

# Neal R. Gross & Co., Inc.

## Court Reporters and Transcribers

### **COURT REPORTERS AND TRANSCRIBERS**

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FEDERAL SUPPLY SCHEDULE (FCS GROUP): 736		<b>SIN: 736-1</b>
TEMPORARY ADMINISTRATIVE AND PROFESSIONAL STAFFING SERVICES (TAPS)		
ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS		
<b>CONTRACT NO.: GS-07F-0444N</b>	DUNS No.: 00-162-7124	
Contract Period: 4/9/13 through 4/8/18	<b>Business Size: SMALL, HUBZONE</b>	
Maximum Order: \$100,000	SAM Registered Vendor	
Minimum Order: \$100	Prompt Payment Terms: Net 30	
<i>Government purchase cards are accepted</i>		
<b>Administrative Contact: Neal Gross, 202-234-4433 or nrgross@nealrgross.com</b>		

**Neal R. Gross & Co. (NRGCO) has been providing high quality verbatim court reporting and transcription services to government clients for over 35 years.** These services are available on a nationwide basis as well as for locations OCONUS. NRGCO provides these services for all types of hearings, meetings, arbitrations, depositions, interviews, conferences, etc.

**NRGCO's court reporters and transcribers use the most advanced reporting systems.** We provide court reporting and Realtime for your hearings, depositions, arbitrations, meetings, conferences, conventions, interviews, and more. We also provide verbatim transcription for your digital and analog, audio and video recordings and dictation. In addition, we offer full litigation support services, technical summary writing services, as well as audio and video recording services. For more than 35 years, we have been regarded as the leading professional court reporting and transcription service company.

***We are completely dedicated to meeting our clients' needs in any location, at any time!***

**Court Reporting: NRGCO court reporters are highly trained, certified and experienced.** They are timely to the assignment, attentive to all the details of the proceeding and will ensure the most accurate verbatim record possible. Our court reporters are well versed in all manner of government and private proceeding and highly professional. NRGCO covers a broad range of proceedings and has a wide variety of specialties.

- **Additional Services include:** Telephonic conferencing, videography, worldwide video-conferencing, audio and video recording transcription, and more.

**Transcription:** NRGCO transcribers are highly-trained and extremely accurate. We use state-of-the-art systems and are known for our accuracy and quality.

- **Available Delivery:** Daily, Rush, and Expedited Services are available. We are here to meet your needs! Let us know how fast you need your transcript and we will meet your deadline!
- **Available Transcript File Formats:** PDF, MSWord, Word Perfect, ASCII, E-Tran, Miniscript, Time-stamped transcripts and more.

**Summary Writing:** NRGCO is a nationwide leader in providing the highest quality technical summary writing and executive minute taking services. Our technical/science writers have enabled federal advisory committees, organizations and corporations to meet their obligations to conduct business in a transparent and accountable manner. Whether you require the summary minutes of a quarterly conference call or a detailed summary report of a multi-day meeting with concurrent break-out sessions, our reliable support staff will provide you with the resources you need to make your meeting a success.

- **NRGCO has provided summary writing services for many years to NIH, FDA, local and Federal government advisory committees and other groups on topics ranging from science to education to nuclear energy to administrative matters and everything in-between.**

**Audio / Video Services:** NRGCO has been providing audio and video services to government and private clients for more than 35 years.

- **Audio:** We can record your proceedings using a state-of-the-art recording system and provide you with a clear audio record in any digital format (WAV, MP3, WMA, DSS, etc) that you may require.
- **Video:** Our videographers use the most up-to-date equipment to record all video proceedings. Depositions and legal proceedings are digitally recorded and are available on CD-Rom, DVD and even VHS formats. Synced video available in various formats.

### **Additional Services:**

- **Translation services**
- **Notary Publics in all locations**
- **Security Clearances**
- **508 Compliant Transcripts**
- **Realtime Services**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is [www.gsaadvantage.gov](http://www.gsaadvantage.gov).

For more information on ordering from the Federal Supply Schedule for Temporary, Administrative and Professional Staffing Services click on the Ordering Procedures button at [www.gsa.gov/tempservices](http://www.gsa.gov/tempservices).

