



**FULLY EXECUTED - CHANGE 5**

Contract Number: 4400020219

Original Contract Effective Date: 09/19/2018

Valid From: 09/24/2018 To: 06/30/2023

All using Agencies of the Commonwealth, Participating Political Subdivision, Authorities, Private Colleges and Universities

**Purchasing Agent**

Name: Trevenen Peggy

Phone: 717-703-2943

Fax: 717-214-9505

Your SAP Vendor Number with us: 205402

**Supplier Name/Address:**

LINDA C LARSON

DBA PREMIER REPORTING LLC

P.O. Box 186

CARLISLE PA 17013-0186 US

**Please Deliver To:**

To be determined at the time of the Purchase Order unless specified below.

Supplier Phone Number: 717-243-9770

**Contract Name:**

Steno Court Rptng & Transcrip Svcs OAG

**Payment Terms**

NET 30

Solicitation No.: 6100042747

Issuance Date: 08/15/2018

Supplier Bid or Proposal No. (if applicable): 6500122625

Solicitation Submission Date: 09/06/2018

This contract is comprised of: The above referenced Solicitation, the Supplier's Bid or Proposal, and any documents attached to this Contract or incorporated by reference.

Item	Material/Service Desc	Qty	UOM	Price	Per Unit	Total
1	Stenographic Court Reporting	0.000	Each	0.00	1	0.00

**General Requirements for all Items:**

**Information:**

Supplier's Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_



**FULLY EXECUTED - CHANGE 5**  
Contract Number: 4400020219  
Original Contract Effective Date: 09/19/2018  
Valid From: 09/24/2018 To: 06/30/2023

**Supplier Name:**  
LINDA C LARSON  
DBA PREMIER REPORTING LLC

**Header Text**

This contract is for Stenographic Court Reporting and Transcription Services for the Office of Attorney General.

This contract has been renewed for the period of April 1, 2021 through March 31, 2022.  
Renewal documents can be found in Records Management.

This contract has been renewed for the period of April 1, 2020 through March 31, 2021.  
Renewal documents can be found in Records Management.

This document has been renewed for the period of April 1, 2019 through March 31, 2020.  
Renewal documents can be found in Records Management.

Contract extended through June 30, 2023. Contract documents can be found in Records Management.  
No further information for this Contract

**Information:**



**FULLY EXECUTED - CHANGE 4**

Contract Number: 4400020219

Original Contract Effective Date: 09/19/2018

Valid From: 09/24/2018 To: 06/30/2022

All using Agencies of the Commonwealth, Participating Political Subdivision, Authorities, Private Colleges and Universities

**Purchasing Agent**

Name: Walters Corinna

Phone: 717-346-7097

Fax: 717-346-3820

Your SAP Vendor Number with us: 205402

**Supplier Name/Address:**

LINDA C LARSON

DBA PREMIER REPORTING LLC

P.O. Box 186

CARLISLE PA 17013-0186 US

Supplier Phone Number: 717-243-9770

**Please Deliver To:**

To be determined at the time of the Purchase Order unless specified below.

**Contract Name:**

Steno Court Rptng & Transcrip Svcs OAG

**Payment Terms**

NET 30

Solicitation No.: 6100042747

Issuance Date: 08/15/2018

Supplier Bid or Proposal No. (if applicable): 6500122625

Solicitation Submission Date: 09/06/2018

This contract is comprised of: The above referenced Solicitation, the Supplier's Bid or Proposal, and any documents attached to this Contract or incorporated by reference.

Item	Material/Service Desc	Qty	UOM	Price	Per Unit	Total
1	Stenographic Court Reporting	0.000	Each	0.00	1	0.00

**General Requirements for all Items:**

**Information:**

Supplier's Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_



**FULLY EXECUTED - CHANGE 4**  
Contract Number: 4400020219  
Original Contract Effective Date: 09/19/2018  
Valid From: 09/24/2018 To: 06/30/2022

**Supplier Name:**  
LINDA C LARSON  
DBA PREMIER REPORTING LLC

**Header Text**

This contract is for Stenographic Court Reporting and Transcription Services for the Office of Attorney General.

This contract has been renewed for the period of April 1, 2021 through March 31, 2022.  
Renewal documents can be found in Records Management.

This contract has been renewed for the period of April 1, 2020 through March 31, 2021.  
Renewal documents can be found in Records Management.

This document has been renewed for the period of April 1, 2019 through March 31, 2020.  
Renewal documents can be found in Records Management.

If you have any questions, please contact Adraine Franklin at [afranklin@pa.gov](mailto:afranklin@pa.gov) or 717-346-3273.

No further information for this Contract

**Information:**



**FULLY EXECUTED - CHANGE 3**

Contract Number: 4400020219

Original Contract Effective Date: 09/19/2018

Valid From: 09/24/2018 To: 03/31/2022

All using Agencies of the Commonwealth, Participating Political Subdivision, Authorities, Private Colleges and Universities

**Purchasing Agent**

Name: Franklin Adraine

Phone: 717-787-8085

Fax: 717-783-6241

Your SAP Vendor Number with us: 205402

**Supplier Name/Address:**

LINDA C LARSON

DBA PREMIER REPORTING LLC

P.O. Box 186

CARLISLE PA 17013-0186 US

**Please Deliver To:**

To be determined at the time of the Purchase Order unless specified below.

Supplier Phone Number: 717-243-9770

**Contract Name:**

Steno Court Rptng & Transcrip Svcs OAG

**Payment Terms**

NET 30

Solicitation No.: 6100042747

Issuance Date: 08/15/2018

Supplier Bid or Proposal No. (if applicable): 6500122625

Solicitation Submission Date: 09/06/2018

This contract is comprised of: The above referenced Solicitation, the Supplier's Bid or Proposal, and any documents attached to this Contract or incorporated by reference.

Item	Material/Service Desc	Qty	UOM	Price	Per Unit	Total
1	Stenographic Court Reporting	0.000	Each	0.00	1	0.00

**General Requirements for all Items:**

**Information:**

Supplier's Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_



**FULLY EXECUTED - CHANGE 3**  
Contract Number: 4400020219  
Original Contract Effective Date: 09/19/2018  
Valid From: 09/24/2018 To: 03/31/2022

**Supplier Name:**  
LINDA C LARSON  
DBA PREMIER REPORTING LLC

**Header Text**

This contract is for Stenographic Court Reporting and Transcription Services for the Office of Attorney General.

This contract has been renewed for the period of April 1, 2021 through March 31, 2022.  
Renewal documents can be found in Records Management.

This contract has been renewed for the period of April 1, 2020 through March 31, 2021.  
Renewal documents can be found in Records Management.

This document has been renewed for the period of April 1, 2019 through March 31, 2020.  
Renewal documents can be found in Records Management.

If you have any questions, please contact Adraine Franklin at [afranklin@pa.gov](mailto:afranklin@pa.gov) or 717-346-3273.

No further information for this Contract

**Information:**



**FULLY EXECUTED - CHANGE 2**  
Contract Number: 4400020219  
Original Contract Effective Date: 09/19/2018  
Valid From: 09/24/2018 To: 03/31/2021

All using Agencies of the Commonwealth, Participating Political  
Subdivision, Authorities, Private Colleges and Universities

**Purchasing Agent**

**Name:** Franklin Adraine  
**Phone:** 717-787-8085  
**Fax:** 717-783-6241

Your SAP Vendor Number with us: 205402

**Supplier Name/Address:**  
LINDA C LARSON  
DBA PREMIER REPORTING LLC  
P.O. Box 186  
CARLISLE PA 17013-0186 US

**Supplier Phone Number:** 717-243-9770

**Please Deliver To:**

To be determined at  
the time of the Purchase Order  
unless specified below.

**Contract Name:**  
Steno Court Rptng & Transcrip Svcs OAG

**Payment Terms**  
NET 30

Solicitation No.: 6100042747

Issuance Date: 08/15/2018

Supplier Bid or Proposal No. (if applicable): 6500122625

Solicitation Submission Date: 09/06/2018

This contract is comprised of: The above referenced Solicitation, the Supplier's Bid or Proposal, and any documents attached to this Contract or incorporated by reference.

Item	Material/Service Desc	Qty	UOM	Price	Per Unit	Total
1	Stenographic Court Reporting	0.000	Each	0.00	1	0.00

**General Requirements for all Items:**

**Header Text**

This contract is for Stenographic Court Reporting and Transcription Services for the Office of Attorney General.

This contract has been renewed for the period of April 1, 2020 through March 31, 2021.  
Renewal documents can be found in Records Management.

This document has been renewed for the period of April 1, 2019 through March 31, 2020.  
Renewal documents can be found in Records Management.

If you have any questions, please contact Adraine Franklin at afranklin@pa.gov or 717-346-3273.

**Information:**

Supplier's Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_



**FULLY EXECUTED - CHANGE 2**  
Contract Number: 4400020219  
Original Contract Effective Date: 09/19/2018  
Valid From: 09/24/2018 To: 03/31/2021

**Supplier Name:**  
LINDA C LARSON  
DBA PREMIER REPORTING LLC

No further information for this Contract

**Information:**





**FULLY EXECUTED**

Contract Number: 4400020219  
Original Contract Effective Date: 09/19/2018  
Valid From: 09/24/2018 To: 03/31/2020

All using Agencies of the Commonwealth, Participating Political  
Subdivision, Authorities, Private Colleges and Universities

**Purchasing Agent**

Name: Franklin Adraine  
Phone: 717-787-8085  
Fax: 717-783-6241

Your SAP Vendor Number with us: 205402

**Supplier Name/Address:**

LINDA C LARSON  
DBA PREMIER REPORTING  
P.O. Box 186  
CARLISLE PA 17013-0186 US

Supplier Phone Number: 7172439770

**Please Deliver To:**

To be determined at  
the time of the Purchase Order  
unless specified below.

**Contract Name:**

Steno Court Rptng & Transcrip Svcs OAG

**Payment Terms**

NET 30

Solicitation No.: 6100042747

Issuance Date: 08/15/2018

Supplier Bid or Proposal No. (if applicable): 6500122625

Solicitation Submission Date: 09/06/2018

This contract is comprised of: The above referenced Solicitation, the Supplier's Bid or Proposal, and any documents attached to this Contract or incorporated by reference.

Item	Material/Service Desc	Qty	UOM	Price	Per Unit	Total
1	Stenographic Court Reporting	0.000	Each	0.00	1	0.00

**General Requirements for all Items:**

**Header Text**

This contract is for Stenographic Court Reporting and Transcription Services for the Office of Attorney General.

This document has been renewed for the period of April 1, 2019 through March 31, 2020.

Renewal documents can be found in Records Management.

If you have any questions, please contact Adraine Franklin at afranklin@pa.gov or 717-346-3273.

No further information for this Contract

**Information:**

Supplier's Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_



**FULLY EXECUTED**  
Contract Number: 4400020219  
Original Contract Effective Date: 09/19/2018  
Valid From: 09/24/2018 To: 03/31/2019

All using Agencies of the Commonwealth, Participating Political  
Subdivision, Authorities, Private Colleges and Universities

**Purchasing Agent**

Name: Franklin Adraine  
Phone: 717-787-8085  
Fax: 717-783-6241

Your SAP Vendor Number with us: 205402

**Supplier Name/Address:**  
LINDA C LARSON  
DBA PREMIER REPORTING  
P.O. Box 186  
CARLISLE PA 17013-0186 US

Supplier Phone Number: 7172439770

**Please Deliver To:**

To be determined at  
the time of the Purchase Order  
unless specified below.

**Contract Name:**  
Steno Court Rptng & Transcrip Svcs OAG

**Payment Terms**  
NET 30

Solicitation No.: 6100042747

Issuance Date: 08/15/2018

Supplier Bid or Proposal No. (if applicable): 6500122625

Solicitation Submission Date: 09/06/2018

This contract is comprised of: The above referenced Solicitation, the Supplier's Bid or Proposal, and any documents attached to this Contract or incorporated by reference.

Item	Material/Service Desc	Qty	UOM	Price	Per Unit	Total
1	Stenographic Court Reporting	0.000	Each	0.00	1	0.00

**General Requirements for all Items:**

**Header Text**

This contract is for Stenographic Court Reporting and Transcription Services for the Office of Attorney General.

If you have any questions, please contact Adraine Franklin at afranklin@pa.gov or 717-346-3273.

No further information for this Contract

**Information:**

Supplier's Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

**STATEMENT OF WORK  
INVITATION FOR BID FOR**

# **Stenographic Court Reporting And Transcription Services for Office of Attorney General**

**ISSUING OFFICE**



**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF GENERAL SERVICES  
BUREAU OF PROCUREMENT  
555 Walnut Street  
Forum Place, 6<sup>th</sup> Floor  
Harrisburg, PA 17101**

**IFB NUMBER**

**6100042747**

**DATE OF ISSUANCE**

**August 14, 2018**

**Solicitation 6100042747**  
**Stenographic Court Reporting**  
**And Transcription Services for Office of Attorney General**

**STATEMENT OF WORK**

**TABLE OF CONTENTS**

<b>Part IV-1</b>	<b>Objectives</b>
<b>Part IV-2</b>	<b>Type of Contract</b>
<b>Part IV-3</b>	<b>Eligibility Requirements</b>
<b>Part IV-4</b>	<b>Bid Submission Requirements</b>
<b>Part IV-5</b>	<b>OAG Court Reporting Procedures and Specifications</b>
<b>Part IV-6</b>	<b>Performance Standards and Audits</b>
<b>Part IV-7</b>	<b>Reports</b>
<b>Part IV-8</b>	<b>OAG Billing Requirements</b>
<b>Attachment A</b>	<b>Cost Submittal Form</b>
<b>Attachment B</b>	<b>Domestic Workforce Certification Form</b>
<b>Attachment C</b>	<b>Lobbying Certification and Disclosure Form</b>
<b>Attachment D</b>	<b>Iran Free Procurement Form</b>
<b>Attachment E</b>	<b>Authority for Release of Information and Records for Temporary Contractual Appointment with the Pennsylvania Office of Attorney General Form</b>
<b>Attachment F</b>	<b>Best Value Determination Template</b>
<b>Attachment G</b>	<b>Standard Terms and Conditions</b>
<b>Attachment H</b>	<b>Notary Certificate Sample</b>
<b>Attachment I</b>	<b>Transcript Cover Sheet Sample</b>
<b>Attachment J</b>	<b>Transcript Invoice Sample</b>
<b>Attachment K</b>	<b>Watermark Sample</b>

**IV-1. Objectives:**

**ONLY CERTIFIED SMALL BUSINESSES ARE ELIGIBLE FOR AWARD**

The Department of General Services has designated this contract as a Small Business Procurement to provide DGS-certified small businesses with opportunities to compete against other DGS-certified small businesses for Commonwealth agency and DGS statewide contracts. Only certified small businesses are eligible to submit a bid and receive an award. The small business requirements and certification process can be found on the following site: [www.smallbusiness.pa.gov](http://www.smallbusiness.pa.gov).

The Small Business Certification will be provided after the self-certification process on the SBPI site: <http://www.smallbusiness.pa.gov/>. A valid Department of General Services (DGS) Small Business certificate will be required as part of the bid in order to be deemed a responsive bidder. Any business without a valid certificate as of bid due date and time may be rejected as non-responsive.

