

FEB 6 1984

York Stenographic Services
34 North George Street
York, Pennsylvania 17401

Gentlemen:

Subject: Possible Subcontracting Opportunities, Invitation for
Bid No. ASB-84-352

Reference is made to our notice in the Commerce Business Daily
Issue No. PSA-8499, January 11, 1984 regarding stenographic reporting
services required by the Headquarters Nuclear Regulatory Commission
outside the Washington, D.C. metropolitan area.

As you requested, a list of the names, addresses, and telephone numbers
of the concerns who identified themselves as large businesses for the
purpose of this procurement and who requested a copy of the solicitation
is furnished as Enclosure 1.

Please contact the listed firms directly regarding possible subcontracting
opportunities which may result from the subject solicitation.

Sincerely,

Mary Jo Mattia
Contracting Officer

Enclosure:
Source List of Large
Business Concerns

B505310060 841115
PDR FOIA
RILEY84-734 PDR

SIGN IN SHEET

PRE-BID CONFERENCE

JUNE 18, 1984

IFB NO. ASB-84-352

[illegible]

A. Characteristics of Meetings

- | | | |
|--|--|--|
| 1. Nuclear terminology used and other specialized scientific and legal terminology | 1. Very frequently, also acronyms | 1. Very frequently |
| 2. Room acoustics | 2. Out of town | 2. Poor - there is no standard room |
| 3. Multiple persons speaking | 3. Some simultaneous conversation | 3. Normally multiple persons speaking - rapid pace; ability to handle accents and various voice ranges |
| 4. Location of court reporter | 4. Separate table, limited visibility to all speakers | 4. In front of the bench on chair |
| 5. Recess during meeting | 5. Approx. two 10-15 min. each day, plus lunch break. Other recesses must be coordinated and approved by designated Federal employee | 5. Yes - duration and time determined by the Board |
| 6. Format | 6. Conference type, no interruption of speakers | 6. Adjudicatory proceeding and oral argument. Most of the requirement is adjudicatory |
| 7. Duration | 7. 2-10 hours | 7. Approx. 6 hours, excluding lunch and recess |
| 8. Meeting location | 8. See attachments | 8. See attachments |
| 9. Board telephone conference | | 9. Estimated up to 24 times per year -
1 reporter
1 transcriber |

REQUIREMENTS AND CRITERIA

ACRS

BOARDS

B Meeting Statistics
(Transcribed)

- | | | |
|--|---|--|
| 1. Number per year | 1. Approx. 18 subcommittee meetings | 1. 400 hearing days per year |
| 2. Average duration | 2. 1.7 days - out of town | 2. 3 to 4 days per hearing location;
however, extended hearing sessions
of a month or more have occurred |
| 3. Total hours of meetings
transcribed per year | 3. Approx. 1,200 hours
Subcommittee - Approx. 150 days | 3. 2,000 to 3,000 hours per year |
| 4. Types of meetings | 4. Conference | 4. Adjudicatory hearings and oral
arguments. Emphasis on adjudica-
tory hearings |
| 5. Number of pages | 5. Out of town - 5,000 to 7,000 | 5. Es' . 60,000 to 80,000 per FY |

REQUIREMENTS AND CRITERIA

ACRS

BOARDS

C. Requirements to be included
in RFP
(what bidders must submit)

- | | | |
|--------------------------------------|---|--|
| 1. Number of reporters | 1. Out of town - normally one max. per day | 1. Two - four |
| 2. Number of transcribers | 2. Minimum of 4
Out of town - 1 | 2. Two - four |
| 3. Types of reporters | 3. Stenomask or stenotype | 3. Stenomask
Stenotype
Electric tape recorder |
| 4. Subcontractor arrangements | 4. With principle approval by ACRS of subcontractor and subcontractor's personnel | 4. Must meet same standards as principal contractor |
| 5. Qualification of reporters | 5. One person meeting secretary requirements | 5. Two years' work experience in complex legal and technical terminology |
| 6. Qualification of transcribers | 6. Have proven ability to accurately transcribe meeting proceedings | 6. Two years' work transcribing complex legal and technical terminology |
| 7. Company Quality Assurance Program | 7. Proofreaders needed; ability to correct transcript if necessary; NRC's right to request corrected transcript if original is unacceptable | 7. Proofreaders with ability to correct (where necessary) the transcripts |
| 8. Training program | 8. Ongoing effort so that number and quality of staff remains constant even through attrition | 8. Initially - training sessions by the contractor in special terminology and acronyms |
| 9. Organization of company | 9. Need specific supervisor of reporters; presence of company's supervision | 9. Clear line of responsibility |

