

GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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 is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>.

SCHEDULE TITLE: 736 - Temporary Administrative and Professional Staffing Services (TAPS)
FSC Group: 736

Contract No. GS-07F-0710X

CONTRACT PERIOD: August 17, 2011 through August 16, 2016
OPTION PERIOD ONE: August 17, 2016 through August 16, 2021

For more information on ordering from the Federal Supply Schedule for Temporary, Administrative and Professional Staffing Services click on the Ordering Procedures button at <http://www.gsa.gov/tempervices>.

CONTRACTOR: Deposition Services, Inc.
12321 Middlebrook Road, Suite 210
Germantown, MD 20874-1518
Phone number: (301) 881-3344
Fax number: (301) 881-9452
E-Mail: steven.zeigler@depositionservices.com
Web Site: www.depositionservices.com

CONTRACTOR'S ADMINISTRATION SOURCE: Steven Zeigler

BUSINESS SIZE: Small, Woman-Owned Business

CUSTOMER INFORMATION:

1.a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

<u>SIN#</u>	<u>DESCRIPTION</u>
736-1	Administrative Support and Clerical Occupations

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

1.c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION: All services rates shown are firm-fixed-price. See the following price list for rates for our preponderance of work location and services offered. See the Service 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:

The preponderance of work location has been identified as:

State: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide; Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's; Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, and Stafford; Wage Determination No. 2005-2103, Revision 11 dated 06/13/2011.

Deposition Services, Inc. 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: 2% - 5%

7. QUANTITY DISCOUNT(S): 4% for 50,001+ pages per year on the Client Supplied Audio Recording for Transcription Services (1-30 day turnaround). None for all other services.

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:** N/A
- 11.b. **EXPEDITED DELIVERY:** N/A
- 11.c. **OVERNIGHT AND 2-DAY DELIVERY:** N/A
- 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
- 13.a. **ORDERING ADDRESS:** Same as contractor address. Customer should contact contractor for additional addresses.
- 13.b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
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:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (any thresholds above the micro-purchase level):** 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 applicable):** 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:** 12-768-8216
- 26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Contractor has an Active Registration in the CCR database.

PRICE LIST

NOTE: Preponderance of work to be conducted in the State of: District of Columbia (statewide), Maryland (Calvert, Charles, Frederick, Montgomery, Prince George's, St. Mary's Counties), and Virginia (Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford Counties), in accordance with Wage Determination 2005-2103, Revision 11, Date of Revision 6/13/2011.

If work is performed in an area with lower SCA rates than the stated preponderance of work location, resulting in lower wages being paid, the prices for that task order will be discounted accordingly.

Client Supplied Audio Recording for Transcription			GSA
Transcription and Original Copy Only	Yearly Quantity	Billing Unit	Price
30-Day Turnaround	1 to 50,000 pages per year	Per Page	\$ 2.47
20-Day Turnaround	1 to 50,000 pages per year	Per Page	\$ 2.72
10-Day Turnaround	1 to 50,000 pages per year	Per Page	\$ 2.96
5-Day Turnaround	1 to 50,000 pages per year	Per Page	\$ 3.21
1-Day Turnaround	1 to 50,000 pages per year	Per Page	\$ 4.79
30-Day Turnaround	50,001 or more pages per year	Per Page	\$ 2.18
20-Day Turnaround	50,001 or more pages per year	Per Page	\$ 2.38
10-Day Turnaround	50,001 or more pages per year	Per Page	\$ 2.52
5-Day Turnaround	50,001 or more pages per year	Per Page	\$ 2.86
1-Day Turnaround	50,001 or more pages per year	Per Page	\$ 4.28
Transcription - Additional Copy Only		Per Page	\$ 0.24
Standard Ground Delivery		Per Order	\$ 9.87

Court Reporting & Original Transcript			GSA
Day Rate = 8:00 a.m. to 4:59 p.m.			
Evening Rate = 5:00 p.m. to 7:59 a.m.			
Evening Rate applies to Holidays & Weekends			Price
		Billing Unit	
10-Day Turnaround - Day Rate		Per Page	\$ 3.73
5-Day Turnaround - Day Rate		Per Page	\$ 4.31
3-Day Turnaround - Day Rate		Per Page	\$ 5.12
1-Day Turnaround - Day Rate		Per Page	\$ 5.74
Record Only (No Transcript) - Day Rate		Per Hour	\$ 62.21

