Attachment 1

List of authorized individuals designated to place work orders under this contract.

Individual Name	Dollar Limitation	Phone Number
NAME	Up to $ XXXXX.XX	XXXXXXXXXXXX

Attachment 2

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 3

RFP Check List- SOLICITATION # 15JA0526Q00000103

This check list is provided to assist offerors in preparing a complete package.

SF-1449 (Blocks # 12, 17a, #30a, #30b, #30c filled out?)	
UEI # (on SF-1449 Block 20) filled out?	
Tax ID # (on SF-1449 Block 20) filled out?	
Volume I - Resumes of all prospective key personnel along with up to 3 professional references for each proposed person. **Offeror must propose a minimum of 1 maximum of 9 court reporters.** The Contractor shall also submit a full list of ALL contractor personnel that will have access to grand jury material (proofreader, office manager etc.). See Section H, subsection 1(d).	
Volume II- Past Performance references for work within the last three (3) years of the Solicitation Issue Date (See Standard Form 1449, Block 6) with all information as required. Older references will be accepted but considered less relevant.	
Volume III- Summary of Experience - 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 IV – Price (see Section B for price tables and include all calculations)	
Are you registered in SAM (Systems for Award Management)? In order to be an eligible for award, the Offeror must be registered in SAM before the time of award. There is a 7-10 business day processing period for new registrants. Registration is free. https://www.sam.gov/portal/public/SAM/	
FAR 52.212-3 Offeror Representations and Certifications Commercial Items (Nov 2015) -SAM registered offerors shall only complete only paragraphs (b) of this provision. -If an offeror has not completed the annual representations and certifications electronically at the System for Award Management (SAM) website, the offeror shall complete only paragraphs (c) through (o) of this provision.	
FAR 52.209-7 Information Regarding Responsibility Matters (Jul 2013). The offeror shall provide the response to 52.209-7(b).	
FAR 52.209-5 Certification Regarding Responsibility Matters (Oct 2015) filled out online in SAM https://www.sam.gov/portal/public/SAM/	
Are you a Small Business under NAICS code 561492? Your average annual receipts must not exceed $16.0 million.	
Is the Offeror's name on every page of the quote? Each page must have a unique page number. Please do not duplicate page numbers between different volumes.	

Attachment 4

Federal Grand Jury Court Reporter Contract 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 were 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.		
	ALARM TEST. The alarm system is tested at least once per		

3f	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 are 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:

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 maintains 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 and Signature of the Government Reviewer Date

Telephone Number ( ) _____