



**TWELFTH JUDICIAL DISTRICT OF PENNSYLVANIA
DAUPHIN COUNTY COURTHOUSE
101 MARKET STREET, SUITE 300
HARRISBURG, PENNSYLVANIA 17101
(717) 780-6632**

**REQUEST FOR PROPOSALS
VERBATIM TRANSCRIPTION TYPING SERVICES**

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DAUPHIN COUNTY COURT OF COMMON PLEAS

SUBMISSION DEADLINE:

- **DATE: OCTOBER 30, 2026**
- **TIME: 4:30 P.M. (E.D.T.)**

REQUEST FOR PROPOSALS

VERBATIM TRANSCRIPTION TYPING SERVICES - DAUPHIN COUNTY COURT OF COMMON PLEAS

The Twelfth Judicial District (Dauphin County) of the Commonwealth of Pennsylvania is soliciting proposals from qualified vendors to furnish all labor, equipment and materials necessary to provide for verbatim transcription typing services of electronic sound recordings made in connection with the proceedings of the Court of Common Pleas of the Twelfth Judicial District of the Commonwealth of Pennsylvania (The “Court”).

Proposals will be received in hard copy via personal delivery, courier, or post, or in electronic copy delivered via email to courtadmin@dauphincounty.gov through 4:30 P.M., October 30, 2026. On or after November 2, 2026, all responses for **VERBATIM TRANSCRIPTION TYPING SERVICES - DAUPHIN COUNTY COURT OF COMMON PLEAS** will be reviewed by the District Court Administrator and Director, Department of Information Technology.

Unless otherwise provided in any supplement to these instructions to respondent, no respondent shall modify, withdraw, or cancel the proposal or any part thereof for sixty (60) days after the time designated for the receipt of proposal in the solicitation for Request For Proposals (“RFP”). For any questions regarding such, please contact Stephen B. Libhart, District Court Administrator, at (717) 780-6632.

1. INTRODUCTION

The Twelfth Judicial District of the Commonwealth of Pennsylvania (the “Court” or “Owner”) is soliciting proposals from qualified vendors to provide **VERBATIM TRANSCRIPTION TYPING SERVICES - DAUPHIN COUNTY COURT OF COMMON PLEAS** for the Dauphin County Court of Common Pleas.

Any resulting contract will be made with the County of Dauphin and managed by the Court. All deliverables, documentation, and resources related to this RFP and of any contract arising therefrom will be the property of the Court (“Owner”).

2. ADMINISTRATIVE CONDITIONS AND REQUIREMENTS

The following items express the administrative conditions and requirements of this RFP.

Together with the other RFP sections, they will apply to the RFP process, the subsequent contract, and project production. Any proposed change, modification, or exception to these conditions and requirements may be the basis for the County of Dauphin, hereinafter referred to as owner, to determine the proposal as non-responsive to the RFP and will be a factor in the determination of an award of a contract. The contents of the proposal of the successful respondent, (hereinafter referred to as respondent or Respondent) as accepted by the owner, will become part of any contract awarded as a result of this RFP.

2.1 SCHEDULE

A schedule has been established for respondent proposals, proposal review, Respondent selection and project initiation. The dates established for the procurement are:

- Release of RFP: Tuesday, September 8, 2026
- Final Day for Respondent’s Questions: Friday, October 16, 2026
- **RFP Submission Date: Friday, October 30, 2026**
- Respondent Meetings: Mutually agreed upon prior to December 11, 2026

2.2 RFP SUBMISSION INFORMATION

Only those RFP responses received prior to or on the submission date will be considered. Responses delivered before the submission date and time specified above may be withdrawn upon written application of the respondent who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the proposal. After the submission date and time specified above, responses must remain vendor for a period of sixty (60) days.

2.3 USING DEPARTMENT INFORMATION

Stephen B. Libhart, District Court Administrator
Twelfth Judicial District of Pennsylvania
Dauphin County Courthouse, Suite 300
101 Market Street, Harrisburg, PA 17101
(717) 780-6632

2.4 COURT & COUNTY REPRESENTATIVE FOR THIS SOLICITATION

Same information as Section 2.3

2.5 INTERPRETATIONS AND ADDENDA

Respondents are expected to examine the RFP with care and observe all its requirements. All questions concerning the meaning or intent of this RFP, all interpretations and clarifications considered necessary by the owner's representative in response to such comments and questions will be issued by Addenda via one or more of the following methods: facsimile; e-mail; website; certified mail; or delivered to all parties recorded as having received the RFP package. Only comments and questions responded to by formal written Addenda will be binding. Oral interpretations, statements or clarifications are without legal effect.

2.6 QUANTITIES OF ESTIMATE

Wherever the estimated quantities of work to be done are shown in any section of this RFP, including the Proposal Cost Form, they are given for use in comparing proposals. The owner especially reserves the right (except as herein otherwise specifically limited) to increase or diminish the quantities as may be deemed reasonably necessary or desirable by the owner to complete the work detailed by any Contract. Such increase or diminution shall in no way violate this contract, nor shall any such increase or diminution give cause for claims or liability for damages.

2.7 COST LIABILITY AND ADDITIONAL COSTS

The owner assumes no responsibility and liability for costs incurred by the respondents prior to the issuance of an agreement. The liability of the owner shall be limited to the terms and conditions of any Contract.

Respondents will assume responsibility for all costs not stated in their proposals. All unit rates either stated in the proposal or used as a basis for its pricing are required to be all-inclusive.

2.8 STATUTORY AND OTHER REQUIREMENTS

2.8.1 COMPLIANCE WITH LAWS

Any contract entered between the Respondent and the owner must be in accordance with and subject to compliance by both parties and all applicable law. The Respondent must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services thereunder. The respondent shall sign and acknowledge such forms and certificates as may be required by this section.

