

ANDERSON COURT REPORTING, LLC
GENERAL SERVICES ADMINISTRATION
Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system.

The INTERNET address *GSA Advantage!* is: GSAAdvantage.gov.

Schedule Title: 736 Temporary Administrative and Professional Staffing Services (TAPS)

FSC Group 736

Contract Number: GS-07F-0098 V

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract period: December 15, 2008 through December 14, 2013

Contractor: **Anderson Court Reporting, LLC**
706 Duke Street , Suite 100
Alexandria VA 22314-3679
703-519-7180
Fax 703-519-7190
e-mail info@andersonreporting.net

Contract administration source: Tom Watson, Manager

Business size: Small Women Owned Business

1a. Table of awarded special item number(s) (SIN)

SIN	Description
736-1	Administrative Support and Clerical Occupations

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. Not Applicable

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. All hourly rates shown are firm fixed price. See the Following price list for hourly rates by location and labor category. See the Job Descriptions provided after the pricing information.

2. Maximum order: \$100,000 Per SIN

3. Minimum order: \$100

4. Geographic coverage (delivery area):

Washington DC	Wage Determination: Dated: 06/19/2012	05-2103	Revision:	12
Norfolk, VA	Wage Determination: Dated 06/13/2012	05-2543	Revision:	14
Baltimore, MD	Wage Determination Dated 06/13/2012	05-2247	Revision:	13

5. Point(s) of production: Not Applicable

6. Discount from list prices or statement of net price: Not Applicable

7. Quantity discounts: ½% for task Orders exceeding \$100,000

- 8. Prompt payment terms: ½% 10 Days; Net/30
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold: Yes, Accept Credit Cards.
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Yes, Accept Credit Cards
- 10. Foreign items (list items by country of origin): None
- 11a. Time of delivery: Same Day to 10 Business Days
- 11b. Expedited Delivery. Services are available for expedited delivery as noted in this price list.
- 11c. Overnight and 2-day delivery. Overnight and 2-day delivery are available, see price list.
- 11d. Urgent Requirements. We will make every effort to accommodate “Urgent Requirements” Agencies should contact the Contractor’s representative by telephone to effect a faster delivery:
- 12. F.O.B. point(s): Origin & and see item (vii) below
- 13a. Ordering address:

706 Duke Street, Suite 100
Alexandria, VA 22314
- 13b. Ordering procedures: Please Call, 703-519-7180, Fax 703-519-7190 or Email info@andersonreporting.net your request. For last minute needs please Call 703-519-7180 For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address:
706 Duke Street, Suite 100
Alexandria, VA 22314
15. Warranty provision: Not Applicable
16. Export packing charges, if applicable: Not Applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Not Applicable
18. Terms and conditions of rental, maintenance, and repair (if applicable): Not Applicable
19. Terms and conditions of installation (if applicable): Not Applicable
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not Applicable
- 20a. Terms and conditions for any other services (if applicable): Not Applicable
21. List of service and distribution points (if applicable): Not Applicable
22. List of participating dealers (if applicable): Not Applicable
23. Preventive maintenance (if applicable): Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found

(e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/: Not Applicable

25. Data Universal Number System (DUNS) number: 362620390
26. Notification regarding registration in System for Award Management (SAM) database: Contractor has an Active Registration in SAM.

1. Depositions	
Category of Work	Total GSA Price
Service	
10 Day	\$3.49
6 to 9 Day	\$3.99
5 Day	\$4.49
4 Day	\$4.99
3 Day	\$5.49
2 Day	\$5.99
Next Day	\$6.98
Same Day	\$7.98
Copy Side	
10 Day	\$2.49
6 to 9 Day	\$2.99
5 Day	\$3.49
4 Day	\$3.99
3 Day	\$4.49
2 Day	\$4.99
Next Day	\$5.99
Same Day	\$6.98
<u>Outside Business Hours Premium</u> add 50% to all page rates	Variable
<u>Saturday Premium</u> add 50% to all page rates	Variable

