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## PUBLIC SERVICE COMMISSION

July 13, 2017

To Whom It may Concern:

**Re:** Multi-Step Invitation for Bids (“IFB”) – PSC # 05.01.17  
Verbatim Court Reporting Services – Major Proceedings  
Small Business Reserve (SBR) Designation Solicitation  
**Only SBR bids can be accepted**

The Public Service Commission of Maryland (“PSC” or “Commission”) is seeking a court reporting service to prepare and deliver transcripts of testimony given during its major proceedings. In addition, the Commission will be seeking interactive real-time reporting plus computerized litigation support technology as a part of a computer-integrated courtroom.

The contract that results from this procurement will be for a period of five (5) years and will be a no cost contract to the Commission and a revenue generating contract for the Awardee.

If you are interested in submitting a bid to provide the above requested services, please review the attached documents. This is the first time this solicitation has been designated as a Small Business Reserve (SBR) Solicitation. To be awarded the contract for this solicitation, the awardee shall be a certified SBR. If you have any questions on the SBR program please contact The Governor’s Office of Small, Minority & Women Business Affairs, formally GOMA (Governor’s Office of Minority Affairs). Throughout this IFB you will see references to GOMA. The name change happened recently so the names are interchangeable.

This is also the first time that the bid form is not incorporated into the IFB. It is a separate attachment, a protected excel spreadsheet. It is labeled as “ATTACHMENT F BID PRICING”. You will input the page pricing and the formula will show (1) Overall Bid Price per Page, (2) Average Page Price and (3) Estimated Contract Value for the 5 year contract.

All documents will be available on the Commission’s website: [www.psc.state.md.us](http://www.psc.state.md.us) and eMarylandMarketplace: <https://emaryland.buyspeed.com/bsol/login.sdo>

A Pre-Bid Conference will be held on Friday, August 18, 2017 @ 11:00AM (local time), at the Public Service Commission Offices, William Donald Schaefer Tower, 6 St. Paul Street, 19<sup>th</sup> floor, Baltimore, Maryland 21202. The William Donald Schaefer Tower is a secured building; you will need to show a photo ID and sign in at the guard’s station in the lobby.

If you have any questions concerning this RFP, please follow the instructions in Section 1.9 of the RFP.

Sincerely,

*Dolline Mooney Serra*

Dolline Mooney Serra  
Procurement Officer  
410-767-8009  
dolline.serra@maryland.gov

PDF and Excel Attachments