2.8.2 STOCKHOLDER DISCLOSURE

The disclosure of ownership Form, which is part of the RFP (Appendix D) shall be properly executed and submitted with the RFP response. No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods, unless, with receipt of the proposal of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or greater interest therein. The Respondent shall complete and submit the form of statement that is included in this RFP.

2.8.3 NON-COLLUSION AFFIDAVIT

The Non-Collusion Affidavit, which is part of this RFP (Appendix C), shall be properly executed and submitted with the RFP response.

2.8.4 INSURANCE AND INDEMNIFICATION

Before any contract is awarded, and unless otherwise approved by the County of Dauphin's (hereinafter referred to as the 'County') representative in writing, the Respondent/Provider shall, at its sole cost and expense, procure the following minimum types and limits of insurance, on forms reasonably acceptable to the County. Such insurance shall be maintained in full force and effect until completion of the Services or final acceptance of the

entire Project or the completion of all post-acceptance warranty or related work by Respondent/Provider, whichever is later.

2.9 PUBLIC EMERGENCY

In the event of a Public Emergency declared at the Local, State or Federal Level, if the Court and/or County opts to extend terms and conditions of this RFP, the Respondent agrees to extend the terms and conditions of this RFP, whether existing, expiring or expired no longer than six months, for goods and/or services for the duration of the emergency. In the event the original Respondent cannot meet this requirement, the Court and/or County may solicit the goods and/or services from any respondent to this RFP.

2.10 MULTIPLE PROPOSALS NOT ACCEPTED

More than one proposal from an individual, a vendor or partnership, a corporation or association under the same or different names shall not be considered.

2.11 FAILURE TO ENTER CONTRACT

Should the successful respondent, to whom any contract may be offered, fail to enter into a contract within ten (10) days, Sundays and holidays excepted, the owner may then, at its option, accept the proposal of another respondent.

2.12 COMMENCEMENT OF WORK

The Respondent agrees to commence work after the date of award by the owner and upon notice from the using department.

2.13 TERMINATION OF CONTRACT

The owner may terminate any Contract arising from this RFP at any time without cause by giving thirty (30) days written notice to the Respondent.

If, through any cause, the Respondent shall fail to fulfill in a timely and proper manner obligations under any Contract or if the Respondent violates any requirements of any Contract, the owner shall thereupon have the right to terminate any Contract immediately by giving written notice to the Respondent of the breach and the Respondent does not cure the breach within five (5) business days after Respondent's receipt of County's notice of the breach. Such termination shall relieve the owner of any obligation for the balances to the Respondent of any sum or sums set forth in any Contract.

The Respondent agrees to indemnify and hold the owner harmless from any liability to sub-respondents/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of any Contract by the owner under this provision.

In case of default by the Respondent, the owner may procure the articles or services from other sources and hold the Respondent responsible for any excess cost occasioned thereby.

2.14 NON-ALLOCATION OF FUNDING TERMINATION

Each calendar year payment obligation of the owner is conditioned upon the availability of owner funds appropriated or allocated for the payment of such an obligation. If funds are not allocated and available for the continuance of any services performed by the Respondent hereunder, whether in whole or in part, the owner at the end of any particular calendar year may terminate such services. The owner will notify the Respondent in writing immediately of any services that will be affected by a shortage of appropriated funds. This provision shall not be construed so as to permit the owner to terminate any Agreement during the term, or any service hereunder, merely in order to acquire identical services from a third-party Respondent.

2.15 CHALLENGE OF SPECIFICATIONS

Any respondent who wishes to challenge a specification shall file such challenge in writing with the District Court Administrator no less than three (3) business days prior to the RFP submission deadline. Challenges filed after that time shall be considered void and having no impact on the owner or review of any proposal.

2.16 PAYMENT

Invoices shall specify, in detail, the period for which payment is claimed, the services performed during the prescribed period, the amount claimed and correlation between the services claimed and the Proposal Cost Form.

1. The owner may withhold all or partial payments on account of subsequently discovered evidence including but not limited to the following:
 - a. Deliverables not complying with the project specification.
 - b. Claims filed or responsible evidence indicating probability of filing claims.
 - c. A reasonable doubt that any Contract can be completed for the balance then unpaid.
 - d. Payments shall not total more than 90% of the maximum proposal amount until the end of any Contract period.
 - e. When the above grounds are removed, payment shall be made for amounts withheld because of them.

2.17 NON-PAYMENT OF PENALTIES AND INTEREST ON OVERDUE BILLS

Public funds may be used to pay only for goods delivered or services rendered. County of Dauphin will not pay penalties and/or interest on overdue bills. No employee is authorized to sign a letter of credit or any other document that represents a legal commitment on the part of the County to pay additional fees.

2.18 OWNERSHIP OF MATERIAL

The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the Respondent for the purpose of assisting the Respondent in the performance of any contract. All such items shall be returned immediately to the owner at the expiration or termination of any contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the Respondent or permitted by the Respondent to be used by their parties at any time except in the performance of the resulting contract.

Ownership of all data, materials and documentation originated and prepared for the owner pursuant to any contract shall belong exclusively to the owner. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The Respondent shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the owner. All information supplied to the owner may be required to be provided on electronic/digital media compatible with the owner's computer operating system.

2.19 W-9

Successful respondents shall complete W-9 Form and submit to the District Court Administrator prior to any contract award. The form is available at the following link: <http://www.irs.gov/pub/irs-df/fw9.pdf>

3. SCOPE OF WORK

The following is a description of the professional design services needed, including, *where appropriate*, a description of tasks involved:

VERBATIM TRANSCRIPTION TYPING SERVICES - DAUPHIN COUNTY COURT OF COMMON PLEAS

The scope of services set forth in this Request For Proposals (“RFP”) represents an outline of the services which the County anticipates the successful respondent to perform and is presented for the primary purpose of allowing the County to compare proposals.

