give a twenty-four (24) hour cancellation notice, the contractor will be entitled to the minimum appearance fee that was initially negotiated between the hiring agency and contractor.

**3.5 TRAVEL REIMBURSEMENTS AND EXPENSES:** In any resulting contract, reimbursement of travel expenses will be subject to the State of Arkansas State Travel Regulations (<http://www.dfa.arkansas.gov/travel/Pages/default.aspx>).

<b>ATTACHMENT A</b>	
<b>SAMPLE OF EVALUATION CRITERIA FOR FREELANCE COURT REPORTERS OR A COMPANY THAT HIRES COURT REPORTERS</b>	
<b>Description of Criteria</b>	<b>Points</b>
Quality of previous work	
Three (3) business references	
A list of CCR (if a business)	
Copy of Arkansas certificate	
Years of experience	
Ability to service hiring agency's geographic region or county	
Business hours	
Method of reporting a testimony during a hearing, deposition or proceeding	
Ability to comply with hiring agency's Scope of Work	
Experience with hiring agency's terminology	
Ability to replace court reporter if failure to appear	
Fees for all services	
<b>TOTAL POINTS</b>	