

COURT OF CLAIMS

PURPOSE OF RFQ FOR COURT REPORTER

The Court of Claims is soliciting bids for court reporting services to be rendered as needed statewide, primarily for hearings conducted by the court sitting three judges or one judge as scheduled by the Court.

The Court of Claims sets dockets and hears claims filed against State agencies. The court reporter also will prepare transcripts for hearings held in crime victim claims since these dockets are intermingled with Court of Claims dockets. See W.Va. Code 14-2-1 *et seq.* and 14-2A-1 *et seq.*

Hearings are held primarily in Charleston at the State Capitol in Senate Judiciary in the West Wing of Building One. However, the Court also sits throughout the State including but not limited to the following cities: Wheeling, Morgantown, Martinsburg, Bridgeport, Buckhannon, Flatwoods, Mineral Wells, Huntington, Beckley, Princeton, Lewisburg, Chief Logan Conference Center, Twin Falls State Park, and at Mt. Olive Correctional Complex. The Court does not schedule hearings at every location named herein each year.

The current court reporter has averaged approximately \$25,000.00 per year for providing transcripts to the Court. Travel expenses are paid based upon the rates set by the Department of Administration. The hotel expenses by the court reporter are direct billed to the State. Meals are paid on the basis of \$29.25 per day on travel days and \$39.00 per day for full days at the travel location. Mileage rates vary depending upon the rates set by the Legislature and/or the Department of Administration. Turnpike tolls are reimbursed also. The court reporter will be required to complete Travel Reimbursement forms as provided by the Court and calculate travel mileage rates from a home address.

The docket schedule is provided to the court reporter for a year to two years in advance although additional dockets may be added and dates changed to meet the needs of the Court. Dockets are emailed usually a month ahead of the docket date and revised dockets are sent up to the day prior to the docket. As with any court, there may be occasions when a large claim is settled by the parties and the docket is canceled. At times the Court has been given sufficient notice of the settlement such that other claims are scheduled for the date(s) canceled but that is done on individual dockets and based upon location. The Court conducts hearings for three to five days per month in January, February, March, and December and does not usually travel during those months. Other months might be scheduled for a three dockets over three weeks with travel outside of Charleston for each week. The Court attempts to set at least one docket per month (one to three days) in Charleston.

Potential bids will be reviewed for rates submitted per page and half day/full day charges. Since the Court desires that one court reporter be assigned to the Court if a company or partnership is submitting a bid, that factor will be taken into consideration.

ADDITIONAL INFORMATION FOR RFQ

ATTACH TO RFQ

I. State Certification for Court Reporters

II. Business License

III. Sample of transcript - at least ten (10) pages

IV. Bids should be received in the Court of Claims on or before June 27, 2012

V. Any questions, please contact **Cheryle M. Hall**, Clerk of the Court of Claims, at:

Telephone: 304.347.4851

Email: cheryle.hall@wvlegislature.gov