REQUIREMENTS AND CRITERIA

ACRS

BOARDS

Requirements to be included
in RFP (continued)
(what bidders must submit)

10. Separate cost proposal

10. Tape transcription rate (when no
contract reported is used)

10. N/A

11. Bidder's conference in
Room 1130
(see separate sheet)

12. Resumes

12. Yes

13. Corporate experience
and references
(see separate sheet)

13. Resumes of line officers;
resumes of employees, cadre
for NRC; key personnel clause

13. Yes

II. Performance Requirements
(to be included in contract)

- | | | |
|-----------------------------------|---|--|
| 1. Notification | 1. Ability to cover meetings on short notice and to be flexible as meetings will have to be re-scheduled | 1. Telephone conference within an hour
Washington area hearings within two hours' notice
Field hearings - normally 2 weeks; extraordinary - one day |
| 2. Simultaneous meetings | 2. Ability to cover as many as four ACRS meetings at the same time at <u>different</u> locations | 2. Four hearings |
| 3. Travel | 3. Throughout the U.S. | 3. Throughout continent of U.S. and Alaska, Hawaii, Puerto Rico |
| 4. Capability for Parallel action | 4. Sufficient staff to accomplish simultaneous reporting and transcribing of meetings | 4. Two - four reporters
Two - four report staff for field hearings
One reporter, one transcriber for conference calls D.C. area |
| 5. Rates | | |
| 6. Equipment | 6. Need equipment that will not cause disruption of a meeting if the person transcribing is replaced | 6. Equipment should not interfere with conducting the proceeding |
| 7. Security requirements | 7. "Q" cleared reporters, transcribers, proofreaders, duplicating personnel, delivery personnel; adequate secured storage space in office for documents, etc. | |
| 8. Delivery schedule | 8. Out of town - normally five days
Approx. 10% - one day | 8. Three to Board, two NRC legal staff at hearing site delivered next day; one next day original to ASLBP office, Bethesda or according to regional scale and work order |

REQUIREMENTS AND CRITERIA

ACRS

BOARDS

D. Performance Requirements
(continued)
(to be included in contract)

- | | | |
|-----------------------------|---|---|
| 9. Sales practices | 9. Cannot sell copies of closed meetings; NRC has right to reproduce own copies | 9. Cannot sell in-camera transcripts - according to instructions of work order. NRC can reproduce copies for its own use |
| 10. Reproduction capability | 10. Not required at meeting sites | 10. Required at hearing sites |
| 11. Delivery location | 11. 1717 H Street, N.W.
Washington, DC 20555 | 11. One location delivery at 4350 East West Highway, Bethesda, MD, other than those delivered at hearing site, or per Board instructions |
| 12. Transcript format | 12. Incorporate exhibits, as instructed by designated Federal employee, or presiding officer. Include disclaimer for open meetings, reporter's certificate for all meetings; correct pagination, classification, speaker identification and title page format; return all tapes used and notes taken in connection with all closed meetings | 12. Some exhibits and other documents are incorporated into the transcript - only one copy guaranteed to be given to reporter.

Format - see attached samples. Pagination to follow continuing from previous hearing in same case, per work order.

