

**THE UNITED STATES COURT OF APPEALS
FOR THE D.C. CIRCUIT**

**333 Constitution Ave., NW
Washington, DC 20001**

RFQ Number: USCA26-00001

Request Date: March 5, 2026

PUBLIC NOTIFICATION:

REQUEST FOR QUOTE: TRANSCRIPTION SERVICES

Special Notes:

This is a request for **Open Market Pricing**.

Quotes should be e-mailed to the below listed email address by:

Friday, March 13, 2026 - 5PM EST.

An award from this RFQ will be made based on the lowest priced, technically acceptable offer.

SEE PAGE 5 of this notification. Fill in and submit rates for services as described within.

Quotes and questions concerning this RFQ should be addressed to:

Mr. Dana L. Bethea
U.S. Court of Appeals
333 Constitution Ave., NW
Rm 5205 – Procurement
(202) 216-7297 office
dana_bethea@cadc.uscourts.gov

Sincerely,
(Mr. Dana L. Bethea)
Contracting Officer

Attachments:
Wage Determination

GENERAL UNDERSTANDING & REQUIREMENTS

The below provides your company with an overview of the services this court requires. It documents the services to be provided by THE COMPANY for transcripts of oral arguments presented before the U.S. Court of Appeals for the District of Columbia Circuit (Court).

GENERAL UNDERSTANDINGS

- A. THE COMPANY is a company engaged in providing transcription, court reporting, and deposition services.
- B. The objective of this RFQ is to establish contractual services with a company to produce transcripts of oral arguments presented before the Court as described below.
- C. Only THE COMPANY, will be authorized to provide transcription services of oral arguments (except classified cases) presented before the Court during the term of the Contract. If transcripts are required for classified cases, the Court reserves the right to obtain them from other sources.
- D. In the exercise of any privilege granted by the Contract, THE COMPANY shall comply with all applicable state, municipal and local laws, and all applicable laws, rules, orders, regulations and requirements of the United States and its governmental departments and bureaus.
- E. The Court shall not provide any space or facilities to THE COMPANY.
- F. The employees of THE COMPANY shall provide timely, courteous service to the Court.
- G. Any cost, expense or liability incurred by THE COMPANY, connected with or in any manner incident to the granting, exercise or relinquishment of the Contract shall be assumed and discharged by THE COMPANY.
- H. It is the responsibility of THE COMPANY, to pay all federal, state, local or other taxes, if any, that may result from operations under the Contract.
- I. THE COMPANY, shall maintain, through appropriate accounting procedures and methods, and the Clerk of Court shall have the right to examine and audit, all books, records, documents and other evidence sufficient to reflect properly all costs claimed to have been incurred or anticipated to be incurred and used in setting per-page charges under the Contract. This right of examination shall include inspection at all reasonable times of THE COMPANY's, facility.
- J. THE COMPANY, expressly agrees to indemnify and save harmless the United States, the Administrative Office of the United States Courts, the Court and their agents and employees, against any and all loss, damage, claim, or liability whatsoever, contributed to or caused by an act or omission of THE COMPANY, and/or its agents or employees, arising from personal injury or death, or damage to property of others, directly or indirectly due to the exercise by THE COMPANY, of the privileges granted by the Contract, or any other act or omission of THE COMPANY, including failure to comply with the obligations of the Contract.

K. THE COMPANY, agrees that no person will be discriminated against in connection with the use made by THE COMPANY of the premises on the grounds of race, color, sex, religion, handicap, age or national origin, nor will any person be denied the benefits of, or be subjected to discrimination under, any program or activity held, conducted or sponsored by THE COMPANY, or any activity, program or use made of the premises by THE COMPANY, and that THE COMPANY, will be in compliance with the provisions of Title VI of the Civil Rights Act of 1964 and the applicable regulations of GSA (41 C. F. R. Subpart 101-6.2).

The breach by THE COMPANY, of conditions relating to nondiscrimination shall constitute sufficient cause for cancellation and revocation of the Contract.

L. The Contract will be subject to the Service Contract Act of 1965, as amended (41 U.S.C. 351, et seq.) and all applicable regulations of the Secretary of Labor, all as more fully set forth in hereto, which is incorporated herein by this reference.

The Contract will contain a wage determination issued by the Department of Labor, Wage and Hour Division (Attachment A), with which THE COMPANY, must comply.

M. The Clerk may terminate the Contract at any time for cause upon THE COMPANY's, failure to comply with any of the terms of the Contract. Either party may voluntarily terminate the license agreement without cause and without liability for any termination costs, provided the party delivers to the other party written notice at least 60 days in advance of the termination date.

