



Administrative Office of the Courts

Listed below are the 13th Judicial Circuit's responses to questions submitted by potential respondents to the ITN for Digital Court Reporting Transcription Service. All follow-up questions to the responses submitted by respondents who met the March 28, 2018, deadline will be added to this list and posted under the announcement section of the 13th Judicial Circuit's web site at <http://www.fljud13.org>.

Q: As to the scope of the Contract, what is the estimation in terms of minutes and/or pages which will need to be transcribed by Contractor for a one-year period? As to the scope of the Contract, has a vendor previously been responsible for substantially the same scale of transcription service and, if so, what was the average number of pages transcribed per year by the vendor?

A: Transcript page production varies depending on the volume, length, type and complexity of the proceedings conducted from fiscal year to fiscal year.

The average number of transcript pages produced during the last three (3) fiscal years (FY 2014-15, FY 2015-16 and FY 2017-18) was 58,571.

Q: Does the Hillsborough County Clerk's Office accept e-filed appeals or is it a requirement to print out and deliver the orig+2?

A: Yes. The clerk's office accepts e-filed original appellate transcripts. However, there are certain requestors of appellate transcripts that require a printed text copy of the transcript be produced and delivered.

Q: In order to estimate the transcription turnaround times, upon request of audio to produce a transcript, what is the standard turnaround time for the audio to be provided to the Contractor?

A: The estimated or standard turnaround time for the audio to be provided to the Contractor is difficult to project based on how much time is required by the Contractor to research an appellate or non-appellate transcript request and whether the audio was initially recorded on the court's current digital court reporting software platform or one its legacy systems.

Q: As to Page 15, Section titled “Manager/Supervisor Qualifications,” does a job description with identifying qualifications suffice or must the Manager/Supervisor be named in the proposal? Could the person responsible for the overall coordination and management of the Service also be the initial on-site supervisor until the Contract is fully functional and another manager/supervisor has been properly vetted and trained.

A: Section K. 2. of the ITN requires the Contractor to identify the qualifications of the person to whom the Contractor will assign the responsibility for the overall coordination and management of the Service. Additionally, the Contractor will identify a manager/supervisor who will have local on-site responsibility for the delivery of the day-to-day Service.

Without additional information as to how a Contractor plans to implement the coordination, management and delivery of the Service pursuant to the circuit’s requirements, coupled with the fact that ITN submissions are still outstanding, it is too premature to address this issue.

Q: As to Page 15, Section titled “Manager/Supervisor Qualifications,” could you clarify the sentence, “The Contractor will identify a manager/supervisor who will have local on-site responsibility for the delivery of the day-to-day Service.”? Does on-site mean in the courthouse and is that office space provided? Or what constitutes “local on-site”?

A: No. On-site does not mean in the courthouse and office space is not provided.

Contractor will identify the name of the contractor’s manager/supervisor located in Tampa, Hillsborough County, Florida who will be responsible for the delivery of the day-to-day Service.

Q: As to Page 16, Section L(a) if electronic copies are acceptable to the transcript requester and Contractor delivers electronic copies in lieu of printed copies, does the Contractor meet the requirements intended by the Court in this proposal?

A: The Contractor shall have the capability to produce and deliver transcripts in both printed text and electronic format.

Q: On page 16, Section L(a) and page 37, Attachment 2 this language is used: “even if any person tries to define it as a daily, next day, expedited, original or regular.” Are there any time requests required of the Contractor to produce transcripts in a shorter time frame than these following known situations:

- a) the standard 30 days for appeals,**
- b) 20 days for dependency appeals,**
- c) or time specific requirements on supplemental appeals from the District Court of Appeal?**

For instance is there any requirement to produce transcripts within a time frame demanded of someone who defines the request as a “daily, next day or expedited” order?

A: The language on page.16 of 38 and Attachment 2 specifically refers to the single per page rate the Court will pay for original appellate and non-appellate transcripts, regardless of whether any person requesting a transcript tries to define the request as a daily, next day, expedited or regular request. All original transcripts and copies of transcripts shall be produced and provided at a single per page rate.

Yes. If a Judge, General Magistrate, Hearing Officer, Staff Attorney, State Attorney’s Office, Public Defender’s Office, Regional Counsel’s Office or Private Court-Appointed Counsel request a daily, next day or expedited transcript, the expectation of the Thirteenth Judicial Circuit is that the contractual transcription service provider will produce the transcript within the requested time frame.

Yes. The Contractor and Contractor Personnel will give priority to appellate transcript requests as follows: Parental Notification of Abortion Act cases, Termination of Parental Rights (TPR), Juvenile Dependency cases, 3.850 cases, and felony appeals.

In addition to a), b) and c) above, the Contractor and Contractor Personnel will give priority to appellate transcription requests where delivery of an appellate transcript is specified by the Thirteenth Judicial Circuit as critical.