- A. General: The purpose of this contract is to provide Stenographic Court Reporting Services and Transcription Services for the Grand Juries for the Pennsylvania Office of Attorney General (OAG) in Norristown, Harrisburg and/or Pittsburgh Pennsylvania.

Services were previously procured by OAG through an Invitation for Bid (IFB). Previous spend was approximately \$150,000.00 during each Grand Jury period.

- B. Questions regarding this statement of work should be directed to Adraine Franklin at [afranklin@pa.gov](mailto:afranklin@pa.gov), Subject Line: Question Re: Solicitation 610042747.

**IV-2. Type of Contract:**

- A. Method of Award:

The Commonwealth intends to award a Contract to all responsive and responsible bidders for the types of services offered for the geographical area indicated on their bid submission. Award of a contract only renders an awarded supplier to be eligible to perform services under the contract and does not guarantee that an awarded supplier will receive any work under the contract. Services will be procured through the Best Value Determination to awarded supplier(s).

- B. Best Value Determination:

- 1. For services over \$10,000 in a fiscal year per location, the OAG office is required to solicit all awarded bidders who can provide the specific service needed and make a best value selection. The best value selection shall, in addition to price, include consideration of the suppliers' capacity, availability, and performance. The best value determination shall indicate ranking that will be used to determine award of purchase order. The Supplier selected by OAG, through the

Best Value Determination process, shall receive a Purchase Order (PO) for performance of the needed services. The OAG may issue blanket purchase orders to one (1) or more selected suppliers and then may use the selected Suppliers on an as needed basis and pay only for the services rendered.

2. For services procured that are less than \$10,000 in a fiscal year per location, and handled with P-Card, services must be handled in accordance with Management Directive 310.23 [http://www.oa.pa.gov/Policies/md/Documents/310\\_23.pdf](http://www.oa.pa.gov/Policies/md/Documents/310_23.pdf).
3. When soliciting awarded suppliers (and attached to any Request for Quotes), OAG shall include a Statement of Work outlining their specific requirements.
4. OAG's specific requirements shall include, but are not limited to:
  - a) When scheduling a service after a purchase order is issued, OAG shall notify the awarded supplier, in writing, when the schedule is available, and the awarded supplier shall confirm receipt in writing. Timeframes of the scheduling and confirmation shall be addressed in the OAG's statement of work.
  - b) Type of services requested (i.e. transcription, court stenographers, etc.)
  - c) The specific stenographic equipment to be used if applicable.
  - d) Arrival time of the stenographer, if applicable (i.e. 30 minutes before proceeding).
  - e) Copies of transcripts needed (i.e. original plus one copy, etc.).
  - f) Method of transcript delivery (i.e. mail, electronic, etc.).
  - g) Delivery times of the transcript (i.e. standard, priority, etc.).
5. An OAG Purchasing Agent will provide the bidder with results of the best value determination via email. The awarded purchase order quantities herein are estimated only and may increase or decrease based upon the service requirements of the OAG. The awarded supplier(s) shall be paid at the unit price for actual work performed.

C. Contract Terms and Renewals:

1. The initial term of the contract shall begin on the effective date listed on the contract, and will end on March 31, 2019, with three (3) one (1) year options to renew.
2. The awarded Suppliers shall not start the performance of any work prior to the Effective Date of the Purchase Order and the Commonwealth shall not be liable to pay the awarded Suppliers for any service or work performed or expenses incurred before the Effective Date of the purchase order.

3. The current Grand Jury Schedule and specific time period for services requested will be detailed in the Request for Quote.
4. The contract renewal will be exercised solely at the discretion of the Commonwealth. The Issuing Office will fix the Effective Date after the contract has been fully executed; all approvals required by the Commonwealth contracting procedures have been obtained.
5. Any renewal will be under the same terms and conditions; provided however, the rates under the contract may be increased up to two (2) percent for each renewal term upon receipt of sufficient justification from the awarded Suppliers and shall be mutually agreed to by the OAG.

D. Supplemental Enrollment:

Additional suppliers for this Multiple-Award contract may be publicly solicited through supplemental bids periodically as determined by the Issuing Office.

E. Termination of Contract:

The OAG reserves the right to terminate the awarded purchase order at any time in accordance with the Commonwealth Standard Terms and Conditions. At the discretion of the OAG, a written notice shall be issued fifteen (15) days in advance of actual termination date for unsatisfactory performance, not adhering to the terms of the billing rates submitted by the awarded supplier, or any form of non-compliance of the purchase order.

**IV-3. Eligibility Requirements:**

A. Minimum Eligibility for Bidders:

Experience: Bidders shall have been in business for a minimum of three (3) years; acceptable proof of business includes but not limited to letters of reference, business license, articles of incorporation, and/or articles of organization.

B. Minimum Eligibility for Court Reporters.

1. Experience: Court reporters shall have two (2) years of verifiable court room experience or 250 hours of stenographic court reporting experience prior to being proposed for background checks and assignments on the Statewide Investigating Grand Jury. This requirement is necessary due to the difficulty and significance of the type of court reporting required. Acceptable examples of proof of experience include, but not limited to: pay statements, letters of reference, dates of work scheduled, evidence of self-employment.
2. Background Investigation and Secrecy Oath. Prior to bid award, the OAG will perform a complete Background Investigation on the awarded bidder(s) and their employees who will complete the work. The background investigations/records check must be deemed satisfactory for the awarded bidder and their employees to begin performing any

contract work. To conduct the background investigations, awarded bidder and their employees will be required to complete, sign, and return **Attachment E - Authority for Release of Information and Records for Temporary Contractual Appointment with the Pennsylvania Office of Attorney General Form**. **Note: the OAG will conduct a maximum of four (4) Background Investigations per Supplier.** Cost for additional background investigations, if necessary, will be the responsibility of the awarded supplier.

In addition to the background investigation, the Grand Jury also requires the awarded bidder and their employees, to execute a signed Secrecy Oath for the Statewide Investigating Grand Jury. The Secrecy Oath is required for any and all person(s) who will be in direct contact with the transcripts/testimony; viewing, printing and/or packing transcripts for distribution; savings testimony to CD/DVD; and invoicing. The Secrecy Oath will be provided to the court reporter by the respective court prior to court proceedings.

3. Competency. Awarded bidder shall ensure that the court reporters in their employment are trained and have demonstrated an ability to accurately record and transcribe verbatim all proceedings in a court of law. (*THE GRAND JURY REQUIRES THAT THE COURT REPORTERS TRANSCRIBE AND CERTIFY THEIR OWN NOTES OF TESTIMONY*).
4. Schedule. Court reporters are asked to report at 8:30 AM. The day typically ends at 5:00 PM but may occasionally go to 6:00 PM. There may also be days when the session ends earlier than 5:00 PM.
5. Substitute Court Reporters. Additionally, the awarded supplier shall maintain an adequate pool of cleared relief court reporters to substitute for the absence of a regular court reporter.

#### **IV-4. Bid Submission Requirements:**

- A. Bid Submission Online Process: Bids must be electronically received through the PA Supplier Portal, [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) prior to Bid Due Date and Time as posted at [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us). Bids submitted after the Bid Due Date will not be considered for award. For assistance with the SRM supplier registration and/or the online bidding process please visit: <http://www.dgs.pa.gov/Businesses/Materials%20and%20Services%20Procurement/Supplier%20Service%20Center/Pages/default.aspx#.WP4ze-LD-Uk> or contact the Supplier Registration helpdesk at 877-435-7363 Option 1 or the Online Bidding Helpdesk at 877-435-7363 Option 2 or via email at [SRMhelp@pa.gov](mailto:SRMhelp@pa.gov)

To be considered for Contract award, bidder must complete and return the following documents in response to this Invitation for Bid:

- B. **Attachment A - Cost Submittal Form:** When completing **Attachment A – Cost Submittal Form**, indicate if rates are submitted for Harrisburg, Norristown, or Pittsburgh. If Bidder has different rates based on location, submit an **Attachment A - Cost Submittal Form** for each Grand Jury location.



The **Attachment A - Cost Submittal Form** Court Reporting Services, Lot 3 requires the following information:

1. Attendance Fee (if any) per session
2. Cancellation Fee per session
3. Cancellation Notification (Amount of time required to avoid cancellation fee).
4. Transcript Fees: Cost per page for one (1) original and one (1) condensed copy of each transcript with work index – (one condensed copy is to be provided at no additional cost). **NOTE:** Each transcript must include a certification page signed by the court reporter to ensure that the proceeding has been accurately transcribed, Reference **Attachment H - Notary Certificate Sample.**
5. Delivery Fees
  - a) Rates for delivery within ten (10) working days (STANDARD and PREFERRED delivery practice).
  - b) Rates for delivery within four (4) working days (ONLY upon request of Executive Secretary to the Grand Jury/Grand Jury Assistant).
  - c) Rates for delivery within one (1) working day (ONLY upon request of Executive Secretary to the Grand Jury/Grand Jury Assistant)
  - d) Overnight Delivery, flat rate
6. Copy Exhibits
7. Cost for each ASCI II disk (CD/DVD) – One (1) disk per day's session to include master and witness transcripts in PDF format
8. Additional Court Reporting services, if applicable:
  - a) Attendance Fee for additional court reporter during the Grand Jury Session (per day).
  - b) Attendance Fee for additional court reporter when Grand Jury is NOT in session (per day).
  - c) Mileage (if applicable), not to exceed the Commonwealth of Pennsylvania's state mileage rate, currently @ 0.545 / per mile. Other travel expenses will be billed in accordance with Management Directive 230.10, [http://www.oa.pa.gov/Policies/md/Documents/230\\_10.pdf](http://www.oa.pa.gov/Policies/md/Documents/230_10.pdf)
  - d) An additional court reporter may be requested for a specific day and time during the Grand Jury session for hearings or other matters relating to the Grand Jury before the Supervising Judge.
  - e) An additional court reporter may be requested on a particular day and time when the Grand Jury is not in session for depositions, hearings, etc., which may require the court reporter to travel within the grand jury area and occasionally to courthouses or locations outside of the grand jury area. Advance notice is provided whenever possible. There may be occasions where the services of a second court reporter are needed immediately.
  - f) Miscellaneous charges, if any, must be itemized.

**C. Attachment B - Domestic Workforce Certification Form** – Please complete form and include with bid submission.

**D. Attachment C - Lobbying Certification and Disclosure Form** – Please complete form and include with bid submission.

**E. Attachment D - Iran Free Procurement Certification Form**

The completed and signed Iran Free Procurement Certification form must be submitted with the Bid Response. Iran Free Procurement Certification and Disclosure: Prior to entering a contract worth at \$1,000,000 or more with a Commonwealth entity, a bidder must: a) certify that is not on the current list of persons engaged in investment activities in Iran created by the Pennsylvania Department of General Services (DGS) pursuant to Section 3503 of the Procurement Code and is eligible to contract with the Commonwealth under Sections 3501-3506 of the Procurement Code; or b) demonstrate it has received an exception from the certification requirement for that solicitation or contract pursuant to Section 3503 ( e ). All bidders must complete and return the Iran Free Procurement Certification Form, which is attached hereto and made part of this IFB.

See the following web page for current Iran Free Procurement list:

<http://www.dgs.pa.gov/businesses/materials%20and%20services%20procurement/procurement-resources/pages/default.aspx#.WDFJgo6Ht>

**IV-5. OAG Court Reporting Procedures and Specifications:**

**A. Stenographic Court Reporting**

1. The court reporting service must provide delivery, of an original and one (1) condensed copy of each transcript (witness and daily master), and a CD/DVD or acceptable storage device with that day’s testimony to the Executive Secretary for the Grand Jury no later than the tenth business day (unless a request has been made to receive expedited delivery) following the close of a session. Invoices broken down by date and on each date the invoice further broken down on a separate sheet of paper by witness and page count are to be submitted with the transcripts at the time of delivery, Reference **Attachment I: Transcript Cover Sheet Sample**, and **Attachment J: Transcript Invoice Sample**.
2. The court reporter shall take each session by machine shorthand. The use of a cassette player or recording device is for **back-up only**. Use of a “mask, steno mask” is not an acceptable means of recording testimony.

**B. Transcripts**

All transcripts must be forwarded to the Executive Secretary for the Grand Jury **within** the ten (10) working day limit (but not before the fifth business day). Invoices are to be included at the same time, so the number of pages and miscellaneous charges may be reconciled. If negligent, contract can be terminated.

1. Preparation of Transcripts. Preparation of transcripts must be prepared in accordance with the following requirements which are based on Pennsylvania Code Uniform Rules Governing Court Reporting and Transcripts effective January 1, 2017 and expanded to avoid interpretation and to promote consistency:
  - a) The transcripts must be legible and easy to read, with proper spelling and free of typographical errors. It must be a true transcription, with every possible effort made to transcribe any garbled or weak portions.  
Interpretation shall be avoided. Spoken words only will be transcribed. Sounds which are not speech (laughing, crying, background noise, etc.) will not be repeated on the transcript. Neither will there be any emphasis added (capitalization, underlying, bold print, etc.) to denote loud voices unless otherwise specified in the grand jury's statement of work.
  
2. Format of Transcripts:
  - a) No fewer than 25 typed lines on standard 8-1/2" x 11" paper,
  - b) No fewer than nine (9) or ten (10) characters to the typed inch,
  - c) Left-hand margin to be set at no more than 1-3/4" inches,
  - d) Right-hand margin to be set at no more than 3/8" inch,
  - e) Each question and answer to begin on a separate line,
  - f) Each question and answer to begin no more than five (5) spaces from the left-hand margin with no more than five (5) spaces from the Q and A to the text,
  - g) Carry-over Q and A lines to begin at the left-hand margin,
  - h) Colloquy material to begin no more than fifteen (15) spaces from the left-handed margin followed directly by a colon. The statement shall begin on the third space after the colon. Subsequent lines shall begin at the left margin,
  - i) Quoted material to begin no more than fifteen (15) spaces from the left-hand margin, with carry-over lines to begin no more than ten (10) spaces from the left-hand margin,
  - j) Interruptions of speech shall be denoted using a dash at the point of interruptions, and again at the point the speaker resumes speaking,
  - k) Parenthetical and exhibit markings to begin with an open parenthesis on the fifth space from the left-hand margin, with the remark beginning on the sixth space from the left-hand margin.
  - l) If the OAG provides the Supplier with a recording to transcribe, a word (e.g. difficult proper name) not clarified by any transcribing aids, but spelled to the best of the transcriber's ability, should be followed by – (PHONETIC). However, if the grand jury requires a stenographic court reporter to be present, the stenographic court reporter must clarify all spelling issues prior to the dismissal of the meeting.
  - m) On the final page of the transcript, the transcriber will type and sign the certification, indicating date completed. This certification must be on the last typed page, and not on a separate additional sheet, unless pre-approved by the using OAG. Reference: **Attachment H - Notary Certificate Sample.**

