

Benton & Franklin Counties Office of Public Defense Request for Qualifications

Benton/Franklin Courts *Transcription Services*

TO ALL QUALIFIED PERSONS

On behalf of the Counties of Benton & Franklin, Washington, the Benton & Franklin Counties Office of Public Defense seeks Statements of Qualifications from persons interested in being considered for award of the contract further described herein. Separate contracts for each county will be executed with successful applicants.

Contract Summary

Jurisdiction: Benton & Franklin Counties Superior, Juvenile and District Courts
Services Provided: Professional transcription services
Caseload: As assigned – no minimum
Number of Contracts: Up to three (3) contracts will be awarded through this RFQ
Compensation: \$5 per page (regular) \$7.50 per page (rush)
Contract Dates: February 1, 2016 – December 31, 2018
Application Due Date: December 28, 2015

Contract Details

Jurisdiction

Incumbents will be assigned to provide transcription services on criminal cases pending in Benton and Franklin Counties Superior, Juvenile and District Courts as requested by assigned public defenders and/or defense investigators and approved by the Office of Public Defense (“OPD”).

Caseload

There is no minimum caseload anticipated or promised for this contract since cases can only be assigned when they become available. Incumbents are the only ones eligible to be assigned to provide transcription services on public defense cases pending in Benton or Franklin County Superior Court.

For reference purposes, OPD has paid out the following amounts to contracted transcription contract holders in the past years:

Year	Benton County	Franklin County
2011	\$12,107.50	\$4,191.00
2012	\$6,098.00	\$7,572.50

Benton & Franklin Counties Office of Public Defense
7122 W Okanogan PI, Bldg A, Kennewick, WA 99336

E: OPD@co.benton.wa.us
BentonFranklinDefense.org

P: (509) 222-3700

W:

2013	\$10,032	\$6,246
2014	\$12,356	\$785
2015 (as of October, 2015)	\$7,709	\$3,769

Number of Contracts

A maximum of three (3) contracts will be awarded under this RFQ.

Qualifications

To qualify for this contract, applicants must meet the following **minimum qualifications**:

- Prior experience of at least 1 year in a professional full time (or self-employed) position where a significant part of job duties include providing verbatim transcripts of audio-recorded or real-time material. Examples include, but are not limited to: secretarial positions, court reporting, professional transcription services.
- Proven ability to provide accurate, timely transcripts in a professional environment.
- Ability to obtain the following insurance coverage:
- Professional Liability in the amount of \$250,000 per occurrence, \$250,000 general aggregate
- Understanding of importance of keeping transcribed materials completely confidential and demonstrated ability to abide by confidentiality requirements

It is also desired that applicants meet the following **additional qualifications**:

- Understanding of the criminal justice system
- Ability to recognize complex legal terminology
- Ability and flexibility to provide “rush” transcripts as requested
- Professional transcription certification

Contract Duties

Incumbents will be responsible for providing verbatim transcripts of audio-recorded interviews as assigned. Incumbent will be responsible for providing all necessary equipment for doing so. At a minimum, this will mean having the equipment and software to:

- Receive and send emails
- Open audio files in commonly seen formats including .wav, .mp4 and .avi
- Create document files in Microsoft Word and Adobe Acrobat format
- Listen to audio files on common CD formats

Compensation

Compensation is \$5 per page (regular) and \$7.50 per page (rush). Pages shall be regular 8.5 inch by 11 inch pages with 1 inch margins, with double spacing and a font of 12 pts or smaller. Rush is defined as assignments requiring turn-around in 48 hours or less.

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Contract Dates

Contracts awarded will have a start date of **February 1, 2016** and will last until **December 31, 2018** unless terminated earlier pursuant to the terms of the contract.

How to Apply

To be considered for the award of one of these contracts, please provide a full Statement of Qualifications directly to **Eric Hsu, Public Defense Manager, Benton & Franklin Counties Office of Public Defense**. The Statement of Qualifications may either be mailed by US Mail or email:

Benton & Franklin Counties OPD
7122 W Okanogan Pl, Bldg A
Kenewick, WA 99336; or

Eric.Hsu@co.benton.wa.us

All Statements of Qualifications must include the following:

- A statement of interest requesting consideration for this contract and describing how minimum qualifications (and desired qualifications, if applicable) are met by applicant.
- A complete resume
- Answers to the following Supplemental Questions:
 - This contract requires professional liability insurance in the amount of \$250,000. Are you able to procure (or do you already have) such insurance coverage?
 - Do you belong to any professional transcription associations or do you possess any professional transcription related certifications?
 - Do you already provide transcription services at the present? If so, to what type of clients?

Application Deadline

This Request for Qualifications is open until December 28, 2015 at 4:00 pm Pacific Standard Time. Applications received after that time may be rejected if sufficient applications have already been received. If sufficient applications have not been received yet, then the Counties reserve the right to consider late applications with or without penalty.

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Terms and Conditions

All parties responding to this Request for Qualifications, by their viewing of this Request for Qualifications and/or submission of any application material, agree to be bound by the following Terms and Conditions.

This request for qualifications constitutes a request for interested parties to provide notice of their interest and a summary of their qualifications only. This is not an offer to any particular person or to the general public and cannot be accepted so as to create a contract binding upon Benton or Franklin County, its elected officials, employees or agents. Only upon execution of a contract whether pursuant to this RFQ or otherwise, will Benton or Franklin County have any contractually binding obligations. Benton & Franklin Counties reserve the right to change the terms and conditions of either this request for qualifications (including timeframes, deadlines and any other aspect it deems appropriate to change) or the terms and conditions of the contract to be offered, with or without notice and without recourse by applicants or any other party alleged in any way to be negatively affected.

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