1. Depositions (continued)	
Category of Work	Total GSA Price
Additional Services	
Sunday/ Federal Holiday Premium[iii] add 100% to all page rates	Variable
Rough ASCII	\$1.50
LiveNote	\$1.75
Exhibits	\$0.35
Miniscript	
Miniscript	\$24.94
e-Transcript	\$24.94
ASCII file on CD or Floppy	\$24.94
email ASCII file	\$24.94
Appearance Fees	
Minimum Charge[iiii]	\$199.50
Sitting Fees (no transcript ordered) [iv]	\$1.75
Waiting time ½ hour included Per ½ hour additional time	\$24.94
Outside Business Hours Premium[v] appearance fee: first ½ hour	\$99.75
Each additional ½ hour	\$49.88
Saturday Minimum fee[iiii]	\$498.75

1. Depositions (continued)	
Category of Work	Total GSA Price
Sunday/Holiday Minimum fee[iii]	Non-Schedule Open Market Pricing
Videography Services:	
For first two hours	\$374.06
Each additional hour	\$94.76
VHS copies per tape	\$89.78
DVD copies per DVD	\$74.81
Administrative Fees	
Administrative Fee[vi]	\$24.94
Shipping/Handling[vii]	Variable
Late Cancellation Fee[viii]	\$149.63

2. Court Appearances	
Category of Work	Total GSA Price
Service	
10 Day	\$3.49
6 to 9 Day	\$3.99
5 Day	\$4.49
4 Day	\$4.99
3 Day	\$5.49
2 Day	\$5.99
Next Day	\$6.98
Same Day	\$7.98
Copy Side	
10 Day	\$2.49
6 to 9 Day	\$2.99
5 Day	\$3.49
4 Day	\$3.99
3 Day	\$4.49
2 Day	\$4.99
Next Day	\$5.99
Same Day	\$6.98
Outside Business Hours Premium [ii] add 50% to all page rates	Variable
Saturday Premium [ii] add 50% to all page rates	Variable

2. Court Appearances (continued)	
Category of Work	Total GSA Price
Sunday/ Federal Holiday Premium [ii] add 100% to all page rates	Variable
Additional Services	
Rough ASCII	\$1.50
LiveNote	\$1.75
Exhibits	\$0.35
Miniscript	\$24.94
Price Per Transcript	
e-Transcript	\$24.94
ASCII file on CD or Floppy	\$24.94
email ASCII file	\$24.94
Appearance Fees	
Minimum Charge [iii]	\$249.38
Sitting Fees (no transcript ordered) [iv]	\$1.75
Waiting time ½ hour included	\$24.94
Per ½ hour additional time	\$0.00
Outside Business Hours [ii]	\$99.75
appearance fee: first ½ hour	\$0.00
Each additional ½ hour	\$49.88
Saturday appearance fee [iii]	\$498.75
Sunday/Holiday appearance fee [iii]	Non-Schedule Open Market Pricing

2. Court Appearances (continued)	
Category of Work	Total GSA Price
Videography Services:	
For first two hours	\$374.06
Each additional hour	\$94.76
VHS copies per tape	\$89.78
DVD copies per DVD	\$74.81
Administrative Fees	
Administrative Fee [vi]	\$24.94
Shipping/Handling [vii]	Variable
Late Cancellation Fee [viii]	\$149.63

3. Administrative Hearings (EEO, Grievance, Non-technical, Administrative, Courts Martial)	
Category of Work	Total GSA Price
Service	
10 Day	\$4.24
6 to 9 Day	\$4.94
5 Day	\$5.44
4 Day	\$5.94
3 Day	\$6.43
2 Day	\$6.93
Next Day	\$7.93
Same Day	\$9.93
Additional copy transcripts for the Government	\$0.50
Copy Side	
10 Day	\$2.49
6 to 9 Day	\$2.99
5 Day	\$3.49
4 Day	\$3.99
3 Day	\$4.49
2 Day	\$4.99
Next Day	\$5.99
Same Day	\$6.98
Outside Business Hours Premium [ii] add 50% to all page rates	Variable

3. Administrative Hearings (continued)	
Category of Work	Total GSA Price
Saturday Premium [ii] add 50% to all page rates	Variable
Sunday/ Federal Holiday Premium [ii] add 100% to all page rates	Variable
Additional Services	
Rough ASCII	\$1.50
LiveNote	\$1.75
Exhibits	\$0.35
Miniscript	\$24.94
e-Transcript	\$24.94
ASCII file on CD or Floppy	\$24.94
email ASCII file	\$24.94
Appearance Fees	
Minimum Charge [iii]	\$299.25
Sitting Fees (no transcript ordered) [iv]	\$2.12
Waiting time ½ hour included	\$24.94
Per ½ hour additional time	
Outside Business Hours [ii]	\$0.00
appearance fee: first ½ hour	\$99.75
Each additional ½ hour	\$49.88
Saturday appearance fee	\$498.75
Sunday/Holiday appearance fee	Non Schedule Open Market Pricing