- n) If exhibits are provided, they must be properly identified and submitted with the transcript. The court reporter may be required to mark the exhibits at the hearing, meeting or deposition.
3. Confidentiality and Copies of Transcripts: **All Grand Jury documents are confidential.**
- a) Awarded bidder shall be bound to confidentiality of any information its employees may become aware of during performance of contracted tasks. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of the purchase order.
  - b) The court reporting service will provide transcripts to the Executive Secretary for the Grand Jury as stated in the contract.
  - c) The awarded supplier is prohibited from selling or distributing copies of any and all Grand Jury testimony unless a court order from the Supervising Judge has been issued through the Executive Secretary for the Grand Jury.
  - d) If a witness, or the witness' counsel, requests a copy of a transcript, they must petition the court. The court reporting service is not at liberty to provide transcripts to anyone other than as specified in the contract unless directed by the Court.
  - e) The OAG reserves the right to make copies of transcripts or compact disks (if applicable) for internal use only. The OAG will not supply copies to any litigant in a proceeding or any other person unless court order or rules of discovery require it.
4. Format. Disks of each day's sessions are requested at the time the transcripts are sent and must note the Grand Jury, Date, and Notice Numbers.
5. Transcription Accuracy. All transcripts must be transcribed accurately. If there are any questions regarding spellings, please contact the attorney in charge of the investigation. Necessary phone numbers and/or email addresses may be obtained through the Executive Secretary for the Grand Jury. In the event an error is discovered, the Deputy Attorney General in charge of the case will request the correction of transcript through Executive Secretary for the Grand Jury. Executive Secretary for the Grand Jury will either verbally request or send an email requesting correction. After correction is made a new original and two copies of the transcript are to be returned to the Executive Secretary for the Grand Jury.
6. Types of Transcripts. The following transcripts must be prepared each day:
- a) Master Transcript — This transcript generally includes:
    - i. Rights, warnings and swearing of witnesses by the supervising judge, immunity applications and orders, administrative matters (such as secrecy oaths), preliminary and administrative matters before the grand jury (such as reading notices of submission or statutes), questions by the grand jurors during questioning of a witness after the witness has been temporarily excused from the grand jury room, and generally all matters held before the judge in his chambers;
    - ii. All notice of submissions for investigations read and administrative matters presented to the jury; and

- iii. All presentments read to the jury.
- b) Hearing Transcript – A matter regarding a specific investigation will need to be addressed to the supervising judge or if the supervising judge scheduled a hearing on a specific matter.
- c) Witness Transcript – This transcript generally includes:
  - i. The testimony of a civilian witness (excluding the questions asked by the grand jurors which are placed in the Master Transcript described above). When the witness leaves the court room that should be reflected in the transcript. The questions asked by the grand jurors must be reflected in the master transcript. When the witness returns to the court room, the questions asked and the witness' testimony must be reflected in his/her transcript. All transcripts should indicate the time the witness entered and left the courtroom.
  - ii. When an investigating law enforcement officer testifies, the officer (based on a judgement from the Attorney for the Commonwealth) may remain in the courtroom to answer grand jurors' questions. These activities must be maintained in the transcript of the officer's testimony
  - iii. Occasionally a witness will testify for more than one investigation. In this situation, his/her transcript must be split by investigation number and cannot be placed in one transcript.

#### **IV-6 Performance Standards and Audits:**

A. Performance Standards The following examples of unsatisfactory performance include, but are not limited to:

1. The awarded bidder's failure on two (2) occasions to appear within thirty (30) minutes of the time schedule for commencement of such appearance, or
2. The awarded bidder's failure on two (2) occasions to submit a transcript in a timely manner when expedited transcription has been requested by the Executive Secretary to the Grand Jury/Grand Jury Assistant as outlined above, or
3. The awarded bidder's failure on three (3) occasions to submit a non-expedited transcript in a timely manner as outline above, or
4. The awarded bidder's failure on three (3) occasions to produce a transcript of suitable quality, or
5. The awarded bidder's refusal on three (3) occasions to accept an assignment to appear, or
6. The awarded bidder's failure to supply the OAG with proof of insurance or a performance bond in a form acceptable to the OAG.

B. Audits

1. To ensure quality and adherence to the specifications and requirements outlined in the Statement of Work, the Department of General Services, Bureau of Procurement and/or OAG reserve the right to conduct random audits of completed transcripts.

2. If an audit determines the supplier is not adhering to the performance standards of the contract, the OAG reserves the right to terminate the awarded purchase order by providing fifteen (15) days written notice to awarded supplier.

#### **IV-7. Reports:**

Awarded suppliers shall prepare for the DGS Contract Administrator a quarterly report which includes at minimum the following information for each OAG jury location:

- A. The number of times each OAG jury location has used the Supplier's services;
- B. The types of services the Supplier has provided to each OAG jury location;
- C. The amount invoiced to each using OAG jury location for each type of service provided to it by the Supplier; the amount the OAG jury location has paid to the Supplier, including any separate Commonwealth P-Card spend, and the amount due and owing to the Supplier greater than 90 days to include PO Numbers.
- D. The number of service requests and fulfilled requests by OAG jury location;
- E. Performance measurement results relating to timeliness of appearance (late arrivals and non-shows) of stenographic court reporters, timeliness of transcript delivery, and accuracy of transcripts. In addition, it shall show the number of complaints by OAG jury location issue, status, name of the stenographer and/or transcriber and date resolved. The report shall provide documentation in sufficient detail so that DGS can review a Supplier's performance and determine whether it is compliant with the SLA's set forth in Section IV-6 Performance Standards and Audits.

Reports shall be emailed to the DGS BOP Contract Administrator Adraine Franklin at [afranklin@pa.gov](mailto:afranklin@pa.gov) no later than the 15<sup>th</sup> of the beginning of the next quarter.

#### **IV-8 OAG Billing Requirements:**

Awarded Bidder shall provide invoices with the following information:

- a) Each invoice must specify date and on each date the invoice must further specify (on a separate sheet of paper) witness and page count.
- b) Invoices must reflect a "unique" invoice number,
- c) The awarded purchase order number,
- d) Itemized service description and pricing,
- e) Awarded bidder's SRM 6-digit Supplier Number,
- f) Invoices shall be submitted with the transcripts at the time of delivery to Julie Horst, Executive Secretary to the Grand Jury, or designee, 16th Floor Strawberry Square, Harrisburg, PA 17120.
- g) A reference, **Attachment J - Transcript Invoice Sample** has been included for the bidder's reference.

Table of Contents

PART I - GENERAL INFORMATION .....	3
I.1 IFB-001.1 Purpose (Oct 2006) .....	3
I.2 IFB-005.1 Type of Contract (Oct. 2006).....	3
I.3 IFB-008.1C No Pre-bid Conference (Oct. 2006) .....	3
I.4 IFB-009.1 Questions (February 2012).....	3
I.5 IFB-010.1 Addenda to the IFB (Oct. 2006).....	3
I.6 IFB-011.1B Submission of Bids – Electronic Submittal (May 2011).....	3
I.7 IFB-024.1 Bid Protest Procedure (April 2016) .....	4
I.8 IFB-025.1 Electronic Version of this IFB (Oct 2006).....	4
I.9 IFB-029.1 Prices (Dec 6 2006).....	4
I.10 IFB-031.1 Alternates (Oct 2013).....	4
I.11 IFB-032.1 New Equipment (Nov 2006).....	4
I.12 I-IFB-033.1 Modification or Withdrawal of Bid (Nov 2006) .....	5
I.13 I-IFB-034.1 Rejection of Bids (Nov 2006) .....	6
I.14 Submission-001.1 Representations and Authorizations (Oct 2013).....	6
PART II - REQUIREMENTS .....	8
II.1 II-IFB-008.1b Lobbying Certification and Disclosure – Electronic Submission. (Oct 2006).....	8
II.2 II-IFB-016.1 Post-Submission Descriptive Literature (Dec 2006) .....	8
PART III - SELECTION CRITERIA.....	9
III.1 III-IFB-001.1a Mandatory Responsiveness Requirements (Oct 2006) .....	9
III.2 III-IFB-006.1f Method of Award - All Bidders (April 2011).....	9
III.3 III-IFB-007.1 Awards (May 2011) .....	9
III.4 III-IFB-008.1 Tie Bids (Nov 2006) .....	9
III.5 III-IFB-009.1 Prompt Payment Discounts (Nov 2006) .....	9
III.6 III-IFB-010.1 Option for Separate Competitive Bidding Procedure (Nov 2006).....	9
PART IV - WORK STATEMENT.....	10
IV.1 IFB-001.1b Statement of Work (Nov 2006).....	10
PART V - CONTRACT TERMS and CONDITIONS .....	11
V.1 CONTRACT-001.1b Contract Terms and Conditions (Nov 30, 2006).....	11
V.2 CONTRACT-002.1a Term of Contract – Contract (May 2012) .....	11
V.3 CONTRACT-002.2a Renewal of Contract Term (Nov 30 2006).....	11
V.4 CONTRACT-002.3 Extension of Contract Term (Nov 30 2006) .....	11
V.5 CONTRACT-003.1a Signatures – Contract (July 2015).....	11
V.6 CONTRACT-004.1a Definitions (Oct 2013).....	12
V.7 CONTRACT-005.1d Purchase Orders (July 2015) .....	12
V.8 CONTRACT-006.1 Independent Prime Contractor (Oct 2006).....	13
V.9 CONTRACT-007.01b Delivery of Services (Nov 30 2006) .....	13
V.10 CONTRACT-007.02 Estimated Quantities (Nov 30 2006).....	13
V.11 CONTRACT-008.1a Warranty. (Oct 2006) .....	13
V.12 CONTRACT-009.1c Patent, Copyright, and Trademark Indemnity (Oct 2013).....	13
V.13 CONTRACT-009.1d Ownership Rights (Oct 2006) .....	14
V.14 CONTRACT-010.1a Acceptance (Oct 2006).....	14
V.15 CONTRACT-011.1a Compliance With Law (Oct 2006) .....	15
V.16 CONTRACT-013.1 Environmental Provisions (Oct 2006).....	15
V.17 CONTRACT-014.1 Post-Consumer Recycled Content (June 2016).....	15
V.18 CONTRACT-014.3 Recycled Content Enforcement (February 2012) .....	15
V.19 CONTRACT-015.1 Compensation (Oct 2006) .....	15
V.20 CONTRACT-015.1A Compensation/Expenses (Oct 2013) .....	15
V.21 CONTRACT-015.2 Billing Requirements (February 2012) .....	15
V.22 CONTRACT-016.1 Payment (Oct 2006) .....	16
V.23 CONTRACT-016.2 ACH Payments (Aug 2007) .....	16
V.24 CONTRACT-017.1 Taxes (Dec 5 2006) .....	17
V.25 CONTRACT-018.1 Assignment of Antitrust Claims (Oct 2006) .....	17
V.26 CONTRACT-019.1 Hold Harmless Provision (Nov 30 2006).....	17
V.27 CONTRACT-020.1 Audit Provisions (Oct 2006) .....	17
V.28 CONTRACT-021.1 Default (Oct 2013) .....	17

V.29 CONTRACT-022.1 Force Majeure (Oct 2006).....	19
V.30 CONTRACT-023.1a Termination Provisions (Oct 2013).....	19
V.31 CONTRACT-024.1 Contract Controversies (Oct 2011) .....	20
V.32 CONTRACT-025.1 Assignability and Subcontracting (Oct 2013).....	20
V.33 CONTRACT-026.1 Other Contractors (Oct 2006).....	21
V.34 CONTRACT-027.1 Nondiscrimination/Sexual Harassment Clause (March 2015).....	21
V.35 CONTRACT-028.1 Contractor Integrity Provisions (January 2015).....	22
V.36 CONTRACT-029.1 Contractor Responsibility Provisions (Nov 2010) .....	24
V.37 CONTRACT-030.1 Americans with Disabilities Act (Oct 2006).....	25
V.38 CONTRACT-032.1 Covenant Against Contingent Fees (Oct 2006) .....	25
V.39 CONTRACT-033.1 Applicable Law (Oct 2006).....	25
V.40 CONTRACT- 034.1b Integration (Nov 30 2006).....	25
V.41 CONTRACT-034.2b Order of Precedence - IFB (Dec 6 2006) .....	26
V.42 CONTRACT-034.3 Controlling Terms and Conditions (Aug 2011) .....	26
V.43 CONTRACT-035.1a Changes (Oct 2006).....	26
V.44 CONTRACT-036.1 Background Checks (February 2016) .....	26
V.45 CONTRACT-037.1a Confidentiality (Oct 2013) .....	27
V.46 CONTRACT-037.2a Sensitive Information (Sept 2009) .....	28
V.47 CONTRACT-037.2b Health Insurance Portability and Accountability Act (HIPAA) Compliance (Oct 2013)	28
V.48 CONTRACT-051.1 Notice (Dec 2006).....	28
V.49 CONTRACT-052.1 Right to Know Law (Feb 2010) .....	28
V.50 CONTRACT-053.1 Enhanced Minimum Wage Provisions (July 2016) .....	29



## **PART I - GENERAL INFORMATION**

### **PART I - GENERAL INFORMATION**

#### **I.1 IFB-001.1 Purpose (Oct 2006)**

The Commonwealth of Pennsylvania (Commonwealth) is issuing this Invitation for Bids (IFB) to meet the needs of DEPARTMENT OF GENERAL SERVICES to satisfy a need for Stenographic Court Reporting & Transcription Svs.

#### **I.2 IFB-005.1 Type of Contract (Oct. 2006)**

If the Issuing Office enters into a contract as a result of this IFB, it will be a ESTABLISHED PRICE CONTRACT contract containing the Contract Terms and Conditions as shown in Part V of this IFB.

#### **I.3 IFB-008.1C No Pre-bid Conference (Oct. 2006)**

There will be no pre-bid conference for this IFB. If there are any questions, please forward them to the Issuing Office prior to the bid opening date and time.

#### **I.4 IFB-009.1 Questions (February 2012)**

All questions regarding the IFB must be submitted in writing to the email address of the Issuing Officer provided in the solicitation. While there is no set timeline for the submittal of questions, questions received within 48 hours prior to the bid due date and time will be answered at the discretion of the Commonwealth. All questions received will be answered, in writing, and such responses shall be posted to eMarketplace as an addendum to the IFB. The Issuing Officer shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the IFB or formally issued as an addendum by the Issuing Office. The Issuing Office does not consider questions to be a protest of the specifications or of the solicitation.

#### **I.5 IFB-010.1 Addenda to the IFB (Oct. 2006)**

If the Issuing Office deems it necessary to revise any part of this IFB before the bid response date, the Issuing Office will post an addendum to its website at [WWW.DGS.STATE.PA.US](http://WWW.DGS.STATE.PA.US) it is the Bidder's responsibility to periodically check the website for any new information or addenda to the IFB.

#### **I.6 IFB-011.1B Submission of Bids – Electronic Submittal (May 2011)**

- a. Bids are requested for the item(s) described in the Invitation For Bids and all the documents referenced in the form (collectively called the IFB). Bidders must submit their bids through the Commonwealth's electronic system (SRM).
- b. It is the responsibility of each bidder to ensure that its Bid is received through the electronic system prior to the date and time set for the opening of bids ("Bid Opening Time"). No Bid shall be considered if it arrives after the Bid Opening Time, regardless of reason for the late arrival.

Bids that are timely received prior to the Bid Opening Time shall be opened publicly in the presence of one or more witnesses at the time and place designated in this IFB for the Bid opening.

c. Bids must be firm. If a Bid is submitted with conditions or exceptions or not in conformance with the terms and conditions referenced in the IFB Form, it shall be rejected. The Bid shall also be rejected if the items offered by the Bidder are not in conformance with the specifications as determined by the Commonwealth.

d. The Bidder, intending to be legally bound hereby, offers and agrees, if this Bid is accepted, to provide the awarded items at the price(s) set forth in this Bid at the time(s) and place(s) specified.