This RFP document presents background on the organization and its structure, the scope of work desired, timeline, and proposal requirements. The RFP will be publicly advertised and will also be forwarded to number of agencies that have expressed interest in providing this support. Information related to this RFP is generally subject to “right-to-know” requirements under applicable laws, however the County may enter into non-disclosure agreements (NDA) as appropriate and allowable. All records and documents produced by the selected responding vendors are the property of the Twelfth Judicial District of Pennsylvania.

3.1 INTRODUCTION & BACKGROUND

The Dauphin County Court of Common Pleas is seeking proposals from qualified vendors to produce transcripts arising out of digitally recorded audio of Court proceedings.

This court, since its inception, has relied upon in-person transcription by a Court Reporter for all on-the-record proceedings. The intent of this document is to solicit proposals for recording of proceeding and the production of transcripts without the need for an in-person Court Reporter.

Transcription software should be provided. The software should allow for complete channel isolation, playback control and viewings of tags/notes taken with the recordings. USB foot-pedals should be supported for transcription. Transcription software allows for full playback control by keyboard, mouse or foot-pedal. Fast-forward, rewind, and backspace should all be available. Channel selections should be any combination of recorded channels. All tags/notes made with the recording should also be present. The tags may be used as short cut links to the audio.

The transcription package file is a perfect digital replica of the audio recorded on the to-be-implemented system. All recorded channels must be available.

3.2 SPECIFICATIONS

The Respondent (“Respondent” or “Respondent”) shall furnish all labor, equipment and materials necessary to provide for verbatim transcription typing services of electronic sound recordings made in connection with the proceedings of the Court of Common Pleas of the Twelfth Judicial District of the Commonwealth of Pennsylvania (The “Court”). The Respondent shall provide time sensitive services that will cover the verbatim transcription and delivery of the transcripts of all proceedings recorded under the auspices of and/or pursuant to the consent of the Court including testimony recorded as a result of video conferencing or video playback. Such transcripts shall include, but not be limited to, transcripts of proceedings before Common Pleas Judges, Magisterial District Judges, hearing officers, and other proceedings approved or directed by the Court. The Respondent shall be familiar with the Pennsylvania Rule of Judicial Administration 4001- 4016. Notes of Testimony of Court proceedings as well as any transcription are the exclusive property of the Court, Pa.R.J.A. 4015.

MINIMUM REQUIREMENTS

- 3.3** The Respondent is the single point of contact for receiving all transcription orders through the Respondents' FTP site.
- 3.4** The Court is to have access to Respondents' secured FTP site for the purposes of uploading digital recorded audio transcription packages for transcript orders.
- 3.5** The Court is to have access to Respondents' secured FTP site for the purposes of retrieving all completed transcript orders. The Court reserves the right to request from the Respondent to place their secured FTP site any previously typed transcript for the Courts' retrieval.
- 3.6** When so directed, the Respondent shall prepare an accurate and timely written transcript which shall comprise a full verbatim record of each recording or portion of the recording as directed by the District Court Administrator or designee. When the Respondent is directed to prepare a verbatim transcription of a proceeding, everything spoken during the proceedings shall be transcribed unless otherwise directed by a Judge or the District Court Administrator. In order to assure the accuracy of the finished transcript the Respondent must employ operating procedures to ensure that each page of finished transcript is proofread for accuracy against the recording.
- 3.7** The Respondent must have the capability to allocate work from one transcript order to more than one transcriber if the Respondent deems necessary.
- 3.8** In accordance with Pa.R.J.A. 4010 (B), the Respondent shall convert all transcripts to a Portable Document Format (PDF) file with the following functions disabled: content changes; and functions enabled: search, select, copy, paste, and print.
- 3.9** Every transcript of Court proceedings shall be produced with a title page in proper format which is attached as Exhibit "RFP-A" and incorporated herein (see attachment).
- 3.10** Any transcript containing testimony must have an index, which is to be single spaced in proper format that will be specified in any contract that may arise from this RFP.
- 3.11** The Respondent shall authenticate the electronically delivered transcript with a certificate page on the last page of the transcript in a format which will be specified in any contract that may arise from this RFP.. The certificate page is to be electronically signed by the transcriber.
- 3.12** Any transcripts that are not prepared in accordance with the specifications of any Contract shall be corrected within twenty-four (24) hours of notification by the Court.
- 3.13** Any errors which are found within any transcript must be corrected by the Respondent within twenty-four (24) hours of notification of such defects at no additional charge to the Court or any individual requesting same. The Respondent must make any and all necessary corrections to transcripts only with the approval and at the direction of the District Court Administrator or designee.
- 3.14** The Respondent must store or archive all transcribed transcripts on hard disk, or by other means of storing digital data approved by the court, in order to retrieve transcripts and make corrections to transcripts for a period of at least 365 days from the time that a transcript is originally delivered by the Respondent to the District Court Administrator or designee.
- 3.15** The Court recordings will be provided to the Respondent as an electronic copy. The original recording shall remain in the control and custody of the Court at all times. At no time shall the Respondent discard or destroy property of the Court without notice and the express written authority by the Court.
- 3.16** All work shall be performed in a businesslike manner and according to the highest standards of the stenographic/transcription profession. All work must be proofread against the audio to ensure that all legal, medical, and technical words, terms and phrases are spelled correctly.
- 3.17** All transcribers utilized by the Respondent shall be CET certified by the American Association of Electronic Reporters and Transcribers (AAERT) and approved by the President Judge as provided for by Pa.R.J.A. 4005.
- 3.18** Duplicated audio and any supporting documentation (e.g. log sheets, order forms, docket sheets) transmitted to the Respondent shall remain the property of the Court. The Respondent shall establish procedures, acceptable to

the Court, to segregate and to distinguish the audio, supporting documentation, and transcripts from the personal property of the Respondent.