N. THE COMPANY is not an agent of the United States and is not acting on behalf of the United States in exercising the privileges granted by the Contract. THE COMPANY shall not misrepresent this relationship to the public. Any request for transcription services in accordance with this Contract shall constitute an agreement solely between THE COMPANY, and the Court.

O. The Clerk may delegate administration authority under this Contract to any employee of the Clerk's Office.

III. SPECIFIC UNDERSTANDINGS

A. When the Court requires a transcript for an oral argument, the request will be made in writing (email), by a representative of the Court to THE COMPANY.

Transcriptions of proceedings are to be prepared electronically unless a specific request is made for hard copies. When a hard copy of transcripts is requested, the transcripts should be prepared on 8 1/2" x 11" paper, presented in a blue binder with a clear cover front, with captions placed as directed. Samples and Exhibits will be provided prior to the award of this contract.

B. THE COMPANY will retrieve the audio recording from the Court's website and obtain the court sheet and briefs from the Court's contact via email. Once transcribed, THE COMPANY will email the transcript to the representative of the Court that made the request. In the case of hard copy requests, ALL deliverables will be shipped via USPS, UPS or FedEx.

C. THE COMPANY will transcribe the oral arguments within the time requested by the Court and at the contracted price based on the specific requirement as outlined in Section VII.

D. The Court will be responsible for all costs associated with the transcription services including the original (electronic) and any hard copies provided to the Court.

E. The Court makes no guarantees as to the total number of transcripts that will be requested during the period of the Contract.

F. Court CD recordings need to be equipped to transcribe 4-channel digital recordings in wav format, (recordings in wma, asf and mp3 would also be a plus). THE COMPANY must have transcription equipment compatible with these requirements. The Court will FedEx these recordings to be uploaded by THE COMPANY.

IV. DELIVERABLES

A. THE COMPANY will deliver the requested transcript (electronic) and any hard copies to the Court within the requested time period, and return the oral argument CD recording, court sheet, and case briefs **in the same condition as provided**

B. When requested by the Court, THE COMPANY, will provide a court reporter to record and transcribe Court ceremonies at the contracted price based on the specific requirement as outlined in Section VII. For all Court ceremonies, a draft copy of the transcript will be delivered to the Court within ten business days to be reviewed for accuracy. A corrected copy, if applicable, will be returned to THE COMPANY, who will then provide the Court the corrected transcript at no additional charge. Transcription and copies from the court reporters will be billed at the contracted price based on the specific requirement as outlined in Section VII.

E. When requested by the Court, THE COMPANY will provide a court reporter to record and transcribe *en banc* oral arguments at contracted price based on the specific requirement as outlined in Section VII. THE COMPANY will provide the Court with the CD recording of the *en banc* oral argument at the contracted price based on the specific requirement as outlined in Section VII.

V. SECURITY

A. While a USB Flash Drive is in the possession of THE COMPANY, it will be safeguarded against theft, damage or erasure.

B. The USB Flash Drive will not be duplicated under any circumstances and its contents must remain confidential while in the possession of THE COMPANY.

VI. TERM OF CONTRACT

A. The Contract will be in effect for a period of one year from the signed date of the Clerk.

B. The Contract may be extended unilaterally by the Court via two, one-year options.

C. The total period of the Contract shall not exceed three years.

D. THE COMPANY will provide a 60-day notice to the Court of any expected price changes before the end of every one-year term/extension.

VII. PRICING

A. TO BE COMPLETED BY THE COMPANY:

(Please describe and include any additional service fees not captured below).

Transcription

\$ _____ per page - delivered within ten business days.

\$ _____ per page - delivered within five business days.

\$ _____ per page - delivered within two business days.

* Each per page rate includes one electronic and one original hard copy if requested.

All other electronic and paper copies will be billed at - \$ _____ per page.

Court Reporting

Remote – Up to Four Hours: _____ \$ _____ fee.

Remote – Up to Eight Hours: _____ \$ _____ fee.

Remote – Overtime Rate: _____ \$ _____ per hour.

In-Person – Up to Four Hours: _____ \$ _____ fee.

In Person – Up to Eight Hours: _____ \$ _____ fee.

In Person – Overtime Rate: _____ \$ _____ per hour.

** Transcription and copies from court reporters to be billed according to the transcription rates and terms above.

The prices per page apply only to the original transcript. Because transcripts, once filed with the court, are public records, they may be used, reproduced, and provided to attorneys, parties, and the general public by the Court without additional compensation to THE COMPANY.