#### **I.7 IFB-024.1 Bid Protest Procedure (April 2016)**

The Bid Protest Procedure is on the DGS website at

<http://www.dgs.pa.gov/Documents/Procurement%20Forms/Handbook/Pt1/Pt%20I%20Ch%2058%20Bid%20Protests.pdf>

#### **I.8 IFB-025.1 Electronic Version of this IFB (Oct 2006)**

This IFB is being made available by electronic means. If a Bidder electronically accepts the IFB, the Bidder acknowledges and accepts full responsibility to insure that no changes are made to the IFB. In the event of a conflict between a version of the IFB in the Bidder's possession and the Issuing Office's version of the IFB, the Issuing Office's version shall govern.

#### **I.9 IFB-029.1 Prices (Dec 6 2006)**

The bid submitted by the successful Bidder will be incorporated into any resulting Contract and the Bidder will be required to provide the awarded item(s) at the prices quoted in its Bid.

#### **I.10 IFB-031.1 Alternates (Oct 2013)**

A Bidder who wants to offer an alternate must notify the Issuing Office in writing, at least five (5) days prior to the scheduled Bid opening, that the Bidder intends to offer an alternate in its Bid. An "alternate" is a product that deviates from the requirements of the specifications in its composition, qualities, performance, size dimension, etc. The written notification from the Bidder must include a complete description of the alternate and must identify the product's deviations from the specifications. Upon receipt of the notification, the Issuing Office will determine whether the alternate is acceptable. If the Issuing Office, in its discretion, determines that the alternate is acceptable, the Issuing Office will issue a change notice to the invitation for bids that revises the specifications. If no change notice is issued revising the specification, a Bid offering the alternate will not be considered for award. If an item or items in the IFB are designated "no substitute," this provision does not apply and no alternate may be proposed by a bidder nor will any alternate be considered by the Issuing Office.

#### **I.11 IFB-032.1 New Equipment (Nov 2006)**

Unless otherwise specified in this invitation for bids, all products offered by Bidders must be new or remanufactured. A 'new' product is one that will be used first by the Commonwealth after it is manufactured or produced. A 'remanufactured' product is one which: 1) has been rebuilt, using new or used parts, to a condition which meets the original manufacturer's most recent specifications for the item; 2) does not, in the opinion of the Issuing Office, differ in appearance from a new item; and 3) has the same warranty as a new item. Unless otherwise specified in this invitation for bids, used or reconditioned products are not acceptable. This clause shall not be construed to prohibit Bidders from offering products with recycled content, provided the product is new or remanufactured.

## **I.12 I-IFB-033.1 Modification or Withdrawal of Bid (Nov 2006)**

- a. **Bid Modification Prior to Bid Opening.** Bids may be modified only by written notice or in person prior to the exact hour and date specified for Bid opening.
- 1) If a Bidder intends to modify its Bid by written notice, the notice must specifically identify the Bid to be modified and must be signed by the Bidder. The Bidder must include evidence of authorization for the individual who signed the modification to modify the Bid on behalf of the Bidder. The Bid modification must be received in a sealed envelope. The sealed envelope must identify the assigned Collective Number and the Bid Opening Time, and should state that enclosed in the envelope is a Bid modification
  - 2) If a Bidder intends to modify its Bid in person, the individual who will modify the Bid must arrive in the Bid Opening Room prior to the Bid Opening Time, show a picture identification and provide evidence of his/her authorization to modify the Bid on behalf of the Bidder. If a Bidder intends to modify its Bid in person, the Bidder may do so only in the presence of an agency employee. (The agency employee will observe the actions taken by the individual to modify the Bid, but will not read the Bid or the modification).
- b. **Bid Withdrawal Prior to Bid Opening.** Bids may be withdrawn only by written notice or in person prior to the exact hour and date specified for Bid opening.
- 1) If a Bidder intends to withdraw its Bid by written notice, the notice shall specifically identify the Bid to be withdrawn and shall be signed by the Bidder. The Bidder must include evidence of authorization for the individual who signed the bid withdrawal to withdraw the bid on behalf of the Bidder. Except as provided in Subparagraph c, below, bid withdrawals received after the exact hour and date specified for the receipt of Bids shall not be accepted.
  - 2) If a Bidder intends to withdraw its Bid in person, the individual who will withdraw the Bid must arrive in the Bid Opening Room prior to the Bid Opening Time, show a picture identification and provide evidence of his/her authorization to withdraw the Bid on behalf of the Bidder.
- c. **Bid Withdrawal After Bid Opening.** Bidders are permitted to withdraw erroneous Bids after Bid opening only if the following conditions are met:
- 1) The Bidder submits a written request for withdrawal.
  - 2) The Bidder presents credible evidence with the request that the reason for the lower Bid price was a clerical mistake as opposed to a judgment mistake and was actually due to an unintentional arithmetical error or an unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the Bid.
  - 3) The request for relief and supporting evidence must be received by the Issuing Office within three (3) business days after Bid opening, but before award of the contract.
  - 4) The Issuing Office shall not permit a Bid withdrawal if the Bid withdrawal would result in the award of the contract on another Bid of the same Bidder, its partner, or a corporation or business venture owned by or in which the bidder has a substantial interest.
  - 5) If a Bidder is permitted to withdraw its Bid, the Bidder cannot supply any material or labor or perform any subcontract or other work agreement for the awarded contractor, without the written approval of the Issuing Office.
- d. **Firm Bid.** Except as provided above, a Bid may not be modified, withdrawn, or cancelled by any Bidder for a period of sixty (60) days following the time and date designated for Bid opening, unless otherwise specified by the Bidder in its Bid. If the lowest responsible Bidder, as determined by the Issuing Office, withdraws its Bid prior to the expiration of the award period or fails to comply with the requirements set forth in the IFB including but not limited to any requirement to submit performance or payment bonds or insurance certificates within the required time period, the Bidder shall be liable to the Commonwealth for all costs and damages associated with the re-award or re-bid including the difference between the Bidder's price and the actual cost that the

Commonwealth pays for the awarded items.

- e. Clarification and Additional Information. After the receipt of Bids, the Issuing Office shall have the right to contact Bidders for the purpose of seeking:
- 1) Clarification of the Bid which confirms the Issuing Office's understanding of statements or information in the Bid or;
  - 2) Additional information on the items offered; provided the IFB does not require the rejection of the Bid for failure to include such information.

#### **I.13 I-IFB-034.1 Rejection of Bids (Nov 2006)**

The Issuing Office reserves the right to reject any and all Bids, to waive technical defects or any informality in Bids, and to accept or reject any part of any Bid if the best interests of the Commonwealth are thereby served.

#### **I.14 Submission-001.1 Representations and Authorizations (Oct 2013)**

By submitting its proposal, each Offeror understands, represents, and acknowledges that:

- A. All of the Offeror's information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in awarding the contract(s). The Commonwealth shall treat any misstatement, omission or misrepresentation as fraudulent concealment of the true facts relating to the Proposal submission, punishable pursuant to 18 Pa. C.S. § 4904.
- B. The Offeror has arrived at the price(s) and amounts in its proposal independently and without consultation, communication, or agreement with any other Offeror or potential offeror.
- C. The Offeror has not disclosed the price(s), the amount of the proposal, nor the approximate price(s) or amount(s) of its proposal to any other firm or person who is an Offeror or potential offeror for this RFP, and the Offeror shall not disclose any of these items on or before the proposal submission deadline specified in the Calendar of Events of this RFP.
- D. The Offeror has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- E. The Offeror makes its proposal in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- F. To the best knowledge of the person signing the proposal for the Offeror, the Offeror, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last **four** years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Offeror has disclosed in its proposal.
- G. To the best of the knowledge of the person signing the proposal for the Offeror and except as the Offeror has otherwise disclosed in its proposal, the Offeror has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Offeror that is owed to the Commonwealth.
- H. The Offeror is not currently under suspension or debarment by the Commonwealth, any other state or the federal government, and if the Offeror cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.
- I. The Offeror has not made, under separate contract with the Issuing Office, any recommendations to

the Issuing Office concerning the need for the services described in its proposal or the specifications for the services described in the proposal.

J. Each Offeror, by submitting its proposal, authorizes Commonwealth agencies to release to the Commonwealth information concerning the Offeror's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.

K. Until the selected Offeror receives a fully executed and approved written contract from the Issuing Office, there is no legal and valid contract, in law or in equity, and the Offeror shall not begin to perform.

## **PART II - REQUIREMENTS**

### **PART II - REQUIREMENTS**

#### **II.1 II-IFB-008.1b Lobbying Certification and Disclosure – Electronic Submission. (Oct 2006).**

With respect to an award of a federal contract, grant, or cooperative agreement exceeding \$100,000 or an award of a federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding \$150,000 all recipients must certify that they will not use federal funds for lobbying and must disclose the use of non-federal funds for lobbying by filing required documentation. Offerors must complete and return the Lobbying Certification Form and the Disclosure of Lobbying Activities Form, which are attached to and made a part of this IFB. The completed and signed Lobbying Certification Form and the Disclosure of Lobbying Activities Form should be submitted with the Bid Response. Commonwealth agencies will not contract with outside firms or individuals to perform lobbying services, regardless of the source of funds.

#### **II.2 II-IFB-016.1 Post-Submission Descriptive Literature (Dec 2006)**

The Commonwealth may, during its evaluation of the bids, require any bidder to submit cuts, illustrations, drawings, prints, test data sheets, specification sheets and brochures which detail construction features, design, components, materials used, applicable dimensions and any other pertinent information which the Issuing Office may require in order to evaluate the product(s) offered. The required information must be submitted within two (2) business days after notification from the Issuing Office. Failure to submit the required information prior to the expiration of the second business day after notification shall result in the rejection of the bid as non-responsive.

## **PART III - SELECTION CRITERIA**

### **PART III - SELECTION CRITERIA**

#### **III.1 III-IFB-001.1a Mandatory Responsiveness Requirements (Oct 2006)**

To be eligible for selection, a bid must be:

- a. Timely received from a Bidder;
- b. Properly signed by the Bidder.

#### **III.2 III-IFB-006.1f Method of Award - All Bidders (April 2011)**

Award will be made to all responsive and responsible bidders.

#### **III.3 III-IFB-007.1 Awards (May 2011)**

Unless all Bids are rejected, and except as otherwise provided by law, award will be made through the issuance of a contract/purchase order in accordance with the method of award. Unless otherwise specified by the Issuing Office in the IFB form the Commonwealth reserves the right to award by item or on a total Bid basis, whichever is deemed more advantageous to the Commonwealth. In cases of discrepancies in prices, the unit price will be binding unless the unit price is obviously in error and the extended price is obviously correct, in which case the erroneous unit price will be corrected. As a condition for receipt of award of a contract/purchase order, the Bidder must be registered in the Commonwealth of Pennsylvania's Vendor Master file. In order to register, bidders must visit the Pa Supplier Portal at <https://www.pasupplierportal.state.pa.us/> or call the Customer Support Center at 877-435-7363 or 717-346-2676.

#### **III.4 III-IFB-008.1 Tie Bids (Nov 2006)**

All tie bids will be broken by the Issuing Office.

#### **III.5 III-IFB-009.1 Prompt Payment Discounts (Nov 2006)**

Prompt payment discounts will not be considered in making an award. If prompt payment discounts are offered by any Bidder, however, the Issuing Office will take advantage of such offer.

#### **III.6 III-IFB-010.1 Option for Separate Competitive Bidding Procedure (Nov 2006)**

The Commonwealth reserves the right to purchase products or services covered under this Contract through a separate competitive bidding procedure, whenever Commonwealth deems it in the best interest of the Commonwealth. The right will generally be exercised only when a specific need for a large quantity of the product or service exists or when the price offered is significantly lower than the Contract price.

**PART IV - WORK STATEMENT**

**PART IV - WORK STATEMENT**

**IV.1 IFB-001.1b Statement of Work (Nov 2006)**

The Commonwealth is seeking bids to procure the services set forth in the attached document entitled "Statement of Work."



**PART V - CONTRACT TERMS and CONDITIONS**

**PART V - CONTRACT TERMS and CONDITIONS**

**V.1 CONTRACT-001.1b Contract Terms and Conditions (Nov 30, 2006)**

The Contract with the awarded bidder (who shall become the "Contractor") shall include the following terms and conditions:

**V.2 CONTRACT-002.1a Term of Contract – Contract (May 2012)**

The initial term of the Contract shall be 02 year(s) and 00 month(s).

The term of the Contract shall commence on the Effective Date (as defined below) and shall end on the Expiration Date identified in the Contract, subject to the other provisions of the Contract.

The Effective Date shall be: a) the Effective Date printed on the Contract after the Contract has been fully executed by the Commonwealth (signed and approved as required by the Commonwealth contracting procedures) or b) the "Valid from" date printed on the Contract, whichever is later.

**V.3 CONTRACT-002.2a Renewal of Contract Term (Nov 30 2006)**

The Contract may be renewed for a maximum of 3 additional 1 year term(s), so long as Commonwealth provides written notice to Contractor of its intention to extend the Contract by letter prior to the expiration of the term of the agreement, or any extension thereof. The Commonwealth may exercise the renewal as individual year or multiple year term(s). Any renewal will be under the same terms, covenants and conditions. No further document is required to be executed to renew the term of the contract.

**V.4 CONTRACT-002.3 Extension of Contract Term (Nov 30 2006)**

The Commonwealth reserves the right, upon notice to the Contractor, to extend any single term of the Contract for up to three (3) months upon the same terms and conditions.

**V.5 CONTRACT-003.1a Signatures – Contract (July 2015)**

The Contract shall not be a legally binding contract until the fully-executed Contract has been sent to the Contractor. No Commonwealth employee has the authority to verbally direct the commencement of any work or delivery of any supply under this Contract prior to the Effective Date. The Contractor hereby waives any claim or cause of action for any service or work performed prior to the Effective Date.

The Contract may be electronically signed by the Commonwealth. The electronically-printed name of the Purchasing Agent represents the signature of that individual who has the authority, on behalf of the Commonwealth, to bind the Commonwealth to the terms of the Contract. If the Contract output form does not have "Fully Executed" at the top of the first page and does not have the name of the Purchasing Agent printed in the appropriate box, the Contract has not been fully executed.

The fully-executed Contract may be sent to the Contractor electronically or through facsimile equipment. The electronic transmission of the Contract shall require acknowledgement of receipt of the transmission by the Contractor. Receipt of the electronic or facsimile transmission of the Contract shall constitute receipt of the

fully-executed Contract.

The Commonwealth and the Contractor specifically agree as follows:

- a. No handwritten signature shall be required in order for the Contract to be legally enforceable.
- b. The parties agree that no writing shall be required in order to make the Contract legally binding, notwithstanding contrary requirements in any law. The parties hereby agree not to contest the validity or enforceability of a genuine Contract or acknowledgement issued electronically under the provisions of a statute of frauds or any other applicable law relating to whether certain agreements be in writing and signed by the party bound thereby. Any genuine Contract or acknowledgement issued electronically, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form. Neither party shall contest the admissibility of copies of a genuine Contract or acknowledgements under either the business records exception to the hearsay rule or the best evidence rule on the basis that the Contract or acknowledgement were not in writing or signed by the parties. A Contract or acknowledgment shall be deemed to be genuine for all purposes if it is transmitted to the location designated for such documents.
- c. Each party will immediately take steps to verify any document that appears to be obviously garbled in transmission or improperly formatted to include re-transmission of any such document if necessary.