- 3.19** The Respondent shall hold and use each package of digital audio and supporting documentation, solely for the purpose of preparing an accurate verbatim transcript of a proceeding. Each package of digital audio and supporting documentation shall remain subject to the ultimate authority and control of the Court while in the possession of the Respondent. The Respondent shall not make any other use of the package of digital audio or supporting documentation and shall not duplicate or reproduce any audio, in whole or in part, in any medium other than written transcript, without the express written approval of the Court. The Respondent and its' employees shall hold inviolate and in the strictest confidence all information relating to individuals and issues involved in a Court proceeding which she/he may gain in the performance of her/his services under any resulting contract.
- 3.20** The Respondent will only accept orders for transcripts issued by the District Court Administrator or designee. All inquiries pertaining to the ordering and completion of transcripts will be directed to the Recording Center.
- 3.21** Concurrently with the delivery of the transcripts of any recording, the Respondent shall delete the recordings and supporting documentation from all Respondent hardware.
- 3.22** The Respondent shall obtain at its' own expense all necessary licenses, permits and equipment and shall conform to all laws, regulations and ordinances of the United States of America and the Commonwealth of Pennsylvania during the entire term of any Contract. The Respondent shall provide a copy of all licenses and/or permits upon request of the Court.
- 3.23** Transcripts prepared by the Respondent shall conform to the specifications as outlined in Section 8 "Format of Transcript".
- 3.24** Delivery Requirements: The Respondent shall be able to provide transcripts at the following time intervals after the placement of an order.
1. Daily (within eighteen (18) hours)
 2. Expedited (within seventy-two (72) hours)
 3. Ordinary (five (5) to ten (10) business days)

Transcripts that are not delivered to the Court at the required contract time are deemed late. Transcripts that are late will be reduced 5% off total page count for every day a transcript is not received by the Court.

- 3.25** The Respondent must demonstrate to the Court that the delivery requirements outlined in section 3.24 can be totally accommodated from her/his present place of business on a daily basis.
- 3.26** The Respondent may not charge for a transcript page under ten (10) lines.
- 3.27** When so directed, the Respondent shall prepare a word index of all words in a completed transcript within two (2) business days of the request or upon delivery of the transcript if request is made at the time of the original order. The word index should be a separate PDF file than the original transcript.
- 3.28** Respondent must provide a daily Delivery Sheet PDF of all completed transcripts. Delivery sheet may be in a form of the Respondents choosing but shall include at least the following information:
1. Name of case
 2. Court assigned Order Number
 3. Order Received Date
 4. Transcript Timeframe Requirement
 5. Number of pages of original transcript

4. PERIOD OF PERFORMANCE/OPTION TO EXTEND CONTRACT

The terms of any Contract resulting from this invitation to proposal shall be for one year commencing from the effective date of any Contract. This contract is twice renewable for a period of three years each at the option of the Court and at the prices stated in the section of the Respondents' proposal captioned "Proposal Cost Form". Any

Contract will renew automatically unless the Court provides written notice to the Respondent, at least thirty days before the one-year period of performance is to expire, that it does not intend to extend the length of any Contract. The total length of any Contract including the extensions shall not exceed thirty-six months. The rates set forth in the "Schedule of Services, Rates and Delivery" shall apply to any extension made pursuant to this option provision.

5. BILLING INSTRUCTIONS AND INVOICE REQUIREMENTS

- 5.1** Respondents' invoices for services rendered shall be submitted on a bi-weekly basis to the following address: Dauphin County Court Administration, 101 Market Street, Suite 300, Harrisburg, PA 17101. Copies of invoices shall be emailed to the District Court Administrator.
- 5.2** Invoices may be in a form of the Respondents choosing but shall include at least the following information:
1. Transcript Timeframe Requirement
 2. Number of pages of original transcripts
 3. Rate per page of original transcript
 4. Extended total

6. SPECIAL PROVISIONS

- 6.1** The Court intends to seek proposals from the maximum number of qualified vendors.
- 6.2** Award to be made to the most advantageous proposal. Any award arising from this RFP will be made to the "responsible" Respondent submitting the proposal conforming to the invitation to proposal which is most advantageous to the Court, costs and other factors considered.
- 6.3** Single Award anticipated: For any contract arising from this RFP, the Court anticipates making a single award to a single Respondent, provided that the Court is convinced of the Respondents' ability to meet all terms and conditions of any Contract. Although a single award is anticipated, the Court reserves the right to contract transcription typing services from other respondents, if it is in the best interest of the Court to do so.
- 6.4** The Court reserves the right to reject any or all responses and to waive informalities and minor irregularities in offers received.
- 6.5** The Court reserves the right to accept a proposal other than the lowest cost proposal. For the purposes of evaluation of offers, proposed costs or prices and operational techniques, will be examined to determine the most responsible Respondent.
- 6.6** If it is determined that a proper basis exists, any award arising from this RFP may be without negotiation to the technically responsive and responsible Respondent submitting the initial proposal most favorable to the Court. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and technical viewpoint which the Respondent can submit to the Court. However, if it is determined that the proper basis exists, award may be made after negotiation with one or more Respondents. At the end of any such negotiation(s), the Respondent(s) will be invited to submit a "best and final offer".
- 6.7** Issuance of this invitation to proposal does not constitute an award commitment on the part of the Court. Neither shall the court pay for costs incurred in the preparation of or submission of proposals.
- 6.8** The Court may, by written notice of default to the Respondent, terminate the whole or any part of any contract, including but not limited to sanctions for delayed transcripts under Pa.R.J.A. 4012, in addition to instances when the Respondent shall default in performance of any contract or fails to make progress and timely execution of any

Contract work or endangers such performance and shall fail to cure such default within a five day period after receipt of notification from the Court specifying the default.

If any contract is terminated, the Court shall be liable only for payment for work performed or furnished prior to the effective date of such termination.

