



Capital Reporting Company

General Services Administration Federal Supply Schedule Authorized Federal Supply Schedule Catalog/Price List

Capital Reporting Company

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Contract Information

Temporary Administrative and

Professional Staffing

Contract Number: GS-07F-0528T

Contract Period: 08/06/2012 -

08/05/2017

FSC Group: 736

SIN: 736-1 Administrative Support and

Clerical Opportunities

DUNS No.: 619311728

NAICS: 561320, 561592, 561410

Small, Women Owned Business

Partial Government Client List

- Alexandria City Attorney's Office
- Arlington Public Defender Office
- Armed Services Board of Contract Appeals
- Baltimore County Office of Law
- Chemical Safety and Hazard Investigation Board
- Federal Bureau of Investigation
- Federal Communications Commission
- Federal Maritime Commission
- Federal Mine Safety and Health Review Commission
- General Services Administration
- Institute of Museum & Library Services
- Library of Congress
- Merit Systems Protection Board
- MD Department of Transportation
- National Aeronautics & Space Administration
- Naval Air Systems Command
- Naval Criminal Investigative Service
- Pension Benefit Guaranty Corp
- US Agency for International Development
- US Air Force
- US Census Bureau
- US Coast Guard
- US Department of Agriculture
- US Department of Commerce
- US Department of Defense
- US Department of Education
- US Department of Homeland Security
- US Department of Housing and Urban Development
- US Department of the Interior
- US Department of Justice
- US Department of Labor
- US Department of State
- US Department of Transportation
- US Department of Treasury, Internal Revenue Service
- US Department of Veterans Affairs
- US Environmental Protection Agency
- US Food & Drug Administration
- US Government Printing Office
- US House of Representatives
- US Immigration & Customs Enforcement
- US Investigations Services
- US Postal Service
- VA Board of Education
- WDC Department of Consumer & Regulatory Affairs
- WDC Office of the Attorney General
- WDC Office of Employee Appeals
- WDC Public Service Commission
- Washington Metropolitan Area Transit Authority
- The World Bank



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Customer Information:

- 1a. **SIN:** 736-1 – Administrative Support and Clerical Operations
- 1b. **Lowest Priced Model Number and Price for Each SIN:** N/A
- 1c. **Hourly Rates and Descriptions:** All rates shown are firm fixed price. See the following list for rates. See the Job Descriptions provided after the pricing information.
2. **Maximum Order*:** \$100,000.00 per SIN
 - *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have the opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor 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:** \$100.00
4. **Geographic Coverage:**
 - The preponderance of work location has been identified as:
Washington, DC, Wage Determination No. 2005-2103, Revision 10 dated 06/15/2010
Capital Reporting Company 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. **Quantity Discount:** None
7. **Prompt Payment Terms:** Net 30
- 8a. **Government Purchase Cards are accepted at or below the micro-purchase threshold.**
- 8b. **Government Purchase Cards ARE accepted above the micro-purchase threshold.**
9. **Foreign Items:** None
- 10a. **Time of Delivery:** N/A
- 10b. **Expedited Delivery:** N/A
- 10c. **Overnight and 2-Day Delivery:** N/A
- 10d. **Urgent Requirements:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
11. **FOB Point:** N/A
12. **Ordering Address:** Same as contractor
13. **Payment Address:** Same as contractor
14. **Warranty Provision:** Standard Commercial Warranty. Customer should contact administrator for a copy of warranty.
15. **Export Packing Charges:** N/A
16. **Terms and conditions of Government Purchase Card acceptance:** N/A
17. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
18. **Terms and conditions of installation (if applicable):** N/A
19. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if available):** N/A
20. **List of service and distribution points (if applicable):** N/A
21. **List of participating dealers (if applicable):** N/A
22. **Preventive maintenance (if applicable):** N/A
- 23a. **Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 23b. **Section 508 Compliance for EIT:** N/A
24. **DUNS Number:** 619311728
25. **Notification regarding registration in Central Contractor Registration (CCR) database:** Contractor has an Active Registration in SAM database.



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Maximum GSA Rates to Be Charged

Please note that these are the maximum rates charged in all 50 states. Please contact us for a quote to receive accurate rates for your court reporting needs!

