

Request for Qualifications

For Court Reporting Transcription Services in Thurston County Superior Court

RFQ 2018

Thurston County, Olympia, WA

Thurston County Superior Court (Court) seeks statements of qualifications to establish a list of individuals willing to accept transcript requests. Based on applications, the Court will create an Authorized Transcriber List. When a request for a transcript is unable to be timely produced by an official Thurston County Court Reporter, the Court will seek to meet the request by contacting individuals or businesses included the list of authorized transcriptionists. Transcripts would be limited to preparation of an official transcript of audiotape or digitally recorded proceedings conducted in Superior Court. Authorized transcriptionists are governed by Washington State General Rule 35. To be included on the Thurston County Superior Court Authorized Transcriber List, reporters must complete the Affidavit Requesting Transcriber Status provided by the Superior Court Administrator.

Qualifications

Must meet the requirements and agree to the terms outlined in the Affidavit Requesting Court-Authorized Transcriber Status for Electronically Recorded Proceedings, a copy is attached.

HOW TO SUBMIT QUALIFICATIONS:

Interested individuals must provide a resume or statement of qualifications (2 pages or less), cover letter, and 10 pages of transcript. These materials shall be provided to:

Thurston County Superior Court
Superior Court Administration
Building 2
2000 Lakeridge Drive SW
Olympia, WA 98502

Due Date

Qualifications are due no later than 5:00 p.m. December 7, 2018 or must be postmarked on or before December 7, 2018. After December 7, 2018 the Court will continue to accept qualifications, however, will only review the qualifications on a quarterly basis.

Selection:

Applicants determined to have met the qualifications will be notified that they have been placed on the list of individuals or businesses willing to accept transcription.

The County reserves the right to reject any or all qualifications from inclusion on the list of individuals or businesses willing to accept transcription requests.

When Thurston County Superior Court's Official Court Reporters decline an audiotape or digitally recorded transcription assignment, the Court may offer an individual or business named on the authorized transcription list the assignment. In offering assignments to names off the list, the Court will start with the first name on the list that follows the last name to receive an assignment, and move through the list until the assignment is accepted.

Nondiscrimination

Thurston County ensures that all individuals are afforded full opportunity to participate in its services, programs and activities and will not discriminate on the basis of race, color, creed, ethnicity, religion, national origin, age, sex, marital status, veteran or military status, sexual orientation or the presence of any disability. Implementation of this policy shall be consistent with RCW 49.60.400. Individuals with disabilities who need accommodation with the submission process should contact the ADA Coordinator, Human Resources, at (360) 786-5498 or through Washington Relay: 711 or 800-833-6388.