#### **V.6 CONTRACT-004.1a Definitions (Oct 2013)**

As used in this Contract, these words shall have the following meanings:

- a. Agency: The department, board, commission or other agency of the Commonwealth of Pennsylvania listed as the Purchasing Agency. If a COSTARS entity or external procurement activity has issued an order against this contract, that entity shall also be identified as "Agency".
- b. Contracting Officer: The person authorized to administer this Contract for the Commonwealth and to make written determinations with respect to the Contract.
- c. Days: Unless specifically indicated otherwise, days mean calendar days.
- d. Developed Works or Developed Materials: All documents, sketches, drawings, designs, works, papers, files, reports, computer programs, computer documentation, data, records, software, samples or any other tangible material without limitation authored or prepared by Contractor as the work product covered in the scope of work for the Project.
- e. Documentation: All materials required to support and convey information about the services required by this Contract. It includes, but is not necessarily restricted to, written reports and analyses, diagrams, maps, logical and physical designs, system designs, computer programs, flow charts, disks, and/or other machine-readable storage media.
- f. Services: All Contractor activity necessary to satisfy the Contract.

#### **V.7 CONTRACT-005.1d Purchase Orders (July 2015)**

Commonwealth agencies may issue Purchase Orders against the Contract. These orders constitute the Contractor's authority to make delivery. All Purchase Orders received by the Contractor up to and including the expiration date of the Contract are acceptable and must be performed in accordance with the Contract. Each Purchase Order will be deemed to incorporate the terms and conditions set forth in the Contract.

Purchase Orders may be electronically signed by the Agency. The electronically-printed name of the purchaser represents the signature of that individual who has the authority, on behalf of the Commonwealth, to authorize the Contractor to proceed.

Purchase Orders may be issued electronically or through facsimile equipment. The electronic transmission of a purchase order shall require acknowledgement of receipt of the transmission by the Contractor. Receipt of the electronic or facsimile transmission of the Purchase Order shall constitute receipt of an order. Orders received by the

Contractor after 4:00 p.m. will be considered received the following business day.

a. No handwritten signature shall be required in order for the Contract or Purchase Order to be legally enforceable.

b. The parties agree that no writing shall be required in order to make the Purchase Order legally binding. The parties hereby agree not to contest the validity or enforceability of a Purchase Order or acknowledgement issued electronically under the provisions of a statute of frauds or any other applicable law relating to whether certain agreements be in writing and signed by the party bound thereby. Any Purchase Order or acknowledgement issued electronically, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form. Neither party shall contest the admissibility of copies of Purchase Orders or acknowledgements under either the business records exception to the hearsay rule or the best evidence rule on the basis that the Purchase Order or acknowledgement were not in writing or signed by the parties. A Purchase Order or acknowledgment shall be deemed to be genuine for all purposes if it is transmitted to the location designated for such documents.

c. Each party will immediately take steps to verify any document that appears to be obviously garbled in transmission or improperly formatted to include re-transmission of any such document if necessary.

Purchase Orders under ten thousand dollars (\$10,000) in total amount may also be made in person or by telephone using a Commonwealth Purchasing Card. When an order is placed by telephone, the Commonwealth agency shall provide the agency name, employee name, credit card number, and expiration date of the card. Contractors agree to accept payment through the use of the Commonwealth Purchasing Card.

**V.8 CONTRACT-006.1 Independent Prime Contractor (Oct 2006)**

In performing its obligations under the Contract, the Contractor will act as an independent contractor and not as an employee or agent of the Commonwealth. The Contractor will be responsible for all services in this Contract whether or not Contractor provides them directly. Further, the Contractor is the sole point of contact with regard to all contractual matters, including payment of any and all charges resulting from the Contract.

**V.9 CONTRACT-007.01b Delivery of Services (Nov 30 2006)**

**The Contractor shall proceed with all due diligence in the performance of the services with qualified personnel, in accordance with the completion criteria set forth in the Contract.**

**V.10 CONTRACT-007.02 Estimated Quantities (Nov 30 2006)**

It shall be understood and agreed that any quantities listed in the Contract are estimated only and may be increased or decreased in accordance with the actual requirements of the Commonwealth and that the Commonwealth in accepting any bid or portion thereof, contracts only and agrees to purchase only the materials and services in such quantities as represent the actual requirements of the Commonwealth. The Commonwealth reserves the right to purchase materials and services covered under the Contract through a separate competitive procurement procedure, whenever Commonwealth deems it to be in its best interest.

**V.11 CONTRACT-008.1a Warranty. (Oct 2006)**

The Contractor warrants that all items furnished and all services performed by the Contractor, its agents and subcontractors shall be free and clear of any defects in workmanship or materials. Unless otherwise stated in the Contract, all items are warranted for a period of one year following delivery by the Contractor and acceptance by the Commonwealth. The Contractor shall repair, replace or otherwise correct any problem with the delivered item. When an item is replaced, it shall be replaced with an item of equivalent or superior quality without any additional cost to the Commonwealth.

**V.12 CONTRACT-009.1c Patent, Copyright, and Trademark Indemnity (Oct 2013)**

The Contractor warrants that it is the sole owner or author of, or has entered into a suitable legal agreement concerning either: a) the design of any product or process provided or used in the performance of the Contract which is covered by a patent, copyright, or trademark registration or other right duly authorized by state or federal law or b) any copyrighted matter in any report, document or other material provided to the Commonwealth under the contract.

The Contractor shall defend any suit or proceeding brought against the Commonwealth on account of any alleged patent, copyright or trademark infringement in the United States of any of the products provided or used in the performance of the Contract.

This is upon condition that the Commonwealth shall provide prompt notification in writing of such suit or proceeding; full right, authorization and opportunity to conduct the defense thereof; and full information and all reasonable cooperation for the defense of same.

As principles of governmental or public law are involved, the Commonwealth may participate in or choose to conduct, in its sole discretion, the defense of any such action.

If information and assistance are furnished by the Commonwealth at the Contractor's written request, it shall be at the Contractor's expense, but the responsibility for such expense shall be only that within the Contractor's written authorization.

The Contractor shall indemnify and hold the Commonwealth harmless from all damages, costs, and expenses, including attorney's fees that the Contractor or the Commonwealth may pay or incur by reason of any infringement or violation of the rights occurring to any holder of copyright, trademark, or patent interests and rights in any products provided or used in the performance of the Contract.

If any of the products provided by the Contractor in such suit or proceeding are held to constitute infringement and the use is enjoined, the Contractor shall, at its own expense and at its option, either procure the right to continue use of such infringement products, replace them with non-infringement equal performance products or modify them so that they are no longer infringing.

If the Contractor is unable to do any of the preceding, the Contractor agrees to remove all the equipment or software which are obtained contemporaneously with the infringing product, or, at the option of the Commonwealth, only those items of equipment or software which are held to be infringing, and to pay the Commonwealth: 1) any amounts paid by the Commonwealth towards the purchase of the product, less straight line depreciation; 2) any license fee paid by the Commonwealth for the use of any software, less an amount for the period of usage; and 3) the pro rata portion of any maintenance fee representing the time remaining in any period of maintenance paid for. The obligations of the Contractor under this paragraph continue without time limit. No costs or expenses shall be incurred for the account of the Contractor without its written consent.

#### **V.13 CONTRACT-009.1d Ownership Rights (Oct 2006)**

The Commonwealth shall have unrestricted authority to reproduce, distribute, and use any submitted report, data, or material, and any software or modifications and any associated documentation that is designed or developed and delivered to the Commonwealth as part of the performance of the Contract.

#### **V.14 CONTRACT-010.1a Acceptance (Oct 2006)**

No item(s) received by the Commonwealth shall be deemed accepted until the Commonwealth has had a reasonable opportunity to inspect the item(s). Any item(s) which is discovered to be defective or fails to conform to the specifications may be rejected upon initial inspection or at any later time if the defects contained in the item(s) or the noncompliance with the specifications were not reasonably ascertainable upon the initial inspection. It shall thereupon become the duty of the Contractor to remove rejected item(s) from the premises without expense to the Commonwealth within fifteen (15) days after notification. Rejected item(s) left longer than fifteen (15) days will be regarded as abandoned, and the Commonwealth shall have the right to dispose of them as its own property and shall retain that portion of the proceeds of any sale which represents the Commonwealth's costs and expenses in regard to the storage and sale of the item(s). Upon notice of rejection, the Contractor shall immediately replace all such

rejected item(s) with others conforming to the specifications and which are not defective. If the Contractor fails, neglects or refuses to do so, the Commonwealth shall then have the right to procure a corresponding quantity of such item(s), and deduct from any monies due or that may thereafter become due to the Contractor, the difference between the price stated in the Contract and the cost thereof to the Commonwealth.

#### **V.15 CONTRACT-011.1a Compliance With Law (Oct 2006)**

The Contractor shall comply with all applicable federal and state laws and regulations and local ordinances in the performance of the Contract.

#### **V.16 CONTRACT-013.1 Environmental Provisions (Oct 2006)**

In the performance of the Contract, the Contractor shall minimize pollution and shall strictly comply with all applicable environmental laws and regulations, including, but not limited to: the Clean Streams Law Act of June 22, 1937 (P.L. 1987, No. 394), as amended 35 P.S. Section 691.601 et seq.; the Pennsylvania Solid Waste Management Act, Act of July 7, 1980 (P.L. 380, No. 97), as amended, 35 P.S. Section 6018.101 et seq. ; and the Dam Safety and Encroachment Act, Act of November 26, 1978 (P.L. 1375, No. 325), as amended , 32 P.S. Section 693.1.

#### **V.17 CONTRACT-014.1 Post-Consumer Recycled Content (June 2016)**

Except as specifically waived by the Department of General Services in writing, any products which are provided to the Commonwealth as a part of the performance of the Contract must meet the minimum percentage levels for total recycled content as specified by the Environmental Protection Agency in its Comprehensive Procurement Guidelines, which can be found at <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program> .

#### **V.18 CONTRACT-014.3 Recycled Content Enforcement (February 2012)**

The Contractor may be required, after delivery of the Contract item(s), to provide the Commonwealth with documentary evidence that the item(s) was in fact produced with the required minimum percentage of post-consumer and recovered material content.

#### **V.19 CONTRACT-015.1 Compensation (Oct 2006)**

The Contractor shall be required to furnish the awarded item(s) at the price(s) quoted in the Purchase Order. All item(s) shall be delivered within the time period(s) specified in the Purchase Order. The Contractor shall be compensated only for item(s) that are delivered and accepted by the Commonwealth.

#### **V.20 CONTRACT-015.1A Compensation/Expenses (Oct 2013)**

The Contractor shall be required to perform the specified services at the price(s) quoted in the Contract. All services shall be performed within the time period(s) specified in the Contract. The Contractor shall be compensated only for work performed to the satisfaction of the Commonwealth. The Contractor shall not be allowed or paid travel or per diem expenses except as specifically set forth in the Contract.

#### **V.21 CONTRACT-015.2 Billing Requirements (February 2012)**

Unless the Contractor has been authorized by the Commonwealth for Evaluated Receipt Settlement or Vendor Self-Invoicing , the Contractor shall include in all of its invoices the following minimum information:

- Vendor name and "Remit to" address, including SAP Vendor number;

- Bank routing information, if ACH;
- SAP Purchase Order number;
- Delivery Address, including name of Commonwealth agency;
- Description of the supplies/services delivered in accordance with SAP Purchase Order (include purchase order line number if possible);
- Quantity provided;
- Unit price;
- Price extension;
- Total price; and
- Delivery date of supplies or services.

If an invoice does not contain the minimum information set forth in this paragraph, the Commonwealth may return the invoice as improper. If the Commonwealth returns an invoice as improper, the time for processing a payment will be suspended until the Commonwealth receives a correct invoice. The Contractor may not receive payment until the Commonwealth has received a correct invoice.

Contractors are required to establish separate billing accounts with each using agency and invoice them directly. Each invoice shall be itemized with adequate detail and match the line item on the Purchase Order. In no instance shall any payment be made for services to the Contractor that are not in accordance with the prices on the Purchase Order, the Contract, updated price lists or any discounts negotiated by the purchasing agency.

#### **V.22 CONTRACT-016.1 Payment (Oct 2006)**

- a. The Commonwealth shall put forth reasonable efforts to make payment by the required payment date. The required payment date is: (a) the date on which payment is due under the terms of the Contract; (b) thirty (30) days after a proper invoice actually is received at the "Bill To" address if a date on which payment is due is not specified in the Contract (a "proper" invoice is not received until the Commonwealth accepts the service as satisfactorily performed); or (c) the payment date specified on the invoice if later than the dates established by (a) and (b) above. Payment may be delayed if the payment amount on an invoice is not based upon the price(s) as stated in the Contract. If any payment is not made within fifteen (15) days after the required payment date, the Commonwealth may pay interest as determined by the Secretary of Budget in accordance with Act No. 266 of 1982 and regulations promulgated pursuant thereto. Payment should not be construed by the Contractor as acceptance of the service performed by the Contractor. The Commonwealth reserves the right to conduct further testing and inspection after payment, but within a reasonable time after performance, and to reject the service if such post payment testing or inspection discloses a defect or a failure to meet specifications. The Contractor agrees that the Commonwealth may set off the amount of any state tax liability or other obligation of the Contractor or its subsidiaries to the Commonwealth against any payments due the Contractor under any contract with the Commonwealth.
- b. The Commonwealth shall have the option of using the Commonwealth purchasing card to make purchases under the Contract or Purchase Order. The Commonwealth's purchasing card is similar to a credit card in that there will be a small fee which the Contractor will be required to pay and the Contractor will receive payment directly from the card issuer rather than the Commonwealth. Any and all fees related to this type of payment are the responsibility of the Contractor. In no case will the Commonwealth allow increases in prices to offset credit card fees paid by the Contractor or any other charges incurred by the Contractor, unless specifically stated in the terms of the Contract or Purchase Order.

#### **V.23 CONTRACT-016.2 ACH Payments (Aug 2007)**

- a. The Commonwealth will make contract payments through the Automated Clearing House (ACH). Within 10 days of award of the contract or purchase order, the contractor must submit or must have already submitted their ACH information within their user profile in the Commonwealth's procurement system (SRM).
- b. The contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the Commonwealth of Pennsylvania's ACH remittance advice to enable the contractor to properly apply the state agency's payment to the invoice submitted.

c. It is the responsibility of the contractor to ensure that the ACH information contained in SRM is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.

#### **V.24 CONTRACT-017.1 Taxes (Dec 5 2006)**

The Commonwealth is exempt from all excise taxes imposed by the Internal Revenue Service and has accordingly registered with the Internal Revenue Service to make tax free purchases under Registration No. 23-23740001-K. With the exception of purchases of the following items, no exemption certificates are required and none will be issued: undyed diesel fuel, tires, trucks, gas guzzler emergency vehicles, and sports fishing equipment. The Commonwealth is also exempt from Pennsylvania state sales tax, local sales tax, public transportation assistance taxes and fees and vehicle rental tax. The Department of Revenue regulations provide that exemption certificates are not required for sales made to governmental entities and none will be issued. Nothing in this paragraph is meant to exempt a construction contractor from the payment of any of these taxes or fees which are required to be paid with respect to the purchase, use, rental, or lease of tangible personal property or taxable services used or transferred in connection with the performance of a construction contract.