- 6.9** Each respondent must be engaged regularly in the reporting business or the transcription business and have adequate personnel and facilities, including proper equipment to assure completion of the transcription typing services in accordance with the terms and conditions of any resulting contract. Inasmuch as the services for which the request for proposals will cover are of such a nature that delays, errors, and other forms of unsatisfactory performance would jeopardize the interest of the Court, the Court may require the Respondent to furnish evidence of the Respondent's experience in: 1) performing services similar to those which a resulting contract will cover, 2) of the Respondents' business responsibility, 3) of the Respondents' financial responsibility and 4) of the Respondents' physical means, including equipment, to undertake any Contract and to perform the services. The Respondent must also demonstrate the capability to produce verbatim transcripts from digital multi-track sound recordings of the Court and other proceedings. Furthermore, the Respondent must demonstrate that she/he has sufficient staff experienced and trained in the transcription of matters involving legal, medical and technical works, terms and phrases.
- 6.10** The Respondent may not assign the work in-whole or in-part or any rights or obligations without prior written consent of the Court. In the event that the Respondent is sold or merged with any entity, Respondent agrees to bind and notice any new entity or merged entity.
- 6.11** Any Agreement entered into by the Respondent and Court shall be interpreted with the laws of Pennsylvania.
- 6.12** In the event of an award arising from this RFP, the successful Respondent/s shall execute a contract to satisfy the legal and financial requirements of the County of Dauphin.
- 6.13** The Respondent agrees that, if awarded a contract arising from this invitation to proposal, she/he will permit the Court to have access to all books and records relating to the project for the purpose of audit and inspection. Such access will be permitted at all reasonable times during the term of any Contract and any extensions thereto, and for a period of three years thereafter.
- 6.14** It is impossible to determine with any degree of certainty the volume of pages to be transcribed or the number of orders resulting from this contract.
- 6.15** As a guide to the preparation of any proposal, our best estimate of the number of pages to be transcribed is: 125,000 pages of original copy annually. As a guide to the preparation of a proposal bond, assume the rates are **70% Ordinary, 25% Expedited, and 5% Daily**. This is only an estimate and is not to be considered a guaranteed minimum number of pages.

7. RFP SUBMISSIONS

Respondents are instructed to submit proposals in response to the request for proposals in two main parts: An "Operational Proposal" and included appendices. The operational proposal shall be in a detached form separate from the cost proposal and exclude dollar values. The failure of the Respondent to provide a "Proposal Cost Form" will be grounds for the rejection of the proposal. This will help ensure preliminary evaluation of the proposal on the basis of technical merit. Requested forms must be submitted either in hard copy or electronically. Forms submitted electronically must be submitted in PDF format of both the operational and cost proposals should be submitted by the deadline. The following suggestions are intended only as a guide to content rather than to form of presentation.

A. The name, title and telephone number of individual/s authorized to negotiate and execute contracts or otherwise bind the Respondent.

B. A statement by which the Respondent proposes to solve the operational problems, if any, of this project. Demonstrate that the Respondent has a thorough understanding of the requirements for, and the operational

problems inherent in the work involved. And that she/he has a valid and practical solution for such problems. Stating that the Respondent understands and will comply with these specifications or paraphrasing the specifications or parts thereof is considered inadequate. Also unacceptable are phrases such as "Standard procedures will be employed", or "well-known techniques will be used". It is recognized that the operational proposal must include a full explanation of the techniques and procedures the Respondent proposes to employ.

C. If the Respondent is now negotiating or carrying on related work for any other agency, customer or client, specify the names and addresses of the organizations involved and offer a brief synopsis of such work. State whether or not acceptance of a contract with this Court will interfere with the performance of work for other agencies, clients, or customers. If "yes", indicate the extent of this interference. State the capacity of which Respondents' plant is currently operating.

D. A discussion of Respondents' corporate history and evidence that she/he has successfully carried out similar projects in the past and/or is capable of successfully meeting all requirements of this contract.

E. A discussion of personnel who will be involved in the administration of this program. Respondent should submit the resumes of professional and contract management personnel.

F. By submission of an operational proposal, the Respondent is certifying that she/he has sufficient, trained personnel to perform the required work. To the extent that a Respondent proposes to perform all or part of the work by subcontracting, acceptable evidence of the Respondents' ability to obtain personnel with the necessary experience and technical skills must be set forth in the proposal.

G. The Respondent should discuss the nature and extent of the personnel and/or equipment that she/he believes will be necessary to carry out the requirements of this statement of work. Any dedicated physical space needs and technical connectivity required for the respondents operation should be included and clearly detailed.

H. It is suggested that the operational proposal include a table of contents of sufficient detail so that important elements of the proposal can be readily located.

I. The operational proposal should be precise, factual and complete. Practicality will dictate the extent of the Respondents' proposal.

J. The Court reserves the right to discuss technical aspects of any proposal with the vendor submitting the proposal. However, the Court does not contemplate exercising this right with respect to technical proposals that are materially deficient or substantially incomplete.

K. The Respondent shall submit a cost proposal on the form provided captioned "Appendix B – Proposal Cost Form".

L. A Respondent's proposal is presumed to represent its' best effort to respond to this solicitation. Any inconsistency, whether real or apparent, between promised performance, and cost or price should be explained in the cost proposal. For example, if the intended use of new and innovative production techniques is the basis for an abnormally low estimate, the nature of these techniques and their impact on cost or price should be explained. Any significant inconsistency, if unexplained, raises a fundamental issue of the Respondents' understanding of the nature and scope of the work required and of the Respondents' financial ability to perform any Contract, and may be grounds for rejection of the proposal. The burden of proof as to cost credibility rests with the Respondent.

M. Respondents are cautioned that they must include, as part of their cost proposal, the attached representation, certifications and statements fully executed by an official authorized to bind the Respondent.