3. Administrative Hearings (continued)	
Category of Work	Total GSA Price
Videography Services:	
For first two hours	\$374.06
Each additional hour	\$94.76
VHS copies per tape	\$89.78
DVD copies per DVD	\$74.81
Administrative Fees	
Administrative Fee [vi]	\$24.94
Shipping/Handling [vii]	Variable
Late Cancellation Fee [viii]	\$249.38

4. Meetings, Conferences	
Category of Work	Total GSA Price
Service	
10 Day	\$4.99
6 to 9 Day	\$5.54
5 Day	\$6.23
3 Day	\$7.68
2 Day	\$8.18
Next Day	\$9.18
Same Day	Non Schedule Open Market Pricing
Outside Business Hours Premium [ii] add 50% to all page rates	Variable
Saturday Premium [ii] add 50% to all page rates	Variable
Sunday/ Federal Holiday Premium [ii] add 100% to all page rates	Variable
Additional copy transcripts for the Government	\$0.50
Additional Services	
Rough ASCII	\$1.50
LiveNote	\$1.75
Exhibits	\$0.35

4. Meetings Conferences (continued)	
Category of Work	Total GSA Price
Miniscript	\$24.94
e-Transcript	\$24.94
ASCII file on CD or Floppy	\$24.94
email ASCII file	\$24.94
Minimum Charge [iii]	\$249.38
Sitting Fees (no transcript ordered) [iv]	\$2.49
Waiting time ½ hour included	\$24.94
Per ½ hour additional time	
Outside Business Hours [v]	\$99.75
appearance fee: first ½ hour	\$0.00
Each additional ½ hour	\$49.88
Saturday appearance fee [iii]	\$498.75
Sunday/Holiday appearance fee [iii]	Non Schedule Open Market Pricing
Videography Services:	
For first two hours	\$374.06
Each additional hour	\$94.76
VHS copies per tape	\$89.78
	Total GSA Price
Category of Work	Price
Shipping/Handling [vii]	Variable
Late Cancellation Fee [viii]	\$199.50

5. Tape or Audio File Transcription	
Category of Work	Total GSA Price
Service	
10 Day	\$3.39
6 to 9 Day	\$3.89
5 Day	\$4.39
4 Day	\$4.89
3 Day	\$5.39
2 Day	\$5.89
Next Day	\$6.88
Same Day	\$7.88
Saturday Premium [ii] add 50% to all page rates	Variable[i]
Sunday/ Federal Holiday Premium[ii] add 100% to all page rates	Variable[i]
Additional Services	
Exhibits	Variable[i]
Minimum Charge [iii]	\$249.38
Miniscript	\$24.94
e-Transcript	\$24.94
ASCII file on CD or Floppy	\$24.94
email ASCII file	\$24.94
Administrative Fees	
Administrative Fee [vi]	\$24.94
Shipping/Handling [vii]	Variable

Notes:

[i] Reserved.

[ii] Business hours conform to the client's regular work day; either 08:00 to 17:00 (government clients) or 09:00 to 18:00 (non-government clients). We charge premiums for engagements that extend beyond the client's regular eight hour work day, and any engagement that occurs on a Saturday, Sunday or Holiday.

[iii] Minimum charge for any engagement, transcript produced, or cancellations made the same day as any engagement.

[iv] If no transcript is ordered the sitting fee is based on projected page count of 50 pages per hour, or fraction thereof multiplied by 50% of the 10 day page rate.

[v] Outside Business hours fees are charged for engagements that extend beyond the regular work day, we charge a 50% premium (see note ii).

[vi] The Administrative Fee is charged on each engagement and includes local UPS ground delivery by close of business.

[vii] Shipping charges apply for different carriers than UPS, expedited work, out of area, or transcripts over 300 pages; IFF of 0.75% will be charged on the total additional shipping cost.

[viii] Cancellations made after 5 p.m. on the previous business day, Cancellations made on the same day as any engagement are charged the minimum charge.