

**RFI Title: Court Reporter Agency**

**RFI Number: 38-23-001**

# REQUEST FOR INFORMATION



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**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SAN FRANCISCO**

**RFI 38-23-001**

**REGARDING:  
COURT REPORTER AGENCY SERVICES**

**RESPONSES DUE:  
Wednesday, November 15, 2023**

## **1.0 BACKGROUND INFORMATION**

The Judicial Branch Entity (“JBE”), the Superior Court of California, County of San Francisco (“Court”), employs staff Court Reporters. However, due to an increase in caseloads that require the presence of a Court Reporter, the Court wishes to contract with a firm or agency (“Respondent”/“Contractor”/“Agency”) whose business it is to provide independent contractor Court Reporters (“IC Court Reporters”) to report and, when necessary, transcribe the official record of court proceedings in court reporter-mandated hearings.

The JBE intends to award a one-year contract with option(s) to extend.

## **2.0 INVITATION TO RESPOND**

You are invited to respond with information to assist the Court in identifying prospective agencies that can provide qualified IC Court Reporters.

**DO NOT SEND PRICING INFORMATION.**

## **3.0 DESCRIPTION OF SERVICES**

Provide IC Court Reporter(s) on an as-needed basis.

### **3.1 Scope of Work**

- 3.1.1 **Qualifications and Standards.** Contractor will provide IC Court Reporters who possess the required qualifications to provide such services that include reporting and transcribing (where applicable) the official record of court proceedings in court reporter-mandated hearings, excluding any proceedings in jury trials where read-back to a jury may be necessary.
  - A. Contractor will provide IC Court Reporters who possess an active California Certified Shorthand Reporter license and must be in good standing with the Court Reporters Board of California.
  - B. Contractor will provide IC Court Reporters who demonstrate the highest standards of ethics and impartiality in the performance of their duties.
  - C. Contractor will provide IC Court Reporters that will follow all applicable San Francisco Superior Court Local Rules, California Rules of Court, and California statutes related to the duties of official reporters, including but not limited to, filing transcripts electronically and uploading raw notes to the Court’s program, ACORN.
- 3.1.2 **Assignments, Materials, Equipment.** Contractor will provide IC Court Reporters who will provide either half-day or full-day assignments. In general, morning half-day assignments are from the hours of 8:00 a.m. to 12:00 p.m.; afternoon half-day assignments are from the hours of 1:00 p.m. to 5:00 p.m.; and full-day assignments are from 8:00 a.m. to 5:00 p.m., though these hours

may vary depending on the specific calendar. The start time of the calendar will be communicated to Contractor.

A. Contractor understands these are short-notice assignments only. The Court will notify Contractor by email at around 4:00 p.m. each day when there is a need for court reporter services on the following business day and include the type of calendar that needs a reporter (e.g., Criminal Plea Calendar at HOJ, Dept. XX).

3.1.3 **Transcripts.** From time to time, Court, public, or parties to the cases reported may order transcripts from Contractor. All transcripts shall be delivered electronically in accordance with CCP 271 and billed at the statutory rate. If Contractor or IC Court Reporter lacks the technical ability to deliver a transcript pursuant to this section, they must provide advance notice to Court or party/person entitled to the transcript.

3.1.4 **Background Checks and Access.** Court will perform background check on potential IC Court Reporter at a cost to the Court. Only those passing a background check will be eligible to perform services for the Court. A background status change may result in immediate termination.

3.1.5 **Independent Contractor / No Guarantee of Work.** Contractor and their Court Reporters are independent contractors to the Court and will not be an employee of the Court.

A. A contract with the Court does not guarantee work.

B. Contractor does not guarantee availability of a Court Reporter for all assignments offered.

#### **4.0 RFI REQUIREMENTS**

The Court requests that interested vendors present information on their resources, capabilities, experience, and qualifications. **DO NOT SEND PRICING INFORMATION.**

#### **5.0 RESPONSE FORMAT**

The following is an outline for responding to this RFI. This outline is intended to minimize the effort of the Respondent and structure the responses for ease of analysis by the Court. Please adhere to this format without compromising your response.

##### **5.1 Profile**

Describe your company, including its:

- Name and address;
- Contact name, title, phone, email;
- History;
- Geographic service area;
- Company Staffing resources;
- Capabilities;
- Qualifications;

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- Services offered; and
- Other information you deem relevant.

## **5.2 Experience and Staffing**

- A. Consistent with the **Scope of Work** listed above, describe your company's experience to provide qualified IC Court Reporters to a court.
- B. The Court is estimating a need of about 16 IC Court Reporters per month. Explain how you propose to provide enough Court Reporters.