Deposition Rates

8-10 Business Day Delivery	\$4.68	Appearance Fee 0-2 Hr. Min. (If written up)	\$86.14
7 Business Day Delivery	\$5.76	Appearance Fee Addl. Hrs. (If written up)	\$43.07
6 Business Day Delivery	\$6.20	Appearance Fee After Hrs. (If written up)	\$64.67
5 Business Day Delivery	\$6.65	No Write-Up (0-1 Hr.)	\$157.93
4 Business Day Delivery	\$7.09	No Write-Up (Additional Hrs.)	\$57.43
3 Business Day Delivery	\$7.97	No Write-Up (0-1 Hr., After Hrs.)	\$186.64
2 Business Day Delivery	\$8.42	No Write-Up (After Hrs.)	\$86.14
Next Day Delivery	\$8.89	No Write-Up (0-1 Hr., Premium Hrs.)	\$239.38
Same Day Delivery	\$9.36	No Write-Up (Premium Hrs.)	\$191.43
Cancellation Fee	\$143.57	Hold Notes Fee (Half Day)	\$263.21
Minimum Fee	\$223.97	Hold Notes Fee (Full Day)	\$382.85
Waiting Time (After 30 Minutes)	\$47.86		

Arbitration/Court Hearing Rates

8-10 Business Day Delivery	\$6.22	Appearance Fee Addl. Hrs. (If written up)	\$67.00
7 Business Day Delivery	\$8.09	Appearance Fee After Hrs. (If written up)	\$100.50
6 Business Day Delivery	\$8.71	Appearance Fee (Half Day)	\$287.14
5 Business Day Delivery	\$9.33	Appearance Fee (Full Day)	\$382.85
4 Business Day Delivery	\$9.95	No Write-Up (0-1 Hr.)	\$181.85
3 Business Day Delivery	\$11.20	No Write-Up (Additional Hrs.)	\$67.00
2 Business Day Delivery	\$11.82	No Write-Up (0-1 Hr., After Hrs.)	\$201.00
Next Day Delivery	\$12.44	No Write-Up (After Hrs.)	\$86.14
Same Day Delivery	\$13.06	No Write-Up (0-1 Hr., Premium Hrs.)	\$263.21
Cancellation Fee	\$143.57	No Write-Up (Premium Hrs.)	\$215.35
Minimum Fee	\$223.07	Hold Notes Fee (Half Day)	\$287.14
Waiting Time (After 30 Minutes)	\$47.86	Hold Notes Fee (Full Day)	\$382.85
Appearance Fee 0-2 Hr. Min. (If written up)	\$134.00		



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Meeting/Public Hearing Rates

8-10 Business Day Delivery	\$7.92
7 Business Day Delivery	\$10.31
6 Business Day Delivery	\$11.09
5 Business Day Delivery	\$11.89
4 Business Day Delivery	\$12.68
3 Business Day Delivery	\$14.25
2 Business Day Delivery	\$15.05
Next Day Delivery	\$15.84
Same Day Delivery	\$16.63
Waiting Time (After 30 Minutes)	\$47.86

Appearance Fee 0-2 Hr. Min. (If written up)	\$153.14
Appearance Fee Addl. Hrs. (If written up)	\$76.57
Appearance Fee After Hrs. (If written up)	\$110.07
No Write-Up (0-1 Hr.)	\$215.35
No Write-Up (Additional Hrs.)	\$100.50
No Write-Up (0-1 Hr., After Hrs.)	\$239.28
No Write-Up (After Hrs.)	\$129.21
No Write-Up (0-1 Hr., Premium Hrs.)	\$263.21
No Write-Up (Premium Hrs.)	\$215.35
Minimum Fee	\$223.97

Additional Services

Realtime	\$1.67
Realtime - 2nd Feed to Same Agency	\$1.48
Rough ASCII	\$1.44
Realtime + Rough ASCII	\$2.63
Technical/Medical Pages	\$0.96
Video Pages	\$0.48
Interpreter Pages	\$0.48
Night Pages/ After 5:00 p.m.	\$0.96

