

## Request for Qualifications

For Court Reporting Services in Thurston County Superior Court

RFQ 2018

Thurston County, Olympia, WA

Thurston County Superior Court seeks statements of qualifications to establish a list of individuals contracted to serve as on call pro tem court reporters. Thurston County Superior Court may contact any court reporter on the list as needed to perform the work described in the contract, but the contract will not guarantee work. Scheduling is limited to cases/calendars in which no official Thurston County Court Reporter is available to report the case. The contract payment rate will be \$ 350.00 per half day per for services performed in court.

In all cases assigned by the Court, the pro tem court reporter is required to: attend and report court proceedings verbatim utilizing “realtime” capability and equipment for use on the bench by the judicial officers; prepare and certify verbatim Reports of Proceedings as requested by counsel or the court; index court notes and file them with the Clerk of the Court; keep daily log of all proceedings, including case number, appearances and type of proceeding to ensure cross-reference to electronic records; and transcribe court proceedings for counsel or parties upon request and at the expense of counsel and parties. Additionally, by applying to be a pro tem court reporter you may also request to transcribe electronic recordings of hearings when no Official Thurston County Court Reporter is available to do so.

### **Qualifications**

- Must maintain current Washington State Court Reporter Certification and compliance with ch. 308-14 WAC
- Ability to report and transcribe accurately 175 words per minute of the judge's charge or 200 words per minute of testimony each for five consecutive minutes in accordance with RCW 2.32.180
- Two years experience as a Certified Shorthand Reporter (CSR)
- Required to own his/her computer aided transcription with real time capability using software Case Catalyst for use on the bench by the judicial officers
- Professional demeanor
- Accuracy and attention to detail
- Pass a background check and maintain good standing as a Washington State Certified Court Reporter
- Provide proof of a Faithful Performance bond in the amount of \$2,000 per year
- Must enter into a contract with terms substantially as set forth in the draft sample contract which is attached

## **HOW TO SUBMIT QUALIFICATIONS:**

Interested individuals must provide a resume or statement of qualifications (3 pages or less), cover letter, and 20 pages of transcript. These materials shall be provided to:

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

### **Due Date**

Qualifications are due no later than 5:00 p.m. April 6, 2018 or must be postmarked on or before April 6, 2018. After April 6, 2018 the Court will continue to accept qualifications, however will only review the qualifications on a quarterly basis.

### **Selection:**

Qualifications submitted by April 6, 2018 will be reviewed and individuals may be interviewed. For qualifications submitted on a quarterly basis will be reviewed and individuals may be interviewed. Those determined to have demonstrated the strongest qualifications and pertinent experience will be invited to enter into a non-exclusive contract for inclusion on the list. Contracts are expected to be for a term of up to two years, with the possibility or renewal for an additional two years.

The County reserves the right to reject any or all qualifications and not issue a contract relating to this request.

### **Nondiscrimination**

Thurston County ensures that all individuals are afforded full opportunity to participate in its services, programs and activities and will 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.