7.1.2 APPENDICES

The following forms are contained in the attachments. All forms are required and shall be completed and made part of the proposal submitted:

1. Proposal Cost/Signature Form

2. Non-Collusion Affidavit
3. Disclosure of Ownership Form
4. Professional Services Entity Information Form
5. Qualification Affidavit
6. Acknowledgement of Receipt of Addenda
7. Statement of Indebtedness
8. Agreement for Payment of Commodity
9. Letter of Qualification
10. Letter of Intent
11. Diversity Business Enterprise Program Form
12. Political Contribution Disclosure Form (Pre-award)

8. FORMAT OF TRANSCRIPT

8.1 Pursuant to Pa.R.J.A. 4010, the format of transcripts shall be as follows:

1. No fewer than 25 typed lines on standard 8-1/2 × 11 paper.
2. No fewer than nine or 10 characters to the typed inch.
3. Left-hand margin to be set at no more than 1-3/4 inches.
4. Right-hand margin to be set at no more than 3/8 inch.
5. Each question and answer to begin on a separate line.
6. Each question and answer to begin no more than five spaces from the left-hand margin with no more than five spaces from the Q and A to the text.
7. Carry-over Q & A lines to begin at the left-hand margin.
8. Colloquy material to begin no more than 15 spaces from the left-hand margin, with carry-over colloquy to the left-hand margin.
9. Quoted material to begin no more than 15 spaces from the left-hand margin, with carry-over lines to begin no more than 10 spaces from the left-hand margin.
10. Parentheticals and exhibit markings to begin no more than 15 spaces from the left-hand margin, with carry-over lines to begin no more than 15 spaces from the left-hand margin.

8.2 The Respondent should be able to provide, at the Courts' request, a transcript in a four page in one condensed format.

8.3 Each page of transcription shall bear numbers indicating each line of transcription upon each page (i.e., from 1-25 inclusive) that are printed at the left marginal line of the original transcript.

8.4 The pagination of the transcript shall be in a single series of consecutive numbers of each case. The Respondent shall place the page number flush with the top right-hand margin before the first line of transcription.

8.5 Each transcript shall include a title page including the name of the Court, date, the name of the case and case number in such format and with such information as the Court approves.

8.6 The Respondent shall authenticate the original transcript with a certificate on the last page of the transcript with a form approved by the Court.

- 8.7** It may be necessary to make changes to the format requirements during the term of any Contract to conform to changes in law or procedure.

9. GENERAL TERMS

9.1 PROPOSALS

Proposals shall be submitted prior to the deadline established in this RFP and be clearly marked "**VERBATIM TRANSCRIPTION TYPING SERVICES - DAUPHIN COUNTY COURT OF COMMON PLEAS**"

1. All Respondents are bound by the deadline and location requirements of this RFP. Late proposals will not be considered.
2. Responding Vendors are encouraged to add to, modify or clarify any of the scope of work items it deems appropriate to illustrate that it will prepare high-quality work products at the lowest possible cost. All changes should be listed and explained.
3. Respondents electing to respond to this RFP are responsible for all costs incurred in the preparation and submission of proposal; interviews; preparation of responses to questions and requests for additional information; for contract discussions; or for anything related to this RFP. Neither the Court nor the County is liable for any costs incurred by a Respondent in response to this RFP, and the respondent (including all related parties) disclaims and voluntarily and knowingly waives any and all rights to reimbursement for any such costs.
4. All proposals shall first be examined for completeness in meeting the terms and conditions of this RFP. Proposals that are determined to meet said requirements will be given further consideration.
5. The County and/or the Court reserves the right to reject any and all proposals or any portion thereof and to select the proposal that it judges to be in the best interest of the Court/County.
6. The County and/or the Court reserves the right to award no contract for any project for which no proposal is evaluated as satisfactory.
7. The County and/or the Court reserves the right to cancel or modify this RFP. There is no guarantee that the County will place the requested services under contract.
8. If only one proposal is received, the County and/or the Court may initiate negotiations with the vendor submitting the proposal or seek additional proposals on an informal or formal basis during the sixty (60) day period that proposals must remain effective.
9. Any contract arising from this RFP is subject to the approval of County Board of Commissioners and is effective only upon their approval.

10. LOCATION OF SERVICING OFFICE

- 10.1** The Operational proposal must list the location and address of the present, active office that will service and manage this contract.

11. TERMS AND CONDITIONS

1. The Court and/or County reserves the right to reject any and all responses and to request clarification of information.
2. All responses received to this RFP become the property of the Court.
3. The Court and/or County may modify this RFP by the issuance of an addendum. Any addendum will be issued directly to respondents. No oral statements, explanations, or commitments will be of any effect unless incorporated into a written addendum.

4. Responses may identify proprietary or confidential information for purposes of meeting an exception to the Pennsylvania Right-To-Know Law; however, the Court is not bound by the identification of such information as propriety or confidential and will provide copies of materials provided hereunder in response to a right-to-know request as required by Pennsylvania law. By submitting a response, Responding Vendors agree not to challenge such determination by the Court.
5. The vendor, including its agents and associates, shall refrain from contacting or soliciting any staff member or official of the Court and/or the County regarding this RFP until the time of any contract that may be awarded by the County Board of Commissioners. Failure to comply may result in disqualification of the vendor. *Any questions pertaining to this RFP must be submitted via email to courtadmin@dauphincounty.org or as otherwise described herein.*
6. Submission of a response to the Court and/or County constitutes express acceptance by the vendor to be bound by all the terms, conditions, and provisions of this RFP.
7. We anticipate the term of any contract to be three years from the date of April 1, 2027, through March 31, 2030, with the two (2) options to renew for an additional period of three-years.
8. A Contract, not this RFP, prepared by the County and signed by County Board of Commissioners, shall become the document that authorizes the Services to begin, assuming the requirements have been met. Each section contained herein, the attachments, and any addenda and the response from the successful Respondent may also be incorporated by reference into the resulting agreement.
9. No price escalation will be allowed during the initial term of the contract. If it is mutually decided to renew beyond the initial period and the Vendor requests a price increase, the Vendor shall provide sufficient written certification and documentation to substantiate the request. Documentation shall include but not be limited to; actual materials invoices, copies of commercial price lists, provision of appropriate indices, which reflect said increases. The County reserves the right to accept or reject price increases, to negotiate more favorable terms or to terminate without cost, the future performance of the contract.
10. Vendors are prohibited from engaging in activities on behalf of the Court and/or County that produce a direct or indirect financial gain for the vendor, other than the agreed upon compensation.
11. Vendors are required to disclose conflicts of interest to the County throughout the term of the proposal and any contract arising therefrom.
12. The Court and/or the County, at its option, may request an interview with finalist respondent(s) prior to final selection. Respondent(s) selected will be notified in advance of the time and format of such interviews (see dates in section 2.1).