Receipt of exhibits by - |
| 13. Library capability | 13. N/A | 13. Furnish 9-track magnetic tapes identical to official transcript record of each proceeding. The tapes are to be formatted and completely compatible with the LEXIS system or formatted and compatible with any other similar system according to instructions to the contractor by NRC or any source authorized by NRC. The tapes shall have identical pagination and page content as the hard copy of the transcript. |

REQUIREMENTS AND CRITERIA

ACRS

BOARDS

- 1. Selection criteria
(against which bidders
will be rated)

Hearing Locations for ASLBP Hearings
FY 1983

Midland, Michigan
Fort Worth, Texas
Petroskey, Michigan
Fort Worth, Texas
Valley Forge, Penna.
Los Angeles, Calif.
Rockhill, Illinois
Harrisburg, Pennsylvania
San Francisco, California
Pittsburg, Pennsylvania
Midland, Michigan
Lancaster, Pennsylvania
Norristown, Pennsylvania
Painesville, Ohio
Riverhead, New York
Philadelphia, Pennsylvania
Reno, Nevada
Raleigh, North Carolina
Fulton, Missouri
White Plains, New York
Rockford, Illinois
Bethesda, Maryland
Phoenix, Arizona
Knoxville, Tennessee

Alexandria, Virginia
Burlington, Kansas
Champaign, Illinois
Baton Rouge, Louisiana
Pasco, Texas
New Orleans, Louisiana
Oak Ridge, Tennessee
New York, New York
Atlanta, Georgia
Hot Springs, Georgia
Montesano, Washington
Boston, Massachusetts
Dover, New Hampshire
Florence, South Carolina
Tuscon, Arizona
Portsmouth, New Hampshire
Lacey, Washington
Portland, Oregon
San Antonio, Texas
Miami, Florida
Glenn Ellen, Illinois
Jackson Hole, Wyoming
Charlotte, South Carolina

Potential Locations for ASLBP Hearings
FY 1974

In or near: Liverpool, Ohio
Rockford, Illinois
Rock Hill, South Carolina
Clinton, Illinois
Glen Rose, Texas
Raleigh, North Carolina
Philadelphia, Pennsylvania
Madison, Indiana
Midland, Michigan
Phoenix, Arizona
Painesville, Ohio
Baton Rouge, Louisiana
Portsmouth, New Hampshire
Brookhaven, New York
Bay City, Texas
Burlington, Kansas
Cincinnati, Ohio
Rochester, New York
Boston, Massachusetts
Toms River, New Jersey
Middletown, Pennsylvania
Hartsville, South Carolina
Florida City, Florida
Berkeley, California
Rochester, New York

COST
ESTIMATE SHEET

75,000 pages of transcript
6.50 cost of one original - travel included
 487,500

5 No of copies
.45 Cost of one copy
 2.25

75,000 pages of transcript (copies)
2.25
 168,750

20,000 estimated number of insert pages
2.25 cost of insert page copies
 45,000

Summary: (First Year)

\$487,500	cost of originals
168,750	cost of copies
45,000	cost of inserts
<u>721,250</u>	rounded to \$800,000

(Second Year)

\$800,000	
<u>.047</u>	inflation rate (4.7%)
37600	
837,600	Second Year

ADVISORY COMMITTEE FOR REACTOR SAFEGUARDS

Potential Sub Committee Meeting Locations

FY 1984

- Approximately 35 % of the meetings will be on the West Coast: San Francisco and Los Angeles, California
- Approximately 40 % of the meetings will be on the East Coast, anywhere from Florida to Maine
- Approximately 25 % of the meetings will be in the Central States, possibly Michigan

Sub committee meetings are site related.

Therefore meetings could be in any of the locations such as those listed in the ASLBP Hearings in 1983.

ESTIMATED REQUIREMENTS

No. 38

REPORTING REQUIREMENTS
PROJECTED USEAGE - MARCH 16, 1984-85

<u>NRC Office</u>	<u>No. Days Reporting Service</u>	<u>Projected No. Pages</u>	<u>Approx. Location</u>
ELD	No requirements		
State Progs.	No requirements		
ACRS	36	7500	All over US
OIA	3	60	
ASLAP	14	2980	2 Sites
COMMISSION	1	200	
ASLBP	340	75000	All over US
Totals	394	85740	All over US