**CUSTOMER INFORMATION:****1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

SIN	DESCRIPTION
736-1	Administration Support and Clerical Occupations

**1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A**

**1c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION:** 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**

\*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

**3. MINIMUM ORDER: \$100 unless the contractor agrees to accept a smaller order amount.****4. GEOGRAPHIC COVERAGE: Nationwide and OCONUS with preponderance of work in:**

Washington, DC, Wage Determination No. 2005-2103, Revision 12 dated 06/13/2012  
 Atlanta, GA, Wage Determination No. 2005-2133, Revision 11 dated 06/13/2012  
 Baltimore, MD, Wage Determination No. 2005-2247, Revision 13 dated 06/13/2012  
 Boston, MA, Wage Determination No. 2005-2255, Revision 14 dated 06/13/2012  
 Chicago, IL, Wage Determination No. 2005-2167, Revision 12 dated 06/13/2012  
 Dallas, TX, Wage Determination No. 2005-2509, Revision 13 dated 06/13/2012  
 Ft. Worth, TX, Wage Determination No. 2005-2513, Revision 12 dated 06/13/2012  
 Denver, CO, Wage Determination No. 2005-2081, Revision 12 dated 06/13/2012  
 Des Moines, IA, Wage Determination No. 2005-2205, Revision 15 dated 06/13/2012  
 Detroit, MI, Wage Determination No. 2005-2273, Revision 13 dated 06/13/2012  
 Houston, TX, Wage Determination No. 2005-2515, Revision 14 dated 06/13/2012  
 Indianapolis, IN, Wage Determination No. 2005-2193, Revision 13 dated 06/13/2012  
 Kansas City, MO-KS, Wage Determination No. 2005-2307, Revision 13 dated 06/13/2012  
 Los Angeles, CA, Wage Determination No. 2005-2047, Revision 13 dated 06/13/2012  
 Ventura, CA, Wage Determination No. 2005-2071, Revision 14 dated 06/13/2012  
 Riverside, CA, Wage Determination No. 2005-2053, Revision 15 dated 06/13/2012  
 Louisville, KY, Wage Determination No. 2005-2223, Revision 14 dated 06/13/2012  
 New Orleans, LA, Wage Determination No. 2005-2233, Revision 15 dated 06/13/2012  
 New York, NY, Wage Determination No. 2005-2375, Revision 12 dated 06/13/2012  
 Norfolk, VA, Wage Determination No. 2005-2543, Revision 14 dated 06/13/2012  
 Oklahoma City, OK, Wage Determination No. 2005-2431, Revision 16 dated 06/13/2012  
 Philadelphia, PA, Wage Determination No. 2005-2449, Revision 12 dated 06/13/2012  
 Sacramento, CA, Wage Determination No. 2005-2055, Revision 14 dated 06/13/2012  
 St. Louis, MO, Wage Determination No. 2005-2309, Revision 12 dated 06/13/2012  
 Salt Lake City, UT, Wage Determination No. 2005-2531, Revision 12 dated 06/13/2012  
 San Antonio, TX, Wage Determination No. 2005-2521, Revision 13 dated 06/13/2012  
 San Diego, CA, Wage Determination No. 2005-2057, Revision 13 dated 06/13/2012  
 San Francisco, CA, Wage Determination No. 2005-2059, Revision 13 dated 06/13/2012

San Jose, CA, Wage Determination No. 2005-2061, Revision 12 dated 06/13/2012  
Oakland, CA, Wage Determination No. 2005-2051, Revision 12 dated 06/13/2012  
Seattle, WA, Wage Determination No. 2005-2563, Revision 14 dated 06/13/2012  
Island County, WA, Wage Determination No. 2005-2561, Revision 17 dated 06/13/2012  
Bremerton, WA, Wage Determination No. 2005-2559, Revision 15 dated 06/13/2012  
Hawaii, Wage Determination No. 2005-2153, Revision 16 dated 06/13/2012  
Puerto Rico, Wage Determination No. 2005-2461, Revision 14 dated 06/13/2012

Neal R. Gross & Co. may perform work at any of the locations listed in the SCA Wage Index Matrix. Service in an area with lower SCA rates than the stated preponderance of work location, resulting in lower wages being paid, will have the prices for that Task Order discounted accordingly.