#### **V.25 CONTRACT-018.1 Assignment of Antitrust Claims (Oct 2006)**

The Contractor and the Commonwealth recognize that in actual economic practice, overcharges by the Contractor's suppliers resulting from violations of state or federal antitrust laws are in fact borne by the Commonwealth. As part of the consideration for the award of the Contract, and intending to be legally bound, the Contractor assigns to the Commonwealth all right, title and interest in and to any claims the Contractor now has, or may acquire, under state or federal antitrust laws relating to the products and services which are the subject of this Contract.

#### **V.26 CONTRACT-019.1 Hold Harmless Provision (Nov 30 2006)**

- a. The Contractor shall hold the Commonwealth harmless from and indemnify the Commonwealth against any and all third party claims, demands and actions based upon or arising out of any activities performed by the Contractor and its employees and agents under this Contract, provided the Commonwealth gives Contractor prompt notice of any such claim of which it learns. Pursuant to the Commonwealth Attorneys Act (71 P.S. Section 732-101, et seq.), the Office of Attorney General (OAG) has the sole authority to represent the Commonwealth in actions brought against the Commonwealth. The OAG may, however, in its sole discretion and under such terms as it deems appropriate, delegate its right of defense. If OAG delegates the defense to the Contractor, the Commonwealth will cooperate with all reasonable requests of Contractor made in the defense of such suits.
- b. Notwithstanding the above, neither party shall enter into any settlement without the other party's written consent, which shall not be unreasonably withheld. The Commonwealth may, in its sole discretion, allow the Contractor to control the defense and any related settlement negotiations.

#### **V.27 CONTRACT-020.1 Audit Provisions (Oct 2006)**

The Commonwealth shall have the right, at reasonable times and at a site designated by the Commonwealth, to audit the books, documents and records of the Contractor to the extent that the books, documents and records relate to costs or pricing data for the Contract. The Contractor agrees to maintain records which will support the prices charged and costs incurred for the Contract. The Contractor shall preserve books, documents, and records that relate to costs or pricing data for the Contract for a period of three (3) years from date of final payment. The Contractor shall give full and free access to all records to the Commonwealth and/or their authorized representatives.

#### **V.28 CONTRACT-021.1 Default (Oct 2013)**

- a. The Commonwealth may, subject to the Force Majeure provisions of this Contract, and in addition to its other

rights under the Contract, declare the Contractor in default by written notice thereof to the Contractor, and terminate (as provided in the Termination Provisions of this Contract) the whole or any part of this Contract or any Purchase Order for any of the following reasons:

- 1) Failure to begin work within the time specified in the Contract or Purchase Order or as otherwise specified;
- 2) Failure to perform the work with sufficient labor, equipment, or material to ensure the completion of the specified work in accordance with the Contract or Purchase Order terms;
- 3) Unsatisfactory performance of the work;
- 4) Failure to deliver the awarded item(s) within the time specified in the Contract or Purchase Order or as otherwise specified;
- 5) Improper delivery;
- 6) Failure to provide an item(s) which is in conformance with the specifications referenced in the Contract or Purchase Order;
- 7) Delivery of a defective item;
- 8) Failure or refusal to remove material, or remove and replace any work rejected as defective or unsatisfactory;
- 9) Discontinuance of work without approval;
- 10) Failure to resume work, which has been discontinued, within a reasonable time after notice to do so;
- 11) Insolvency or bankruptcy;
- 12) Assignment made for the benefit of creditors;
- 13) Failure or refusal within 10 days after written notice by the Contracting Officer, to make payment or show cause why payment should not be made, of any amounts due for materials furnished, labor supplied or performed, for equipment rentals, or for utility services rendered;
- 14) Failure to protect, to repair, or to make good any damage or injury to property;
- 15) Breach of any provision of the Contract;
- 16) Failure to comply with representations made in the Contractor's bid/proposal; or
- 17) Failure to comply with applicable industry standards, customs, and practice.

b. In the event that the Commonwealth terminates this Contract or any Purchase Order in whole or in part as provided in Subparagraph a. above, the Commonwealth may procure, upon such terms and in such manner as it determines, items similar or identical to those so terminated, and the Contractor shall be liable to the Commonwealth for any reasonable excess costs for such similar or identical items included within the terminated part of the Contract or Purchase Order.

c. If the Contract or a Purchase Order is terminated as provided in Subparagraph a. above, the Commonwealth, in addition to any other rights provided in this paragraph, may require the Contractor to transfer title and deliver immediately to the Commonwealth in the manner and to the extent directed by the Contracting Officer, such partially completed items, including, where applicable, reports, working papers and other documentation, as the Contractor has specifically produced or specifically acquired for the performance of such part of the Contract or Purchase Order as has been terminated. Except as provided below, payment for completed work accepted by the Commonwealth shall be at the Contract price. Except as provided below, payment for partially completed items including, where applicable, reports and working papers, delivered to and accepted by the Commonwealth shall be in an amount agreed upon by the Contractor and Contracting Officer. The Commonwealth may withhold from



amounts otherwise due the Contractor for such completed or partially completed works, such sum as the Contracting Officer determines to be necessary to protect the Commonwealth against loss.

d. The rights and remedies of the Commonwealth provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

e. The Commonwealth's failure to exercise any rights or remedies provided in this paragraph shall not be construed to be a waiver by the Commonwealth of its rights and remedies in regard to the event of default or any succeeding event of default.

f. Following exhaustion of the Contractor's administrative remedies as set forth in the Contract Controversies Provision of the Contract, the Contractor's exclusive remedy shall be to seek damages in the Board of Claims.

#### **V.29 CONTRACT-022.1 Force Majeure (Oct 2006)**

Neither party will incur any liability to the other if its performance of any obligation under this Contract is prevented or delayed by causes beyond its control and without the fault or negligence of either party. Causes beyond a party's control may include, but aren't limited to, acts of God or war, changes in controlling law, regulations, orders or the requirements of any governmental entity, severe weather conditions, civil disorders, natural disasters, fire, epidemics and quarantines, general strikes throughout the trade, and freight embargoes.

The Contractor shall notify the Commonwealth orally within five (5) days and in writing within ten (10) days of the date on which the Contractor becomes aware, or should have reasonably become aware, that such cause would prevent or delay its performance. Such notification shall (i) describe fully such cause(s) and its effect on performance, (ii) state whether performance under the contract is prevented or delayed and (iii) if performance is delayed, state a reasonable estimate of the duration of the delay. The Contractor shall have the burden of proving that such cause(s) delayed or prevented its performance despite its diligent efforts to perform and shall produce such supporting documentation as the Commonwealth may reasonably request. After receipt of such notification, the Commonwealth may elect to cancel the Contract, cancel the Purchase Order, or to extend the time for performance as reasonably necessary to compensate for the Contractor's delay.

In the event of a declared emergency by competent governmental authorities, the Commonwealth by notice to the Contractor, may suspend all or a portion of the Contract or Purchase Order.

#### **V.30 CONTRACT-023.1a Termination Provisions (Oct 2013)**

The Commonwealth has the right to terminate this Contract or any Purchase Order for any of the following reasons. Termination shall be effective upon written notice to the Contractor.

a. **TERMINATION FOR CONVENIENCE:** The Commonwealth shall have the right to terminate the Contract or a Purchase Order for its convenience if the Commonwealth determines termination to be in its best interest. The Contractor shall be paid for work satisfactorily completed prior to the effective date of the termination, but in no event shall the Contractor be entitled to recover loss of profits.

b. **NON-APPROPRIATION:** The Commonwealth's obligation to make payments during any Commonwealth fiscal year succeeding the current fiscal year shall be subject to availability and appropriation of funds. When funds (state and/or federal) are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year period, the Commonwealth shall have the right to terminate the Contract or a Purchase Order. The Contractor shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the supplies or services delivered under the Contract. Such reimbursement shall not include loss of profit, loss of use of money, or administrative or overhead costs. The reimbursement amount may be paid from any appropriations available for that purpose.

c. **TERMINATION FOR CAUSE:** The Commonwealth shall have the right to terminate the Contract or a Purchase Order for Contractor default under the Default Clause upon written notice to the Contractor. The Commonwealth shall also have the right, upon written notice to the Contractor, to terminate the Contract or a Purchase Order for other cause as specified in the Contract or by law. If it is later determined that the

Commonwealth erred in terminating the Contract or a Purchase Order for cause, then, at the Commonwealth's discretion, the Contract or Purchase Order shall be deemed to have been terminated for convenience under the Subparagraph a.

### **V.31 CONTRACT-024.1 Contract Controversies (Oct 2011)**

- a. In the event of a controversy or claim arising from the Contract, the Contractor must, within six months after the cause of action accrues, file a written claim with the contracting officer for a determination. The claim shall state all grounds upon which the Contractor asserts a controversy exists. If the Contractor fails to file a claim or files an untimely claim, the Contractor is deemed to have waived its right to assert a claim in any forum. At the time the claim is filed, or within sixty (60) days thereafter, either party may request mediation through the Commonwealth Office of General Counsel Dispute Resolution Program.
- b. If the Contractor or the contracting officer requests mediation and the other party agrees, the contracting officer shall promptly make arrangements for mediation. Mediation shall be scheduled so as to not delay the issuance of the final determination beyond the required 120 days after receipt of the claim if mediation is unsuccessful. If mediation is not agreed to or if resolution is not reached through mediation, the contracting officer shall review timely-filed claims and issue a final determination, in writing, regarding the claim. The final determination shall be issued within 120 days of the receipt of the claim, unless extended by consent of the contracting officer and the Contractor. The contracting officer shall send his/her written determination to the Contractor. If the contracting officer fails to issue a final determination within the 120 days (unless extended by consent of the parties), the claim shall be deemed denied. The contracting officer's determination shall be the final order of the purchasing agency.
- c. Within fifteen (15) days of the mailing date of the determination denying a claim or within 135 days of filing a claim if, no extension is agreed to by the parties, whichever occurs first, the Contractor may file a statement of claim with the Commonwealth Board of Claims. Pending a final judicial resolution of a controversy or claim, the Contractor shall proceed diligently with the performance of the Contract in a manner consistent with the determination of the contracting officer and the Commonwealth shall compensate the Contractor pursuant to the terms of the Contract.

### **V.32 CONTRACT-025.1 Assignability and Subcontracting (Oct 2013)**

- a. Subject to the terms and conditions of this paragraph, this Contract shall be binding upon the parties and their respective successors and assigns.
- b. The Contractor shall not subcontract with any person or entity to perform all or any part of the work to be performed under this Contract without the prior written consent of the Contracting Officer, which consent may be withheld at the sole and absolute discretion of the Contracting Officer.
- c. The Contractor may not assign, in whole or in part, this Contract or its rights, duties, obligations, or responsibilities hereunder without the prior written consent of the Contracting Officer, which consent may be withheld at the sole and absolute discretion of the Contracting Officer.
- d. Notwithstanding the foregoing, the Contractor may, without the consent of the Contracting Officer, assign its rights to payment to be received under the Contract, provided that the Contractor provides written notice of such assignment to the Contracting Officer together with a written acknowledgement from the assignee that any such payments are subject to all of the terms and conditions of this Contract.
- e. For the purposes of this Contract, the term "assign" shall include, but shall not be limited to, the sale, gift, assignment, pledge, or other transfer of any ownership interest in the Contractor provided, however, that the term shall not apply to the sale or other transfer of stock of a publicly traded company.
- f. Any assignment consented to by the Contracting Officer shall be evidenced by a written assignment agreement executed by the Contractor and its assignee in which the assignee agrees to be legally bound by all of the terms and conditions of the Contract and to assume the duties, obligations, and responsibilities being assigned.

g. A change of name by the Contractor, following which the Contractor's federal identification number remains unchanged, shall not be considered to be an assignment hereunder. The Contractor shall give the Contracting Officer written notice of any such change of name.

### **V.33 CONTRACT-026.1 Other Contractors (Oct 2006)**

The Commonwealth may undertake or award other contracts for additional or related work, and the Contractor shall fully cooperate with other contractors and Commonwealth employees, and coordinate its work with such additional work as may be required. The Contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or by Commonwealth employees. This paragraph shall be included in the Contracts of all contractors with which this Contractor will be required to cooperate. The Commonwealth shall equitably enforce this paragraph as to all contractors to prevent the imposition of unreasonable burdens on any contractor.

### **V.34 CONTRACT-027.1 Nondiscrimination/Sexual Harassment Clause (March 2015)**

The Contractor agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the contract or any subcontract, the Contractor, each subcontractor, or any person acting on behalf of the Contractor or subcontractor shall not discriminate in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable federal laws against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
2. Neither the Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate in violation of the PHRA and applicable federal laws against or intimidate any employee involved in the manufacture of supplies, the performance of work, or any other activity required under the contract.
3. The Contractor and each subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the contract services are performed shall satisfy this requirement.
4. The Contractor and each subcontractor shall not discriminate in violation of PHRA and applicable federal laws against any subcontractor or supplier who is qualified to perform the work to which the contract relates.
5. The Contractor and each subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Contractor and each subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers subject to *Title VII of the Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Contractor and each subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the contracting agency and the Bureau of Small Business Opportunities (BSBO), for purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause.
6. The Contractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract so that those provisions applicable to subcontractors will be binding upon each subcontractor.
7. The Contractor's and each subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Contractor and each

subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the contract, it becomes aware of any actions or occurrences that would result in violation of these provisions.

8. The Commonwealth may cancel or terminate the contract and all money due or to become due under the contract may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the agency may proceed with debarment or suspension and may place the Contractor in the Contractor Responsibility File.

### **V.35 CONTRACT-028.1 Contractor Integrity Provisions (January 2015)**

It is essential that those who seek to contract with the Commonwealth of Pennsylvania ("Commonwealth") observe high standards of honesty and integrity. They must conduct themselves in a manner that fosters public confidence in the integrity of the Commonwealth contracting and procurement process.

**1. DEFINITIONS.** For purposes of these Contractor Integrity Provisions, the following terms shall have the meanings found in this Section:

**a. "Affiliate"** means two or more entities where (a) a parent entity owns more than fifty percent of the voting stock of each of the entities; or (b) a common shareholder or group of shareholders owns more than fifty percent of the voting stock of each of the entities; or (c) the entities have a common proprietor or general partner.

**b. "Consent"** means written permission signed by a duly authorized officer or employee of the Commonwealth, provided that where the material facts have been disclosed, in writing, by prequalification, bid, proposal, or contractual terms, the Commonwealth shall be deemed to have consented by virtue of the execution of this contract.

**c. "Contractor"** means the individual or entity, that has entered into this contract with the Commonwealth.

**d. "Contractor Related Parties"** means any affiliates of the Contractor and the Contractor's executive officers, Pennsylvania officers and directors, or owners of 5 percent or more interest in the Contractor.

**e. "Financial Interest"** means either:

(1) Ownership of more than a five percent interest in any business; or

(2) Holding a position as an officer, director, trustee, partner, employee, or holding any position of management.

**f. "Gratuity"** means tendering, giving, or providing anything of more than nominal monetary value including, but not limited to, cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. The exceptions set forth in the *Governor's Code of Conduct, Executive Order 1980-18, the 4 Pa. Code §7.153(b)*, shall apply.

