

## **Court Reporting Services**

### **2015 Qualified Vendor List**

**(Effective 12/22/2015 – 12/22/2018)**

Administrative Regulation 3.10 – General Procurement Procedures, page 32, clarifies the process for the use of a QVL as follows:

#### **5. The QVL Process**

A QVL is created using the RFQ process. QVLs exist throughout the City for a variety of professional service categories. Centralized QVLs that may be used by many departments will be managed by a lead department. For example, the citywide IT Professional Services QVL will be created and managed by the Information Technology Department. When using a QVL, the department/function is responsible for:

- a. Obtaining a copy of the QVL from the appropriate department/function, and a list of certified M/W/S/DBEs from the Equal Opportunity Department.
- b. Soliciting at least three written proposals from listed vendors. At least one of the proposals shall be solicited from a certified M/W/S/DBE when available. The solicitation should include the following:
  - o Project or service description
  - o Discussion of time limitations
  - o List of required qualifications, including personnel requirement, if known
  - o Department/function contact name available to answer technical questions
- c. Evaluating the proposals and selecting the offer or to provide the required professional services.
- d. Notifying all offerors once a selection has been made.

#### **Approval Statement**

Per A.R. 3.10 "Selection Procedures for Professional Services," the Acting City Attorney has reviewed the Law Department's Request for Qualifications (RFQ) process and the resulting Staff recommendation to establish a Qualified Vendor List (QVL) for Court Reporting Services as presented in this document.

Approval is therefore given for City of Phoenix departments to utilize the vendor list contained herein in accordance with the procedures in A.R. 3.10.

Approved By: Daniel L. Brown, Acting City Attorney

## Qualified Vendor List Format

This document contains information on each of the qualified vendors. Additional information supplied by each vendor is maintained in the Law Department Civil Administration Division for further reference if needed.

Contracting departments should conduct reference checks along with conflict checks at the time of selection from the list.

The qualified vendors are listed alphabetically.

## Court Reporting Services Qualified Vendor List

### All Vendors

Vendor Name	SBE/DBE	Expiration Date
Az Litigation Support LLC		
Canyon State Reporting		
Griffin & Associates LLC		
Morris-Crowe Court Reporting		
Ottmar & Associates		
Seymour Reporting Services		

**Court Reporting Services Qualified Vendors were asked to list in their proposal the areas in which they are qualified, including, but not limited to:**

- The ability to provide services on both a scheduled and unscheduled basis.
- Standard Certification or Provisional Standard Certification in compliance with Code Section 7-206 and 7-201.
- The capability to provide condensed transcripts with keyword index.
- Civil depositions
- Criminal depositions
- Highly complex expert witness testimony
- Courtroom transcription
- Cases involving City of Phoenix departments, commissions, boards and agencies

It was communicated to the firms in the RFQ that a contract does not guarantee that any case or any minimum number of cases will be assigned to any particular firm.

For copies of submittals received during the RFQ process, please contact the Law Department at 602-495-3688.