- 1 Science and Management Resources, Inc.
2772 S. Randolph Street
Suite 214
Arlington, VA 22206
- 2 Cotton and Company
100 South Royal Street
Alexandria, VA 22314
- 3 Moffitt Reporting Associates
Suite 404
210 East Fairfax Street
Falls Church, VA 22046
- 4 Foundation for Economic Enterprises
Development
Attention: James E. Peterson
1919 Pennsylvania Avenue, N.W.
Washington, D.C. 20006
- 5 Ace-Federal Reporters, Inc.
444 North Capitol Street
Washington, D.C. 20001
- 6 ~~1325~~
01/21 Neal R. Gross and Co., Inc.
1313 Rhode Island Avenue
Washington, D.C. 20005
- 7 Sandia College
142 Truman N.E.
Albuquerque, NM 87108
- 8 Stenotype Systems of Albany, Inc.
11 North Pearl Street
Albany, NY 12207
- 9 Koba Associates, Inc.
2000 Florida Avenue, N.W.
Washington, D.C. 20009
- 10 Court Reporting Services, Inc.
201 N. Fairfax Street, #21
Alexandria, VA 22314
- 11 Blackstone Reporting
1470 Slade Avenue, Suite 302
Columbus, OH 43220
- 12 Tayloe Associates
1625 I Street, N.W., Suite 1004
Washington, D.C. 20006
- 13 Glorioso Communications, Inc.
6801 Whittier Avenue, Suite 370
McLean, VA 22101
- 14 Alderson Reporting
Attention: Rose Ann Sharp
P. O. Box 2973
Washington, D.C. 20013
- 15 York Stenographic Services
34 North George Street
York, PA 17401
- 16 Pauline James & Associates
53 West Jackson Boulevard
Room 318
Chicago, IL 60604
- 17 S K S Group, Inc.
132 Nassau Street
New York, NY 10038
- 18 AAA Transcription and Office
Support Services
1230 G Street, S.W.
Washington, D.C. 20003
- 19 Wagna and Spinelli
405 Northfield Avenue
West Orange, New Jersey 07052
- 20 ACME Reporting Company, Inc.
1411 K Street, N.W.
Washington, D.C. 20005
- 21 ESI Executive Systems
21711 W. Ten Mile Road, Suite 122
Southfield, MI 48075
- 22 Kirk-Mayer, Inc.
11801 Mississippi Avenue
Los Angeles, CA 90025
- 23 Alpha International Reporting, Inc.
Attention: Ms. Phyllis Edwards
800 4th Street, S.W.
Washington, D.C. 20024
- 24 Executive Court Reporters
8525 Colesville Road, Suite 9
Silver Spring, MD 20910

Internal Distribution

PDR- H Street Lobby

Mona Selden, DC

Shirley Crampton, DC

William B. Kerr - 7217 MNBB

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Free State Reporting, Inc.
Attention: Dave Becker
99 Cathedral Street
Annapolis, Maryland 21401

26

Interstate Court Reporters, Inc.
1600 Wilson Boulevard, Suite 812
Arlington, VA 22209

27

Baker, Homes, and Burkes, Reporting, Inc.
1025 Vermont Avenue, N.W. Suite 250
Washington, D.C. 20005
Anne Nelson (347-8865)

28

Omn. Reporting Service
ATtn: Mr. F. H. V. V. V.
1000 ...
... 20019

B. Paul Cotter, Jr.

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As the responsible program office, ASLBP must obtain, consolidate and submit all NRC requirements for out-of-town stenographic reporting service. By copy of this memorandum, NRC activities currently using out-of-town contract stenographic reporting services are notified of the immediate need to define and submit their new out-of-town requirements to ASLBP. Coordination with ORM by ASLBP regarding reallocation of funds between the in and out-of-town requirements should be effected.

In view of the procurement history in soliciting for these services and the impending expiration of the current contract on March 15, 1984, we must be prepared to encounter problems and resultant delays during the contractor selection process. We are fully aware of NRC's need for this vital service and are prepared to provide full support to avoid any interruption to the services. To this end, I have designated Mrs. Kathryn Davis of my staff as the cognizant contract negotiator for this requirement. If you have any questions or need additional information for completion of your RFP, please contact her on extension 27125.

ORIGINAL SIGNED BY

Mary Jo Mattia, Contracting Officer
Administrative Contracts Branch
Division of Contracts
Office of Administration

Enclosures:
As stated