**g. "Non-bid Basis"** means a contract awarded or executed by the Commonwealth with Contractor without seeking bids or proposals from any other potential bidder or offeror.

**2.** In furtherance of this policy, Contractor agrees to the following:

**a.** Contractor shall maintain the highest standards of honesty and integrity during the performance of this contract and shall take no action in violation of state or federal laws or regulations or any other applicable laws or regulations, or other requirements applicable to Contractor or that govern contracting or procurement with the Commonwealth.

**b.** Contractor shall establish and implement a written business integrity policy, which includes, at a minimum, the requirements of these provisions as they relate to the Contractor activity with the Commonwealth and Commonwealth employees and which is made known to all Contractor employees. Posting these Contractor Integrity Provisions conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the contract services are performed shall satisfy this requirement.

**c.** Contractor, its affiliates, agents, employees and anyone in privity with Contractor shall not accept, agree to give,

offer, confer or agree to confer or promise to confer, directly or indirectly, any gratuity or pecuniary benefit to any person, or to influence or attempt to influence any person in violation of any federal or state law, regulation, executive order of the Governor of Pennsylvania, statement of policy, management directive or any other published standard of the Commonwealth in connection with performance of work under this contract, except as provided in this contract.

**d.** Contractor shall not have a financial interest in any other contractor, subcontractor, or supplier providing services, labor or material under this contract, unless the financial interest is disclosed to the Commonwealth in writing and the Commonwealth consents to Contractor's financial interest prior to Commonwealth execution of the contract. Contractor shall disclose the financial interest to the Commonwealth at the time of bid or proposal submission, or if no bids or proposals are solicited, no later than the Contractor's submission of the contract signed by Contractor.

**e.** Contractor certifies to the best of its knowledge and belief that within the last five (5) years Contractor or Contractor Related Parties have not:

- (1) been indicted or convicted of a crime involving moral turpitude or business honesty or integrity in any jurisdiction;
- (2) been suspended, debarred or otherwise disqualified from entering into any contract with any governmental agency;
- (3) had any business license or professional license suspended or revoked;
- (4) had any sanction or finding of fact imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement, misrepresentation or anti-trust; and
- (5) been, and is not currently, the subject of a criminal investigation by any federal, state or local prosecuting or investigative agency and/or civil anti-trust investigation by any federal, state or local prosecuting or investigative agency.

If Contractor cannot so certify to the above, then it must submit along with its bid, proposal or contract a written explanation of why such certification cannot be made and the Commonwealth will determine whether a contract may be entered into with the Contractor. The Contractor's obligation pursuant to this certification is ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to immediately notify the Commonwealth in writing if at any time during the term of the contract it becomes aware of any event which would cause the Contractor's certification or explanation to change. Contractor acknowledges that the Commonwealth may, in its sole discretion, terminate the contract for cause if it learns that any of the certifications made herein are currently false due to intervening factual circumstances or were false or should have been known to be false when entering into the contract.

**f.** Contractor shall comply with the requirements of the *Lobbying Disclosure Act (65 Pa.C.S. §13A01 et seq.)* regardless of the method of award. If this contract was awarded on a Non-bid Basis, Contractor must also comply with the requirements of the *Section 1641 of the Pennsylvania Election Code (25 P.S. §3260a)*.

**g.** When contractor has reason to believe that any breach of ethical standards as set forth in law, the Governor's Code of Conduct, or these Contractor Integrity Provisions has occurred or may occur, including but not limited to contact by a Commonwealth officer or employee which, if acted upon, would violate such ethical standards, Contractor shall immediately notify the Commonwealth contracting officer or the Office of the State Inspector General in writing.

**h.** Contractor, by submission of its bid or proposal and/or execution of this contract and by the submission of any bills, invoices or requests for payment pursuant to the contract, certifies and represents that is has not violated any of these Contractor Integrity Provisions in connection with the submission of the bid or proposal, during any contract negotiations or during the term of the contract, to include any extensions thereof. Contractor shall immediately notify the Commonwealth in writing of any actions for occurrences that would result in a violation of these Contractor Integrity Provisions. Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of the State Inspector General for investigations of the Contractor's compliance

with the terms of this or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the Contractor. Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.

**i.** Contractor shall cooperate with the Office of the State Inspector General in its investigation of any alleged Commonwealth agency or employee breach of ethical standards and any alleged Contractor non-compliance with these Contractor Integrity Provisions. Contractor agrees to make identified Contractor employees available for interviews at reasonable times and places. Contractor, upon the inquiry or request of an Inspector General, shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Office of the State Inspector General to Contractor's integrity and compliance with these provisions. Such information may include, but shall not be limited to, Contractor's business or financial records, documents or files of any type or form that refer to or concern this contract. Contractor shall incorporate this paragraph in any agreement, contract or subcontract it enters into in the course of the performance of this contract/agreement solely for the purpose of obtaining subcontractor compliance with this provision. The incorporation of this provision in a subcontract shall not create privity of contract between the Commonwealth and any such subcontractor, and no third party beneficiaries shall be created thereby.

**j.** For violation of any of these Contractor Integrity Provisions, the Commonwealth may terminate this and any other contract with Contractor, claim liquidated damages in an amount equal to the value of anything received in breach of these Provisions, claim damages for all additional costs and expenses incurred in obtaining another contractor to complete performance under this contract, and debar and suspend Contractor from doing business with the Commonwealth. These rights and remedies are cumulative, and the use or non-use of any one shall not preclude the use of all or any other. These rights and remedies are in addition to those the Commonwealth may have under law, statute, regulation or otherwise.

### **V.36 CONTRACT-029.1 Contractor Responsibility Provisions (Nov 2010)**

For the purpose of these provisions, the term contractor is defined as any person, including, but not limited to, a bidder, offeror, loan recipient, grantee or lessor, who has furnished or performed or seeks to furnish or perform, goods, supplies, services, leased space, construction or other activity, under a contract, grant, lease, purchase order or reimbursement agreement with the Commonwealth of Pennsylvania (Commonwealth). The term contractor includes a permittee, licensee, or any agency, political subdivision, instrumentality, public authority, or other public entity in the Commonwealth.

**1.** The Contractor certifies, in writing, for itself and its subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this Bid/Contract, that neither the Contractor, nor any such subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot so certify, then it agrees to submit, along with its Bid/Contract, a written explanation of why such certification cannot be made.

**2.** The Contractor also certifies, in writing, that as of the date of its execution of this Bid/Contract it has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal if such liabilities or obligations exist, or is subject to a duly approved deferred payment plan if such liabilities exist.

**3.** The Contractor's obligations pursuant to these provisions are ongoing from and after the effective date of the Contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to inform the Commonwealth if, at any time during the term of the Contract, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or, to the best knowledge of the Contractor, any of its subcontractors are suspended or debarred by the Commonwealth, the federal government, or any other state or governmental entity. Such notification shall be made within 15 days of the date of suspension or debarment.

**4.** The failure of the Contractor to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the federal government shall constitute an event of default of the Contract with the Commonwealth.

5. The Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the contractor. Such costs shall include, but shall not be limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.

6. The Contractor may obtain a current list of suspended and debarred Commonwealth contractors by either searching the Internet at <http://www.dgs.state.pa.us/> or contacting the:

Department of General Services  
Office of Chief Counsel  
603 North Office Building  
Harrisburg, PA 17125  
Telephone No: (717) 783-6472  
FAX No: (717) 787-9138

#### **V.37 CONTRACT-030.1 Americans with Disabilities Act (Oct 2006)**

- a. Pursuant to federal regulations promulgated under the authority of The Americans With Disabilities Act, 28 C.F.R. Section 35.101 et seq., the Contractor understands and agrees that it shall not cause any individual with a disability to be excluded from participation in this Contract or from activities provided for under this Contract on the basis of the disability. As a condition of accepting this contract, the Contractor agrees to comply with the "General Prohibitions Against Discrimination," 28 C.F.R. Section 35.130, and all other regulations promulgated under Title II of The Americans With Disabilities Act which are applicable to all benefits, services, programs, and activities provided by the Commonwealth of Pennsylvania through contracts with outside contractors.
- b. The Contractor shall be responsible for and agrees to indemnify and hold harmless the Commonwealth of Pennsylvania from all losses, damages, expenses, claims, demands, suits, and actions brought by any party against the Commonwealth of Pennsylvania as a result of the Contractor's failure to comply with the provisions of Subparagraph a. above.

#### **V.38 CONTRACT-032.1 Covenant Against Contingent Fees (Oct 2006)**

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the Commonwealth shall have the right to terminate the Contract without liability or in its discretion to deduct from the Contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

#### **V.39 CONTRACT-033.1 Applicable Law (Oct 2006)**

This Contract shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of laws provisions) and the decisions of the Pennsylvania courts. The Contractor consents to the jurisdiction of any court of the Commonwealth of Pennsylvania and any federal courts in Pennsylvania, waiving any claim or defense that such forum is not convenient or proper. The Contractor agrees that any such court shall have in personam jurisdiction over it, and consents to service of process in any manner authorized by Pennsylvania law.

#### **V.40 CONTRACT- 034.1b Integration (Nov 30 2006)**

This Contract, including the Invitation for Bids, the Contractor's bid, all referenced documents, and any Purchase Order constitutes the entire agreement between the parties. No agent, representative, employee or officer of either the Commonwealth or the Contractor has authority to make, or has made, any statement, agreement or

representation, oral or written, in connection with the Contract, which in any way can be deemed to modify, add to or detract from, or otherwise change or alter its terms and conditions. No negotiations between the parties, nor any custom or usage, shall be permitted to modify or contradict any of the terms and conditions of the Contract. No modifications, alterations, changes, or waiver to the Contract or any of its terms shall be valid or binding unless accomplished by a written amendment signed by both parties.

#### **V.41 CONTRACT-034.2b Order of Precedence - IFB (Dec 6 2006)**

In the event there is a conflict among the documents comprising this Contract, the Commonwealth and the Contractor agree on the following order of precedence: the Contract; the IFB; and the Contractor's Bid in Response to the IFB.

#### **V.42 CONTRACT-034.3 Controlling Terms and Conditions (Aug 2011)**

The terms and conditions of this Contract shall be the exclusive terms of agreement between the Contractor and the Commonwealth. All quotations requested and received from the Contractor are for obtaining firm pricing only. Other terms and conditions or additional terms and conditions included or referenced in the Contractor's quotations, invoices, business forms, or other documentation shall not become part of the parties' agreement and shall be disregarded by the parties, unenforceable by the Contractor and not binding on the Commonwealth.

#### **V.43 CONTRACT-035.1a Changes (Oct 2006)**

The Commonwealth reserves the right to make changes at any time during the term of the Contract or any renewals or extensions thereof: 1) to increase or decrease the quantities resulting from variations between any estimated quantities in the Contract and actual quantities; 2) to make changes to the services within the scope of the Contract; 3) to notify the Contractor that the Commonwealth is exercising any Contract renewal or extension option; or 4) to modify the time of performance that does not alter the scope of the Contract to extend the completion date beyond the Expiration Date of the Contract or any renewals or extensions thereof. Any such change shall be made by the Contracting Officer by notifying the Contractor in writing. The change shall be effective as of the date of the change, unless the notification of change specifies a later effective date. Such increases, decreases, changes, or modifications will not invalidate the Contract, nor, if performance security is being furnished in conjunction with the Contract, release the security obligation. The Contractor agrees to provide the service in accordance with the change order. Any dispute by the Contractor in regard to the performance required by any notification of change shall be handled through Contract Controversies Provision.

#### **V.44 CONTRACT-036.1 Background Checks (February 2016)**

a. The Contractor must, at its expense, arrange for a background check for each of its employees, as well as the employees of any of its subcontractors, who will have access to Commonwealth facilities, either through on-site access or through remote access. Background checks are to be conducted via the Request for Criminal Record Check form and procedure found at <http://www.psp.state.pa.us/psp/lib/psp/sp4-164.pdf>. The background check must be conducted prior to initial access and on an annual basis thereafter.

b. Before the Commonwealth will permit access to the Contractor, the Contractor must provide written confirmation that the background checks have been conducted. If, at any time, it is discovered that a Contractor employee has a criminal record that includes a felony or misdemeanor involving terroristic behavior, violence, use of a lethal weapon, or breach of trust/fiduciary responsibility or which raises concerns about building, system or personal security or is otherwise job-related, the Contractor shall not assign that employee to any Commonwealth facilities, shall remove any access privileges already given to the employee and shall not permit that employee remote access unless the Commonwealth consents to the access, in writing, prior to the access. The Commonwealth may withhold its consent in its sole discretion. Failure of the Contractor to comply with the terms of this Section on more than one occasion or Contractor's failure to appropriately address any single failure to the satisfaction of the Commonwealth may result in the Contractor being deemed in default of its Contract.



c. The Commonwealth specifically reserves the right of the Commonwealth to conduct background checks over and above that described herein.

d. Access to certain Capitol Complex buildings and other state office buildings is controlled by means of card readers and secured visitors' entrances. Commonwealth contracted personnel who have regular and routine business in Commonwealth worksites may be issued a photo identification or access badge subject to the requirements of the contracting agency and DGS set forth in [Enclosure 3 of Commonwealth Management Directive 625.10 \(Amended\) Card Reader and Emergency Response Access to Certain Capitol Complex Buildings and Other State Office Buildings](#). The requirements, policy and procedures include a processing fee payable by the Contractor for contracted personnel photo identification or access badges.

**V.45 CONTRACT-037.1a Confidentiality (Oct 2013)**

(a) The Contractor agrees to protect the confidentiality of the Commonwealth's confidential information. The Commonwealth agrees to protect the confidentiality of Contractor's confidential information. In order for information to be deemed confidential, the party claiming confidentiality must designate the information as "confidential" in such a way as to give notice to the other party (notice may be communicated by describing the information, and the specifications around its use or disclosure, in the SOW). Neither party may assert that information owned by the other party is such party's confidential information. The parties agree that such confidential information shall not be copied, in whole or in part, or used or disclosed except when essential for authorized activities under this Contract and, in the case of disclosure, where the recipient of the confidential information has agreed to be bound by confidentiality requirements no less restrictive than those set forth herein. Each copy of such confidential information shall be marked by the party making the copy with any notices appearing in the original. Upon termination or cancellation of this Contract or any license granted hereunder, the receiving party will return to the disclosing party all copies of the confidential information in the receiving party's possession, other than one copy, which may be maintained for archival purposes only, and which will remain subject to this Contract's security, privacy, data retention/destruction and confidentiality provisions (all of which shall survive the expiration of this Contract). Both parties agree that a material breach of these requirements may, after failure to cure within the time frame specified in this Contract, and at the discretion of the non-breaching party, result in termination for default pursuant to the DEFAULT provision of this Contract, in addition to other remedies available to the non-breaching party.

(b) Insofar as information is not otherwise protected by law or regulation, the obligations stated in this Section do not apply to information:

- (1) already known to the recipient at the time of disclosure other than through the contractual relationship;
- (2) independently generated by the recipient and not derived by the information supplied by the disclosing party.
- (3) known or available to the public, except where such knowledge or availability is the result of unauthorized disclosure by the recipient of the proprietary information;
- (4) disclosed to the recipient without a similar restriction by a third party who has the right to make such disclosure; or
- (5) required to be disclosed by law, regulation, court order, or other legal process.