10-Evening Turnaround - Evening Rate	Per Page	\$	4.93
5-Evening Turnaround - Evening Rate	Per Page	\$	5.50
3-Evening Turnaround - Evening Rate	Per Page	\$	5.74
1-Evening Turnaround - Evening Rate	Per Page	\$	6.94
Record Only (No Transcript) - Evening Rate	Per Hour	\$	71.78
Copy Sale	Per Page	\$	1.67
Minimum Order	Per Transaction	\$	81.36
Cancellation Fee - Within 4 Hours of Schedule	Per Transaction	\$	71.78
Cancellation Fee - Upon Arrival	Per Transaction	\$	119.64
Standard Ground Delivery	Per Order	\$	9.57

Description of Job/Service:

Client Supplied Audio Recording for Transcription - Transcription and Original Copy Only: Deposition Services will provide transcription services for audio provided by the client. Deposition Services will transcribe from audio provided on CD, cassette tape (standard), micro-cassette tape, DVD, videocassette tape, and electronic media (MP3, MP4, FTR, Liberty, CourtSmart, WAV, DSS).

Deposition Services will provide the transcription per the following turnaround times requested:

- 30-Day Turnaround - turnaround in 30 business days or less
- 20-Day Turnaround - turnaround in 20 business days or less
- 10-Day Turnaround - turnaround in 10 business days or less
- 5-Day Turnaround - turnaround in 5 business days or less
- 1-Day Turnaround - turnaround within 24 hours of audio receipt

Deposition Services considers the turnaround time to begin when audio is received from the client. Business days include Monday through Friday, except Federal Holidays observed by OPM for Washington, D.C.

Transcripts shall be printed and returned by U.S. Postal Service, UPS, FedEx, courier, or by hand delivery by DSI employee driver. The client may also request, either in addition to or in place of print, an electronic copy to be emailed. Standard ground delivery charges apply.

In addition, a customer ordering an original transcript may order an Additional Copy for \$0.25 per page.

Court Reporting & Original Transcript: Deposition Services will provide an electronic court reporter, upon request, to electronically record and transcribe any type of proceeding. Deposition Services has reporters available in the geographic areas detailed on our price list. A court reporter will appear on the day of the proceeding. At the conclusion of the proceeding, a transcript will be prepared based on the client's requested turnaround time.

Deposition Services will provide the final transcript of proceedings per the following turnaround times requested:

- 10-Day Turnaround - turnaround in 10 business days or less
- 5-Day Turnaround - turnaround in 5 business days or less
- 3-Day Turnaround - turnaround in 3 business days or less
- 1-Day Turnaround - turnaround within 24 hours

Deposition Services considers the turnaround time to begin when the proceeding is concluded. Business days include Monday through Friday, except Federal Holidays observed by OPM for Washington, D.C.

The rate charged will depend on the turnaround time requested AND the time of day a proceeding was recorded. Deposition Services offers both day service (Monday through Friday from 8:00 a.m. to 4:59 p.m.) and evening rates (5:00 p.m. to 7:59 a.m. Monday through Friday, all day on weekends and Federal Government holidays). Rates are for the preparation of either a printed copy or an electronic copy, not both.

A client may request that no transcript be prepared. If no transcript is prepared and a court reporter appears, a record only fee will be charged. The record only fee is \$65.00 per hour, day rate, and \$75.00 per hour, night rate. No transcript will be prepared.

The client who placed the original order or another client involved in the proceeding may order a copy of the transcript at a rate of \$1.75 per page. The rate is for either a printed copy or an electronic copy.

For all orders for Court Reporting, there is a minimum fee of \$85.00 per transaction. Delivery can be made by U.S. Postal Service, UPS, FedEx, courier, or by hand delivery by DSI employee driver. Standard ground delivery charges apply.

If a client schedules a court reporter and then cancels their request within four business hours of the scheduled arrival time of the court reporter a \$75.00 per transaction fee will apply. If the court reporter arrives at the assignment and is turned away, a \$125.00 per transaction fee will apply.