5. **POINT(S) OF PRODUCTION:** N/A
6. **DISCOUNT FROM LIST PRICES:** N/A
7. **QUANTITY DISCOUNT(S):** N/A
8. **PROMPT PAYMENT TERMS:** Net 30
- 9.a **Government Purchase Cards are accepted at or below the micro-purchase threshold.**
- 9.b **Government Purchase Cards are accepted above the micro-purchase threshold.**
10. **FOREIGN ITEMS:** None
- 11.a. **TIME OF DELIVERY:** Per request.
- 11.b. **EXPEDITED DELIVERY:** Available upon request.
- 11.c. **OVERNIGHT AND 2-DAY DELIVERY:** Available upon request.
- 11.d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. **FOB POINT:** N/A
- 13a. **ORDERING ADDRESS:** Same as contractor address.
14. **PAYMENT ADDRESS:** Same as contractor address.
15. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
16. **EXPORT PACKING CHARGES:** Not applicable
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** None.
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20.a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24.a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24.b. **Section 508 Compliance for EIT:** N/A
25. **DUNS NUMBER:** 00-162-7124
26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Contractor has an Active Registration in the CCR database.

**PRICING SCHEDULE:**

NRGCO offers complete verbatim court reporting and transcription/word processing services. If your requirement is not specifically addressed in the information above, please contact us. We are certain we can meet your specific requirement.

<b>COURT REPORTER</b>	<b>UNIT</b>	<b>DEPOSITIONS</b>	<b>MEETINGS / HEARINGS</b>
DELIVERY TURNAROUND			
30 DAY	PG	\$2.78	\$3.91
20 DAY	PG	\$2.83	\$4.26
15 DAY	PG	\$3.73	\$4.49
10 DAY	PG	\$3.77	\$4.62
7 DAY	PG	\$4.22	\$4.72
5 DAY	PG	\$4.35	\$4.85
4 DAY	PG	\$4.85	\$4.90
3 DAY	PG	\$4.90	\$4.94
2 DAY	PG	\$4.94	\$4.99
1 DAY	PG	\$4.99	\$5.07
TECHNICAL/SCIENTIFIC/MEDICAL CONTENT	PG	\$2.02	\$2.47
REPORTING FEE/DC			
HALF DAY	EA	\$251.35	\$300.73
FULL DAY	EA	\$377.03	\$448.84
HOURLY	EA	\$377.03	\$399.47
REPORTING FEE/CONUS			
HALF DAY	EA	\$300.73	\$399.47
FULL DAY	EA	\$448.84	\$498.22
HOURLY	EA	\$377.03	\$399.47
MINIMUM		\$350.10	\$350.10
CANCELLATION FEE			
DC (LESS THAN 24 HOURS PRIOR & BEFORE 5PM BUSINESS DAY BEFORE)	EA	\$201.98	\$201.98
CONUS (48-24 HOURS PRIOR) + JTR TRAVEL	EA	\$201.98	\$201.98
CONUS (LESS THAN 24 HOURS PRIOR) + JTR TRAVEL	EA	\$305.21	\$305.21

<b>STENOGRAPHER</b>	<b>UNIT</b>	<b>DEPOSITIONS</b>	<b>MEETINGS / HEARINGS</b>
DELIVERY TURNAROUND			
30 DAY	PG	\$4.94	\$6.29
20 DAY	PG	\$4.99	\$6.51
15 DAY	PG	\$5.39	\$6.64
10 DAY	PG	\$5.52	\$6.73