There shall be no restriction with respect to the use or disclosure of any ideas, concepts, know-how, or data processing techniques developed alone or jointly with the Commonwealth in connection with services provided to the Commonwealth under this Contract.

(c) The Contractor shall use the following process when submitting information to the Commonwealth it believes to be confidential and/or proprietary information or trade secrets:

- (1) Prepare an un-redacted version of the appropriate document, and
- (2) Prepare a redacted version of the document that redacts the information that is asserted to be confidential or proprietary information or a trade secret, and

- (3) Prepare a signed written statement that states:
- (i) the attached document contains confidential or proprietary information or trade secrets;
  - (ii) the Contractor is submitting the document in both redacted and un-redacted format in accordance with 65 P.S. § 67.707(b); and
  - (iii) the Contractor is requesting that the document be considered exempt under 65 P.S. § 67.708(b)(11) from public records requests.
- (4) Submit the two documents along with the signed written statement to the Commonwealth.

**V.46 CONTRACT-037.2a Sensitive Information (Sept 2009)**

The Contractor shall not publish or otherwise disclose, except to the Commonwealth and except matters of public record, any information or data obtained hereunder from private individuals, organizations, or public agencies, in a publication whereby the information or data furnished by or about any particular person or establishment can be identified, except with the consent of such person or establishment. The parties shall not use or disclose any information about a recipient receiving services from, or otherwise enrolled in, a Commonwealth program affected by or benefiting from services under this Contract for any purpose not connected with the parties' Contract responsibilities except with the written consent of such recipient, recipient's attorney, or recipient's parent or guardian pursuant to applicable state and federal law and regulations.

Contractor will be responsible to remediate any improper disclosure of information. Such remediation may include, but not be limited to, credit monitoring for individuals for whom information has been released and reimbursement of any costs incurred by individuals for whom information has been released. Costs for which Contractor is responsible under this paragraph are not subject to any limitation of liability set out in this Contract or Purchase Order.

**V.47 CONTRACT-037.2b Health Insurance Portability and Accountability Act (HIPAA) Compliance (Oct 2013)**

The Health Insurance Portability and Accountability Act (HIPAA) Compliance requirements are set forth in the attachments to this solicitation.

**V.48 CONTRACT-051.1 Notice (Dec 2006)**

Any written notice to any party under this Contract shall be deemed sufficient if delivered personally, or by facsimile, telecopy, electronic or digital transmission (provided such delivery is confirmed), or by a recognized overnight courier service (e.g., DHL, Federal Express, etc.) with confirmed receipt, or by certified or registered United States mail, postage prepaid, return receipt requested, and sent to following:

- a. If to the Contractor: the Contractor's address as recorded in the Commonwealth's Supplier Registration system.
- b. If to the Commonwealth: the address of the Issuing Office as set forth on the Contract.

**V.49 CONTRACT-052.1 Right to Know Law (Feb 2010)**

a. The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, ("RTKL") applies to this Contract. For the purpose of these provisions, the term "the Commonwealth" shall refer to the contracting Commonwealth agency.

b. If the Commonwealth needs the Contractor's assistance in any matter arising out of the RTKL related to this Contract, it shall notify the Contractor using the legal contact information provided in this Contract. The Contractor, at any time, may designate a different contact for such purpose upon reasonable prior written notice to the Commonwealth.

c. Upon written notification from the Commonwealth that it requires the Contractor's assistance in responding to a request under the RTKL for information related to this Contract that may be in the Contractor's possession, constituting, or alleged to constitute, a public record in accordance with the RTKL ("Requested Information"), the Contractor shall:

1. Provide the Commonwealth, within ten (10) calendar days after receipt of written notification, access to, and copies of, any document or information in the Contractor's possession arising out of this Contract that the Commonwealth reasonably believes is Requested Information and may be a public record under the RTKL; and
2. Provide such other assistance as the Commonwealth may reasonably request, in order to comply with the RTKL with respect to this Contract.

d. If the Contractor considers the Requested Information to include a request for a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, or other information that the Contractor considers exempt from production under the RTKL, the Contractor must notify the Commonwealth and provide, within seven (7) calendar days of receiving the written notification, a written statement signed by a representative of the Contractor explaining why the requested material is exempt from public disclosure under the RTKL.

e. The Commonwealth will rely upon the written statement from the Contractor in denying a RTKL request for the Requested Information unless the Commonwealth determines that the Requested Information is clearly not protected from disclosure under the RTKL. Should the Commonwealth determine that the Requested Information is clearly not exempt from disclosure, the Contractor shall provide the Requested Information within five (5) business days of receipt of written notification of the Commonwealth's determination.

f. If the Contractor fails to provide the Requested Information within the time period required by these provisions, the Contractor shall indemnify and hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result of the Contractor's failure, including any statutory damages assessed against the Commonwealth.

g. The Commonwealth will reimburse the Contractor for any costs associated with complying with these provisions only to the extent allowed under the fee schedule established by the Office of Open Records or as otherwise provided by the RTKL if the fee schedule is inapplicable.

h. The Contractor may file a legal challenge to any Commonwealth decision to release a record to the public with the Office of Open Records, or in the Pennsylvania Courts, however, the Contractor shall indemnify the Commonwealth for any legal expenses incurred by the Commonwealth as a result of such a challenge and shall hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result of the Contractor's failure, including any statutory damages assessed against the Commonwealth, regardless of the outcome of such legal challenge. As between the parties, the Contractor agrees to waive all rights or remedies that may be available to it as a result of the Commonwealth's disclosure of Requested Information pursuant to the RTKL.

i. The Contractor's duties relating to the RTKL are continuing duties that survive the expiration of this Contract and shall continue as long as the Contractor has Requested Information in its possession.

#### **V.50 CONTRACT-053.1 Enhanced Minimum Wage Provisions (July 2016)**

**1. Enhanced Minimum Wage.** Contractor/Lessor agrees to pay no less than \$10.15 per hour to its employees for all the hours worked directly performing the services called for in this Contract/Lease, and for an employee's hours performing ancillary services necessary for the performance of the contracted services or lease when such employee spends at least twenty per cent (20%) of their time performing ancillary services in a given work week.

**2. Adjustment.** Beginning January 1, 2017, and annually thereafter, Contractor/Lessor shall pay its employees described in Paragraph 1. above an amount that is no less than the amount previously in effect; increased from such amount by the annual percentage increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (United States city average, all items, not seasonally adjusted), or its successor publication as determined by the United States Bureau of Labor Statistics; and rounded to the nearest multiple of \$0.05. The applicable adjusted amount shall be published in the Pennsylvania Bulletin by March 1 of each year to be effective the following July 1.

3. **Exceptions.** These Enhanced Minimum Wage Provisions shall not apply to employees:
  - a. exempt from the minimum wage under the Minimum Wage Act of 1968;
  - b. covered by a collective bargaining agreement;
  - c. required to be paid a higher wage under another state or federal law governing the services, including the Prevailing Wage Act and Davis-Bacon Act; or
  - d. required to be paid a higher wage under any state or local policy or ordinance.
4. **Notice.** Contractor/Lessor shall post these Enhanced Minimum Wage Provisions for the entire period of the contract conspicuously in easily-accessible and well-lighted places customarily frequented by employees at or near where the contracted services are performed.
5. **Records.** Contractor/Lessor must maintain and, upon request and within the time periods requested by the Commonwealth, furnish all employment and wage records necessary to document compliance with these Enhanced Minimum Wage Provisions.
6. **Sanctions.** Failure to comply with these Enhanced Minimum Wage Provisions may result in the imposition of sanctions, which may include, but shall not be limited to, termination of the contract or lease, nonpayment, debarment or referral to the Office of General Counsel for appropriate civil or criminal referral.
7. **Subcontractors.** Contractor/Lessor shall include the provisions of these Enhanced Minimum Wage Provisions in every subcontract so that these provisions will be binding upon each subcontractor.

# 6100042747 Attachment A -Cost Submittal SWGJ

\*\*See Statement of Work for IFB Details\*\*

\*INDICATE IF RATES ARE SUBMITTED FOR HARRISBURG, NORRISTOWN OR PITTSBURGH, page 2. IF BIDDER HAS DIFFERENT RATES BASED ON LOCATION, SUBMIT COST SUBMITTAL PAGE FOR EACH GRAND JURY LOCATION.

<b>RATE SHEET</b>				
BID NUMBER: 6100042747				
Bidder Name: Premier Reporting, LLC (Linda Larson dba Premier Reporting, LLC)				
Bidder Address: 22 West Mulberry Hill Road, Carlisle, PA 17013				
SRM Supplier Number: 205402				
Bidder Contact Person: Linda Larson				
Bidder Telephone No.: 717-243-9770				
Bidder Email: linda@premierreportingllc.com				
SERVICE RATES:				
	Contract Term Present – 3/31/19	First Renewal Period 04/01/19 – 06/30/20	Second Contract Period 7/01/20 – 06/30/21	Final Contract Period 7/01/21 – 06/30/22
<b>1. ATTENDANCE FEE</b>				
PER SESSION	\$65 PER SESSION	\$65 PER SESSION	\$65 PER SESSION	\$65 PER SESSION
CANCELLATION FEE, PER SESSION	\$25 PER SESSION	\$25 PER SESSION	\$25 PER SESSION	\$25 PER SESSION
CANCELLATION NOTIFICATION, AMOUNT OF TIME REQUIRED TO AVOID CANCELLATION FEE.	4 HOUR(S)	4 HOUR(S)	4 HOUR(S)	4 HOUR(S)
<b>2. TRANSCRIPT FEES: (COST OF ORIGINAL TRANSCRIPT, INCLUDING WORD INDEX. REPORTER MUST ALSO PROVIDE ONE CONDENSED COPY, INCLUDING WORK INDEX, AT NO ADDITIONAL CHARGE)</b>				
DELIVERY <b>WITHIN TEN (10) WORKING DAYS</b> (Standard and preferred delivery practices).	\$3.25 PER PAGE	\$3.30 PER PAGE	\$3.30 PER PAGE	\$3.30 PER PAGE
DELIVERY <b>WITHIN FOUR (4) WORKING DAYS</b> (UPON REQUEST OF EXECUTIVE SECRETARY FOR THE GRAND JURY/GRAND JURY ASSISTANCE <b>ONLY</b> ).	\$4.90 PER PAGE	\$4.95 PER PAGE	\$4.95 PER PAGE	\$4.95 PER PAGE
DELIVERY <b>WITHIN ONE (1) WORKING DAY</b> (UPON REQUEST OF EXECUTIVE SECRETARY FOR THE GRAND JURY/ GRAND JURY ASSISTANT <b>ONLY</b> ).	\$6.50 PER PAGE	\$6.60 PER PAGE	\$6.60 PER PAGE	\$6.60 PER PAGE
COPYING EXHIBITS see attached	see attached PER PAGE	see attached PER PAGE	see attached PER PAGE	see attached PER PAGE
OVERNIGHT DELIVERY	\$6.50 PER PAGE	\$6.60 PER PAGE	\$6.60 PER PAGE	\$6.60 PER PAGE
ASCI II DISK (CD/DVD), FEE NOTE: ONE DISK PER DAYS SESSION TO INCLUDE MASTER AND WITNESS TRANSCRIPTS IN PDF FILE FORMAT	\$30 PER DISK	\$30 PER DISK	\$30 PER DISK	\$30 PER DISK

# 6100042747 Attachment A - Cost Submittal SWGJ

\*\*See Statement of Work for IFB DETAILS.\*\*

\*INDICATE IF RATES ARE SUBMITTED FOR HARRISBURG, NORRISTOWN OR PITTSBURGH. IF BIDDER HAS DIFFERENT RATES BASED ON LOCATION, SUBMIT COST SUBMITTAL PAGE FOR EACH GRAND JURY LOCATION.

<b>3. MISCELLANEOUS CHARGES</b> (IF APPLICABLE)				
MILEAGE (NOT TO EXCEED THE COMMONWEALTH OF PENNSYLVANIA STATE MILEAGE RATE, CURRENTLY @ 0.545/PER MILE)	54,5¢ <small>PER MILE</small>	state rate <small>PER MILE</small>	state rate <small>PER MILE</small>	state rate <small>PER MILE</small>
OTHER MISCELLANEOUS CHARGES, IF ANY (MUST BE ITEMIZED)	see attached	see attached	see attached	see attached
<b>4. ADDITIONAL COURT REPORTING SERVICES</b> (IF APPLICABLE):				
ATTENDANCE FEE FOR ADDITIONAL COURT REPORTER <b>DURING</b> THE GRAND JURY SESSION	\$65 <small>PER DAY</small>	\$65 <small>PER DAY</small>	\$65 <small>PER DAY</small>	\$65 <small>PER DAY</small>
ATTENDANCE FEE FOR ADDITIONAL COURT REPORTER WHEN THE GRAND JURY IS <b>NOT</b> IN SESSION	\$65 <small>PER DAY</small>	\$65 <small>PER DAY</small>	\$65 <small>PER DAY</small>	\$65 <small>PER DAY</small>
MILEAGE (IF APPLICABLE - NOT TO EXCEED THE COMMONWEALTH OF PENNSYLVANIA'S STATE MILEAGE RATE, CURRENTLY @ 0.545/ PER MILE)	54.5¢ <small>PER MILE</small>	state rate <small>PER MILE</small>	state rate <small>PER MILE</small>	state rate <small>PER MILE</small>
RATES APPLY TO THE FOLLOWING LOCATION: HARRISBURG <input checked="" type="checkbox"/> NORRISTOWN <input type="checkbox"/> PITTSBURGH <input type="checkbox"/>	<p><b>NOTE: PLEASE COMPLETE THE SPREADSHEET IN ITS ENTIRETY. INFORMATION LEFT BLANK <u>MAY</u> RESULT IN A REJECTION OF BID.</b></p>			

EVALUATION CRITERIA IS CALCULATED BY MULTIPLYING 250 X THE DOLLAR VALUE OF THE FOLLOWING:

- TEN (10) WORKING DAYS
- FOUR (4) WORKING DAYS
- ONE (1) WORKING DAY
- COPYING EXHIBITS
- OVERNIGHT DELIVERY
- APPEARANCE FEE - LUMP SUM
- ASCII II DISK (CD/DVD) - LUMP SUM

# PREMIER REPORTING, LLC - 2018 Miscellaneous Charges

Court Reporting Services

Solicitation 6100042747

---

EXHIBIT COPIES OR SCANS	PRICE PER PAGE
Black and White copies (8 ½ x 11)	.40
Black and White copies (legal size)	.55
Black and White copies (11 x 17)	.70
Color copies (8 ½ x 11)	\$1.50
Color copies (legal size)	\$1.65
Color copies (11 x 17)	\$1.80

---

## OTHER CHARGES

\$25 cancellation fee if canceling less than four hours before hearing or deposition

\$65 cancellation after arrival

\$125 per hour for videoconferencing

\$25 for an electronic transcript in ASCII, pdf, ptx, and/or ptz via e-mail when a paper transcript is ordered.

\$30 for a CD or flash drive with an electronic transcript in ASCII, pdf, ptx, and/or ptz when a paper transcript is ordered.

Condensed transcript is four pages per sheet.

50 cents more per page for transcription from recording or other technology

Postage billed at USPS rates

\$1.00 per page for an additional hard copy

\$1.00 per page for a rough draft with transcript order

\$60 per hour for appearance after 8 hours

If overnight accommodations are necessary, hotel and meals will be billed based on actual cost.