

Attachment 3

SAMPLE COURT REPORTING WORK ORDER

Date: _____

Contract Number: _____

Order Number: _____

Services Required:

Time, Place and Duration of Services:

Special Packaging or Shipping Requirements (if any):

USAO Designated Authorized Individual

Contractor
I hereby accept the services requested.

Attachment 4

RFQ Check List - SOLICITATION #15JA0523Q00000015

This check list is provided to assist Offerors prepare a complete quote.

Does the quote have the Offeror's SAM Unique Identifier and Tax ID # on the SF1449 or on a Cover Page?	
Please read EOUSA AI-10-1E and understand that any GJ material (regardless of media type) shall not be disposed of or otherwise stored without the express written direction and authorization of the COR/USAO. Further, GJ contactors must notify the CO/USAO immediately of any intention to record any GJ proceedings and obtain written approval of the recording equipment to be used prior to commencing the recording.	
Volume I – Sub-Factor a. Resumes of all prospective key personnel along with up to 2 professional references for each proposed person. Offeror must propose a minimum # court reporters depending upon location. The Contractor shall also submit a full list of ALL contractor personnel that will have access to grand jury material (proofreader, office manager etc.).	
Volume I – Sub-Factor b. Not to exceed two pages. Specifically address the type of recording method/equipment information being proposed and knowledge/implementation of Grand Jury security measures and staffing accessibility.	
Volume II - Organizational Past Performance references for work within the last 3 years of the Solicitation Issue Date. Older references will be accepted, but considered less relevant.	
Are you registered in SAM (System for Award Management)? In order to be eligible for award, the Offeror must be active in SAM at the time of quotation submission. There is a 7-10 business day processing period for new registrants. Registration is free. https://sam.gov/content/home	
Is FAR 52.212-3 Offeror Representations and Certifications Commercial Items (Nov 2015) completed online in sam.gov? If not, please submit response with the quote. · SAM registered Offerors shall only complete only paragraphs (b) of this provision. · If an Offeror has not completed the annual representations and certifications electronically in SAM, the Offeror shall complete only paragraphs (c) through (o) of this provision.	
Is FAR 52.209-7 Information Regarding Responsibility Matters (Jul 2013) completed online in sam.gov? If not, please submit response with the quote. The Offeror shall provide the response to 52.209-7(b).	
Is FAR 52.209-5 Certification Regarding Responsibility Matters (Oct 2015) completed online in sam.gov?	
Is FAR 52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment completed online in sam.gov? Offerors shall complete paragraph (d), questions (1) and (2).	

Attachment 5

EOUSA AI-10-1E Federal Grand Jury Court Reporter Security Review Checklist

Security Clause Paragraph	Essential Security Requirements	Compliant	Noncompliant
1d	APPROVED PERSONNEL. A list of the Contractor's employees, including any sub-contractors, has been provided to the Government and maintained by the Contractor listing who will have physical access to GJ approved devices, data, and information.		
1f	SUB-CONTRACTORS. The Contractor has ensured that any sub-contractors, including proofreading services, comply with the security requirements of the contract and have been approved by the Government.		
2d	BACKGROUND INVESTIGATION. All persons performing work under the contract have complied with and been the subject of a favorably adjudicated background investigation by the Government.		
3a	APPROVED ROOM. The room where GJ material is processed and stored has been approved by the Government.		
3c	PROTECTING INFORMATION. GJ material is protected against unauthorized disclosure and viewing by other tenants, co-business, unauthorized employees, customers, family, friends, etc.		
3d	APPROVED DOOR AND LOCK. The door (or doors) to the room where GJ material will be processed and stored is equipped with a lock approved by the Government.		
3d	RESTRICTING ACCESS. The Contractor ensures that no one is allowed unsupervised and/or unrestricted access to the space where the GJ material is stored unless approved by the Government.		
3d 3f	KEYS AND ACCESS CODES. Any and all key(s) or access code(s) and alarm code(s) to the location where GJ material is processed or stored is limited to individuals specifically identified and approved by the Government.		
3f	ALARM MONITORING. The room approved by the Government for storage of GJ material is alarmed and externally monitored by a professional security service approved by the Government.		
3f	ALARM ACTIVITY REPORTS. Alarm activity reports are provided to the Government quarterly (3 consecutive months since time of award) reflecting monitoring service and activity.		
3f	ALARM ACTIVATION/DEACTIVATION. The alarm is activated and deactivated consistently and as required by the Government.		

Attachment 5, cont.

3f	ALARM TEST. The alarm system is tested at least once per year to ensure it is functioning properly and the desired response occurs.		
3g	STORAGE CONTAINER. GJ material including notes, drafts, final documents, storage media, etc., are stored inside a USAO-approved storage container.		
3g	STORAGE CONTAINER COMBINATIONS. Safe combinations to approved storage containers securing GJ material are changed at least annually, when a person who has knowledge of the combination leaves, or when a combination is or may have been compromised.		
4	APPROVED COMPUTERS. Administrative controls over all devices and settings is restricted and approved by the Government.		
4a	MARKING DEVICES AND MEDIA. All devices and removable media used for GJ are approved for use by the Government and clearly marked (or labeled) as containing GJ material.		
4c	SHARING COMPUTERS/STORAGE MEDIA. All shared information technology and storage media is deleted before the device or media is shared unless approved by the Government.		
5	DESTROYING MATERIAL. The Contractor ensures that all GJ materials (include notes, draft, finals in either paper or electronic format) are destroyed or disposed of in a manner approved by the Government.		
7b-d	PACKAGING/TRANSPORTING/SHIPPING MATERIALS. The Contractor ensures that all GJ materials are properly packaged, marked, transported, coordinated with, and couriered or shipped to the Government as prescribed in the Contract.		
10a	REPORTING INCIDENTS. The Contractor is prepared to report any incident or situation which places the GJ information at risk.		

Additional Comments/Observations/Concerns:

Attachment 6

Government Review

I certify that I have reviewed the facility and their security procedures as outlined in the contract. The results of my review indicated there are: (Select only one)

- No security concerns were identified during my review. The Contractor as well as any sub-contractors sufficiently maintain the security requirements outlined in the contract.
- Security concerns were identified during the review but were sufficiently resolved by the Contractor. No further action is currently needed.
- Security concerns have been identified and referred to the Contracting Officer for remedy and/or resolution (*Remedies and resolutions are subject to verification by the Government.*)

Additional comments or observations () are or () are not attached.

Name of the Government Reviewer

Signature

Date

Telephone Number () _____