Weekend/Holiday Pages	\$1.44
Exhibit Copies (B&W)	\$0.24
Exhibits Copies (.PDF)	\$0.33
LiveNote .PTX Files	\$0.00
Additional Courtesy Copies (Per Page)	\$0.33
Administration of Oath	\$14.36
Certified Copy Sale	\$2.82
Audio File on CD-ROM	\$47.86

Digital Videography Rates

Video Shooting Time (0-2 Hours)	\$334.99
Video Shooting Time (Addl. Hrs.)	\$124.43
Video Shooting Time (0-2 Hrs. After 5PM)	\$382.85
Video Shooting Time (After Hours)	\$157.93
DVD/CD Addl. Copy	\$90.93

VHS Addl. Copy	\$47.86
Text-Video Synchronization (Per Hour)	\$81.36
Video Editing (Per Hour)	\$71.78
Cancellation Fee	\$334.99
Minimum Fee	\$334.99



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Transcription Rates

30 Day Delivery	\$3.01
15 Business Day Delivery	\$3.35
10 Business Day Delivery	\$3.64
5 Business Day Delivery	\$3.92
3 Business Day Delivery	\$4.40
2 Business Day Delivery	\$4.88
Next Day Delivery	\$5.36
Same Day Delivery	\$5.84

5-8 Speakers	\$0.48
9+ Speakers	\$0.96
Conversion Time	\$23.93
Editing	\$19.14
Minimum Fee	\$47.86
Technical Pages	\$1.15

Videoconferencing Rates

Business Hours (Per Hour)	\$186.64
After Hours (Per Hour)	\$258.42

Premium Hours (Per Hour)	\$330.21
Per Hour Dial Out Fee (Domestic Calls)	\$71.78

CART Rates

On-Site CART Reporting (Per Hour)	\$191.43
Remote CART Reporting (Per Hour)	\$177.07
On-Site CART (After-Hours)	\$215.35
Remote CART (After Hours)	\$201.00

On-Site CART (Premium Hours)	\$263.21
Remote CART (Premium Hours)	\$248.85
Challenging Content (Applicable to On-Site and Remote)	\$43.07

*After hours are defined as weekdays between 5:00-9:00 p.m.

*Premium hours are defined as weekdays prior to 7:30 a.m. or after 9:00 p.m., weekends, and federal holidays.



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Job Descriptions

Stenographers

Stenographers record verbatim testimony presented at trials, court hearings, depositions, meetings and/or conferences using a stenographic machine. Once the information is taken down on his/her machine, they are then responsible for preparing a true and accurate transcript of what proceeded on that given day. By law, stenographers cannot be counsel for, related to, nor employed by and of the parties involved in the case. They are also not financially or otherwise interested in the outcome of this action.

Stenographers typically graduate from court reporting school upon meeting their required goal of writing 225 words per minute.

Electronic Reporters

Electronic reporters record verbatim testimony presented at trials, court hearings, depositions, meetings and/or conferences using audio means. Once the information is taken down on his/her machine, they are then responsible for preparing a true and accurate transcript of what proceeded on that given day. By law, electronic reporters cannot be counsel for, related to, nor employed by and of the parties involved in the case. They are also not financially or otherwise interested in the outcome of this action.

Electronic reporters usually possess a college education, and then are trained in house at Capital Reporting.

Videographer

Like court reporters, videographers are also responsible for providing a true and accurate record. Videographers mic each individual in order to ensure a clean and crisp video, which is then produced into VHS tapes, CDs, DVDs, or Sync'ed CDs. By law videographers cannot be counsel for, related to, nor employed by and of the parties involved in the case. They are also not financially or otherwise interested in the outcome of this action.

For the most part, videographers possess a college education, and continue to educate themselves as technology advances.

Transcribers

Transcribers are responsible for creating a verbatim transcript from the media they are given. Their duties include typing, proofreading, preparing, and certifying the transcript as a true and accurate record. By law transcribers cannot be counsel for, related to, nor employed by and of the parties involved in the case. They are also not financially or otherwise interested in the outcome of the action.

Transcribers typically possess a college education, or have graduated from court reporting school. They also have a working knowledge of legal and medical terminology.