12. EVALUATION, REVIEW AND SELECTION PROCESS

12.1 PROPOSALS TO REMAIN SUBJECT TO ACCEPTANCE

RFP responses shall remain open for a period of sixty (60) calendar days from the stated submittal date. The owner will either identify a successful respondent within the applicable time period or reject all proposals.

The owner may extend the decision to identify a successful respondent or reject all proposals beyond the sixty (60) calendar days when the proposals of any respondents who consent thereto may, at the request of the owner, be held for consideration for such longer period as may be agreed.

12.2 REJECTION OF PROPOSALS

The owner reserves the right to reject any or all proposals, or to reject any proposal if the evidence submitted by, or investigation of such respondent fails to satisfy the owner that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The owner reserves the right to waive any minor informality in the RFP.

12.3 NOTICE OF SELECTION

The successful respondent will be notified of the favorable decision by the District Court Administrator. Thereafter, the successful respondent will have sixty (60) days to agree to a contract satisfactory to the Court for acceptance by the County. The District Court Administrator may then prepare and submit necessary documents to the Dauphin County Board of Commissioners for formal approval of any contract and to the Dauphin County Controller for any related purchase order and/or requisition..

******The Court/County encourages proposals from small vendors, DBE vendors, minority vendors and vendors that have not previously performed work for the County.***

**ALL OF THE
FOLLOWING
DOCUMENTS
MUST BE
INCLUDED WITH
PROPOSAL**

COUNTY OF DAUPHIN

CHECKLIST

VERBATIM TRANSCRIPTION TYPING SERVICES - DAUPHIN COUNTY COURT OF COMMON PLEAS

SUBMISSION DATE: **DATE/TIME**

The following items, as indicated below (x), shall be provided with the receipt of sealed submissions:

(APPENDIX A) County of Dauphin Checklist	_____X_____
(APPENDIX B) Proposal Cost Form	_____X_____
(APPENDIX C) Non-Collusion Affidavit.....	_____X_____
(APPENDIX D) Disclosure of Ownership Form.....	_____X_____
(APPENDIX F) Professional/Goods/Service Entity Information Form	_____X_____
(APPENDIX G) Qualification Affidavit	_____X_____
(APPENDIX I) Acknowledgement of Corrections, Additions or Deletions Form	_____X_____
(APPENDIX J) Statement of Indebtedness Form	_____X_____
(APPENDIX K) Agreement for Payment of Commodity/Service Form	_____X_____
(APPENDIX L) Letter of Qualification	_____X_____
(APPENDIX M) Letter of Intent	_____X_____

Vendor/Company: _____ Date: _____

Authorized Representative (Print): _____

Signature: _____ Title: _____

Telephone #: _____ Fax #: _____

**VERBATIM TRANSCRIPTION TYPING SERVICES - DAUPHIN COUNTY COURT OF COMMON
PLEAS**

PROPOSAL COST FORM/SIGNATURE PAGE

**TO THE COUNTY OF DAUPHIN
COUNTY COMMISSIONERS:**

The undersigned declares that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services for the following:

VERBATIM TRANSCRIPTION TYPING SERVICES - DAUPHIN COUNTY COURT OF COMMON PLEAS

(Corporation)

The undersigned is a (Partnership) under the laws of the State of having its

(Individual)

Principal office at _____.

Company

Federal I.D. # or Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Title of Authorized Agent

Date

Telephone Number

Email Address

Fax Number

PROPOSING VENDOR: _____

PRICING

A. Original Transcript Delivered

Daily \$_____ per page

Expedited \$_____ per page

Ordinary \$_____ per page

B. Other Transcription Services

Word Index \$_____ per page/ per transcript

NON-COLLUSION AFFIDAVIT

This Non-Collusion Affidavit is material to any contract/purchase order awarded pursuant to this request for proposals. According to Section 4507 of Act 57 of May 15, 1998, 62 Pa. C.S., ss 4507, governmental agencies may require Non-Collusion Affidavits to be submitted with any responses. By submittal of a response for the above-referenced project and execution of this affidavit, the following statements are acknowledged:

- The price(s) and amount of proposal have been arrived at independently and without consultation, communication or agreement with any other Respondent, potential Respondent, or respondent. Neither the price(s), amount of this proposal nor the approximate price(s) or amount of proposal, have been disclosed to any other company or person who may be a Respondent or potential Respondent, nor will they be disclosed prior to this proposal's review.
- No attempt has been made, or will be made, to induce any company or person to refrain from responding to this proposal or submit a proposal higher than this response, or to submit any intentionally high or noncompetitive response or other form of complementary response.
- This response is made in good faith and not pursuant to any agreement or discussion with, or inducement from any company or person to submit a complementary or other noncompetitive proposal.
- To my best knowledge, the Respondent, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to proposaling on any public contract.
- The Respondent is not currently under suspension or review by the Commonwealth, or any other Federal, State or Local Governmental entity. If certification cannot be made, a written explanation to support the inability of providing such shall be submitted with this proposal.