## **6.0 ADDITIONAL INFORMATION**

### **A. Disclaimer–No Solicitation**

This RFI is issued to gather information and is intended for planning purposes only. **DO NOT SEND PRICING INFORMATION.** This RFI does not constitute a solicitation. A response to this RFI is not an offer and cannot be accepted by the Court to form a binding contract. The Court shall have no obligation to, and will not, reimburse respondents (or their agents, contractors or brokers) for any expenses associated with responding to this RFI. Responses to this RFI will not be returned. The Court shall have no obligation to respond in any manner to a submission.

### **B. Confidential or Proprietary Information**

The Court is bound by California Rule of Court 10.500 with respect to public access and disclosure of judicial administrative records. Rule 10.500 is posted online at: [http://www.courts.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10\\_500](http://www.courts.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500).

While Respondents may note or mark portions of the information submitted in response to this RFI indicating that the information contains material that is confidential and/or proprietary, if the Court receives a request for public access to material submitted in response to this RFI, the Court will determine, in its sole opinion, whether marked material is exempt from disclosure under Rule 10.500 or other applicable law. If the Court, in its sole opinion, finds or reasonably believes that the material so marked is exempt from disclosure, that material will not be disclosed. If the Court finds or reasonably believes that the material so marked is **not** exempt from disclosure, the Court will contact the respondent with a request to substantiate its claim for confidential treatment but may disclose the information pursuant to Rule 10.500 and other applicable law regardless of the marking or notation seeking confidential treatment.

### **C. Closing Date for Submission and Contact Information**

The closing date for submissions is **3:00 p.m. PT, November 15, 2023**. The Court will respond to your submission the next day as 'received.' If the Court has received enough interest, then an RFP will be advertised and posted. If you don't receive a confirmation of your submission, submit it again—but do so by the deadline. Late submissions are not guaranteed to be opened. The Court is not responsible for Technical glitches regardless of reason or fault.

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All communication with the Court must be in writing via email, include the RFI number, and must be directed to the Court's single Point of Contact (POC) for this RFI at the following e-mail address:

**Superior Court of California, County of San Francisco**

**[solicitationsmailbox@sftc.org](mailto:solicitationsmailbox@sftc.org)**

**Subject Line: RFI-38-23-001 Court Reporter Agency (company name)**

Interested parties must not contact any other Court staff regarding contracted Court Reporters or regarding this RFI. Submissions should provide straightforward and concise responses to the request for information as set forth in this RFI.

#### **D. Information Exchange**

Following review of the submitted material, your company may be contacted and asked to participate in an information exchange with the Court. The objective will be to gain further understanding of your company's proposed approach.

#### **E. Statement of Limitations**

The Court represents that this RFI, submissions from Respondents to this RFI, and any relationship between the Court and Respondents arising from or connected or related to this RFI, are subject to the specific limitations and representations expressed below, as well as the terms contained elsewhere in this RFI. By responding to this RFI, Respondents are deemed to accept and agree to this Statement of Limitations. By submitting a response to this RFI and without the need for any further documentation, the Respondent acknowledges and accepts the Court's rights as set forth in the RFI, including this Statement of Limitations.

This RFI does not create an obligation on the part of the Court to enter into any retention or agreement, nor to implement any of the actions contemplated herein, nor to serve as the basis for any claim whatsoever for reimbursement for any costs for efforts associated with the preparation of responses submitted to this RFI.

To the best of the Court's knowledge, the information provided herein is accurate. Notwithstanding, the Court makes no representations or warranties whatsoever with respect to this RFI or any legal matters managed by the Court, including representations and warranties as to the accuracy of any information or assumptions contained in this RFI or otherwise furnished to Respondents by the Court.

Notwithstanding anything else in this RFI, the Court has the right to:

- change any of the dates, schedule, deadlines, process, and requirements described in this RFI;
- supplement, amend, or otherwise modify this RFI; and
- elect to cancel or to not proceed with this RFI

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for any reason whatsoever, without incurring any liability for costs or damages incurred by any interested parties or potential interested parties.

The Court has the right to require clarification or accept or request new or additional information from any or all interested parties without offering other interested parties the same opportunity, and to interview any or all interested parties. The Court may independently verify any information in any submission.

The Court reserves the right to amend or modify one or more provisions of this RFI by written notice posted online <https://sf.courts.ca.gov/general-information/purchasing-contracting> and emailed to invitees/respondents prior to the closing date.