<b>STENOGRAPHER (cont)</b>	<b>UNIT</b>	<b>DEPOSITIONS</b>	<b>MEETINGS / HEARINGS</b>
7 DAY	PG	\$6.01	\$7.00
5 DAY	PG	\$6.29	\$7.50
4 DAY	PG	\$6.73	\$7.77
3 DAY	PG	\$6.96	\$7.99
2 DAY	PG	\$7.00	\$8.26
1 DAY	PG	\$7.04	\$8.48
SAME DAY	PG	\$7.99	\$8.98
REALTIME	PG	\$2.02	\$3.00
COMPUTER HOOKUP	PG	\$2.02	\$2.51
ROUGH ASCII	PG	\$2.02	\$2.74
TECHNICAL/SCIENTIFIC/MEDICAL CONTENT	PG	\$2.47	\$3.00
EXPERT	PG	\$2.47	\$3.00
REPORTING FEE/DC			
HALF DAY	EA	\$377.03	\$399.47
FULL DAY	EA	\$754.05	\$798.94
HOURLY	EA	\$377.03	\$399.47
REPORTING FEE/CONUS			
HALF DAY	EA	\$426.40	\$498.22
FULL DAY	EA	\$798.94	\$897.68
HOURLY	EA	\$377.03	\$399.47
MINIMUM	EA	\$502.70	\$502.70
CANCELLATION FEE			
DC (LESS THAN 24 HOURS PRIOR & BEFORE 5PM BUSINESS DAY BEFORE)	EA	\$251.35	\$278.28
CONUS (48-24 HOURS PRIOR) + JTR TRAVEL	EA	\$251.35	\$350.10
CONUS (LESS THAN 24 HOURS PRIOR) + JTR TRAVEL	EA	\$350.10	\$399.47

<b>WORD PROCESSING</b>	<b>UNIT</b>	<b>DEPOSITIONS</b>	<b>MEETINGS / HEARINGS</b>
DELIVERY TURNAROUND			
30 DAY	PG	\$2.69	\$3.68
20 DAY	PG	\$2.78	\$3.86
15 DAY	PG	\$3.23	\$4.22
10 DAY	PG	\$3.46	\$4.44
7 DAY	PG	\$3.82	\$4.53
5 DAY	PG	\$4.17	\$5.07
4 DAY	PG	\$4.31	\$5.16
3 DAY	PG	\$4.44	\$5.25
2 DAY	PG	\$4.57	\$5.52
1 DAY	PG	\$4.81	\$5.79
TECHNICAL/SCIENTIFIC/MEDICAL CONTENT	PG	\$2.02	\$2.02

<b>ADDITIONAL SERVICES</b>	<b>UNIT</b>	<b>DEPOSITIONS</b>	<b>MEETINGS / HEARINGS</b>
CONDENSED TRANSCRIPT / E-Transcript	EA	\$76.31	\$76.31
DISK / ELECTRONIC COPY (PER VOLUME)	EA	\$44.88	\$44.88
ADDITIONAL COPIES (GOVERNMENT CLIENT ONLY)			
10 DAY TURNAROUND	PG	\$2.02	\$2.02
5 DAY TURNAROUND	PG	\$3.00	\$3.00
1 DAY TURNAROUND	PG	\$3.99	\$3.99
COPY OF AUDIO	EA	\$125.68	\$125.68
EXHIBITS - COPIES	PG	\$0.22	\$0.22
EXHIBITS - SCANNED	PG	\$0.36	\$0.36
508 COMPLIANT (PER VOLUME)	EA	\$749.57	\$749.57
WAITING TIME	HR	\$76.31	\$76.31
OVERTIME (AFTER 6PM & WEEKENDS/HOLIDAYS)		1.5 TIMES	1.5 TIMES
HANDLING/SHIPPING/DELIVERY			
DC METRO AREA	EA	\$40.40	\$40.40
OUTSIDE DC METRO	EA	\$49.38	\$49.38