I further warrant that no person or selling agency has been employed or retained to solicit or secure selection for such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by:

(Name of Respondent)

(Also type or print name of affiant under signature)

Subscribed and sworn to

before me this _____ day

of _____ 20____

Signature of:

Respondent, if the respondent is an individual
Partner, if the respondent is a partnership
Officer, if the respondent is a corporation

Notary Public of: _____
My commission expires: _____

OWNER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with RFP Submission

Name of Business _____

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that there are no stockholders

Check the box that represents the type of business organization:

☐ Partnership

☐ Corporation

☐ Sole Proprietorship

☐ Limited Partnership

☐ Limited Liability Corporation

☐ Limited Liability Partnership

☐ Subchapter S Corporation ☐ Other (describe) _____

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Notary Public of: _____

My commission expires: _____

COUNTY OF DAUPHIN

PROFESSIONAL/GOODS/SERVICE ENTITY INFORMATION FORM

If the professional service Entity is an **INDIVIDUAL**, sign name and give the following information:

Name: _____

Address: _____

Telephone No.: _____ Social Security No.: _____

Fax No.: _____ E-Mail Address: _____

If individual has a TRADE NAME, give such tradename:

Trading As: _____ Telephone: _____

.....

If the professional service Entity is a **PARTNERSHIP**, sign name and give the following information:

Name of Partners: _____

Vendor Name: _____

Address: _____

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail Address: _____

Social Security No.: _____

Signature of authorized Agent: _____

.....

If the professional service Entity is **INCORPORATED**, sign name and give the following information:

State under whose laws incorporated: _____

Location of principal office: _____

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail Address: _____

Name of agent in charge of said office upon whom notice may be legally served.

.....

Telephone No.: _____ Name of Corporation: _____

Signature: _____ By: _____

QUALIFICATION AFFIDAVIT

The Twelfth Judicial District and/or County of Dauphin reserves the right to reject the proposal of any respondent who has previously failed to perform properly or to complete on time, contracts of a similar nature; who is not qualified to perform any Contract; or who has repeatedly or without good cause failed to pay bills or otherwise failed to perform its obligations to sub-Respondents, materialmen, or employees of this or any other government body or agency in similar contracts. In determining the successful respondent and its qualifications, the following elements, in addition to those above mentioned, will be considered; Whether the respondent (1) maintains a permanent place of business; (2) has adequate plant and equipment available to do the work properly and expeditiously; (3) has suitable financial resources to meet the obligations incident to the work; and (4) has appropriate technical experience.

Each respondent must supply the following certified statement. Failure to do so shall be deemed a material defect in the response, resulting in rejection of the proposal:

Commonwealth of Pennsylvania
County of _____) SS:

I am the (President, Partner, Owner) of _____
_____, the respondent herein.

I know that the respondent, _____, has not previously failed to perform properly, or complete on time, contracts of a nature similar to this proposal responded upon; is qualified to perform any Contract; has not repeatedly or without just cause failed to pay bills or otherwise failed to perform its obligations to sub-Respondents, materialmen, employees, of this or any other government or agency in similar contracts.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Company Name

Subscribed and Sworn to
Before me this _____ day
Of _____ 20_____.

Sign Name

Print Name

Notary Public of: _____

Print/Type Title

My commission expires: _____

COUNTY OF DAUPHIN

ACKNOWLEDGEMENT OF CORRECTIONS, ADDITIONS AND DELETIONS FORM

I, _____

of the vendor _____

Hereby acknowledge that any corrections, additions and/or deletions have been initialed and dated in this

RFP response submission Package.

(Signature)

(Type or Print of Affiant and Title, under Signature)

(Date)

STATEMENT OF INDEBTEDNESS

Respondents shall provide as part of their proposal a statement under oath that (a) they are not indebted to the County of Dauphin, (b) are not in breach of any contract previously awarded by the County and (c) are not a party to any pending action either at law or equity in which they are assessing an affirmative claim for damages or other relief against the County of Dauphin. Failure to provide the required statement shall disqualify the Respondent.

(Name of Respondent)

(Type or print name of affiant under signature)

Subscribe and sworn to

Before me this ____ day

of _____ 20____

Notary Public of _____

My Commission Expires _____

**COUNTY OF DAUPHIN
HARRISBURG, PENNSYLVANIA**

AGREEMENT FOR PAYMENT OF COMMODITY

The respondent or vendor realizes that as a County, payment cannot be made on a bill-presented basis.

Therefore, the Respondent or vendor, hereby agrees to accept payment within a reasonable time after presentation of invoice and properly executed documentation as well as signed vouchers pertaining to same. A current IRS Form W-9 is enclosed.

Payment in the normal circumstance should not exceed 60 days.

Name of Official for Company

Name of Company or Business

Address

Date: _____

APPENDIX L

LETTER OF QUALIFICATION

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

Attn: Stephen B. Libhart
District Court Administrator
Dauphin County Courthouse, Suite 300
101 Market Street
Harrisburg, PA 17101

Dear Mr. Libhart:

The undersigned has reviewed our Qualification Statement submitted in response to the Request for Proposals (RFP) issued by the County of Dauphin, dated **DATE**, in connection with the County's need for **VERBATIM TRANSCRIPTION TYPING SERVICES - DAUPHIN COUNTY COURT OF COMMON PLEAS**.

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual, and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

Signature of Chief Executive Officer: _____

Typed Name and Title: _____

Type Name of Vendor: _____

Dated: _____

LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

Attn: Stephen B. Libhart
District Court Administrator
Dauphin County Courthouse, Suite 300
101 Market Street
Harrisburg, PA 17101

Dear Mr. Libhart:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Proposals (RFP), issued by the County of Dauphin, dated **DATE**, in connection with the County's need for **VERBATIM TRANSCRIPTION TYPING SERVICES - DAUPHIN COUNTY COURT OF COMMON PLEAS**.

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual, and complete information.
2. (Name of Respondent) agrees (agrees) to participate in good faith in the procurement process as described in the RFP and to adhere to the County's procurement schedule.
3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFP or any negotiation which results there from shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the County.
5. (Name of Respondent) declares that this Qualification Statement is made without connection with any other person, vendor or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
6. (Name of Respondent) acknowledges and agrees that the County may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the County shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.
7. (Name of Respondent) acknowledges that any contract executed with respect to the provision of [insert services] must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

Signature of Chief Executive Officer: _____

Typed Name and Title: _____

Type Name of Vendor: _____

Dated: _____