<b>VIDEO SERVICES</b>	<b>UNIT</b>	<b>DEPOSITIONS</b>	<b>MEETINGS / HEARINGS</b>
VIDEO RECORDING			
FIRST 2 HOURS	EA	\$403.96	\$403.96
EACH ADDITIONAL HOUR	HR	\$98.75	\$98.75
VIDEO-CONFERENCING			
Set Up	EA	\$246.87	\$246.87
IP-IP/per hour	HR	\$98.75	\$98.75
ISDN/per hour	HR	\$125.68	\$125.68
Bridge ISDN-IP-ISDN/per hour	HR	\$148.12	\$148.12
1ST COPY OF VIDEO RECORDING	EA	\$98.75	\$98.75
ADDITIONAL VIDEO COPIES	EA	\$58.35	\$58.35
DVD/CD ADDITIONAL COPIES	EA	\$76.31	\$76.31
VHS ADDITIONAL COPIES	EA	\$49.38	\$49.38
SYNCHED VIDEO/proceedings duration	HR	\$85.28	\$85.28
CANCELLATION FEE	EA	\$350.10	\$350.10
MINIMUM FEE	EA	\$399.47	\$399.47

<b>AUDIO SOURCED VERBATIM TEXT TRANSCRIPTION</b>	<b>UNIT</b>	<b>DEPOSITIONS</b>	<b>MEETINGS / HEARINGS</b>
DELIVERY TURNAROUND			
30 DAY	PG	\$3.77	\$3.86
20 DAY	PG	\$3.91	\$4.04
15 DAY	PG	\$4.04	\$4.40
10 DAY	PG	\$4.31	\$4.62
7 DAY	PG	\$4.76	\$4.90
5 DAY	PG	\$4.94	\$5.25
4 DAY	PG	\$5.12	\$5.30
3 DAY	PG	\$5.21	\$5.39
2 DAY	PG	\$5.52	\$5.70

<b>AUDIO SOURCED VERBATIM TEXT TRANSCRIPTION (cont)</b>	<b>UNIT</b>	<b>DEPOSITIONS</b>	<b>MEETINGS / HEARINGS</b>
1 DAY	PG	\$5.74	\$5.97
TECHNICAL/SCIENTIFIC/MEDICAL CONTENT	PG	\$2.02	\$2.02

<b>AMPLIFICATION SERVICES</b>	<b>UNIT</b>	<b>DEPOSITIONS</b>	<b>MEETINGS / HEARINGS</b>
TECHNICIAN (MINIMUM 4 HOURS)	HR	\$76.31	\$76.31
EQUIPMENT			
Microphone (wired)/each/day	DAY	\$25.14	\$25.14
Microphone (wireless)/each/day	DAY	\$25.14	\$25.14
Mic Power Supply	DAY	\$148.12	\$148.12
Speakers (set of 2)	DAY	\$98.75	\$98.75
Mixer and Cables	DAY	\$49.38	\$49.38
Equipment Delivery/Pickup/DC	EA	\$98.75	\$98.75
Equipment Delivery/Pickup/CONUS+JTR mileage	EA	\$201.98	\$201.98
CD/DVD & VIDEO CASSETTE DUPLICATION	EA	\$49.38	\$49.38

<b>EDITORIAL TEXT SERVICES</b>	<b>UNIT</b>	<b>DEPOSITIONS</b>	<b>MEETINGS / HEARINGS</b>
MEETING/PROCEEDING EXEC SUMMARIZATION SVS (NON-VERBATIM)			
ON-SITE ATTENDANCE AT PROCEEDING			
A. TECHNICAL/per hour on site	HR	N/A	\$112.22
B. NON-TECHNICAL/per hour on site	HR	N/A	\$89.77
WRITING EXECUTIVE SUMMARY			
A. TECHNICAL/per hour of proceedings duration	HR	N/A	\$350.10
B. NON-TECHNICAL /per hour of proceedings duration	HR	N/A	\$300.73
EDITING SERVICES	HR	\$98.75	\$98.75

<b>TRANSLATION SERVICES</b>	<b>UNIT</b>	<b>DEPOSITIONS</b>	<b>MEETINGS / HEARINGS</b>
FOREIGN LANGUAGE AUDIO TO ENGLISH TRANSCRIPT (SPANISH, FRENCH)	WORD	\$0.40	\$0.40
FOREIGN LANGUAGE AUDIO TO SAME FOREIGN LANGUAGE TRANSCRIPT (SPANISH, FRENCH)	WORD	\$0.49	\$0.49

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