

UNITED STATES DEPARTMENT OF AGRICULTURE

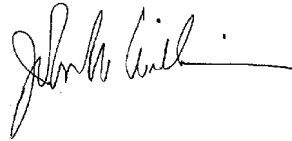
Farm Service Agency
Washington, DC 20250

Notice AS-2035

For: State Offices, KCAO, and APFO

Stenographic Reporting Services

Approved by: Deputy Administrator, Management



1 Overview

A

Background

USDA has awarded 2 new contracts to provide stenographic reporting services throughout the 50 States, Washington, DC, Puerto Rico, and the Virgin Islands. These contracts are mandatory sources of supply for all agencies and offices of USDA, including FSA.

B

Purpose

This notice provides offices with information for ordering stenographic reporting services that began on October 1, 2001.

Disposal Date

October 1, 2002

12-12-01

Distribution

State Offices, KCAO, and APFO

2 Ordering Stenographic Reporting Services

A

Office Responsibilities

Each office shall be responsible for:

- reviewing the respective contract and contacting the vendor to arrange for court reporting services
 - issuing orders and making payment through purchase card procedures
 - following the instructions in 27-AS when:
 - placing orders
 - resolving minor discrepancies with the contractor
 - processing invoices for payment, including assessing liquidated damages when necessary.
-

B

Effective Date

The contracts have been awarded for the base period beginning October 1, 2001, through September 30, 2002, with 4 option years, bringing the total period of performance through September 30, 2006.

C

Copies of Contracts and Information

Copies of the contracts will be mailed to all offices. If there are any questions, contact Diane M. Cudd, MSD, at 202-690-1061.

Stenographic Reporting Service Contractors

Contractor	Areas of Coverage
<p>Executive Court Reporters, Inc. 1320 Fenwick Lane, Suite 702 Silver Spring, MD 20910</p> <p>Contract Number: 53-3142-2-6045 TIN Number: 52-1580293</p> <p>Telephone Number: 301-565-0064</p>	<p>Alabama; Arizona; Arkansas; California (Statewide including Los Angeles; Long Beach; Anaheim; Santa Ana; Ana-Garden Grove; Alameda, Contra Costa, Los Angeles, Marin, Monterey Placer, Riverside, Sacramento, San Bernardino, San Francisco, San Mateo, Santa Clara, and Yolo Counties; Ontario; San Francisco; Oakland; San Jose; Sacramento; San Diego; Salinas; Seaside); Colorado; Delaware; District of Columbia (includes Maryland: Charles, Montgomery; and Prince Georges Counties; and Virginia: Arlington, Falls Church, Loudoun, Prince William, and Fairfax Counties; Alexandria, Manassas, and Manassas Park Cities only); Florida; Georgia; Idaho; Illinois; Indiana; Iowa (Des Moines, Polk, Warren, and Linn Counties; Cedar Rapids; Kansas City/Missouri; Topeka; Butler, Jefferson, Osage, Sedgwick, and Shawnee Counties; Wichita); Kentucky; Louisiana; Maine; Maryland (Statewide except Charles, Montgomery, and Prince Georges Counties); Massachusetts; Michigan; Minnesota; Mississippi; Missouri (Statewide including Kansas City; Missouri portion: Cass, Clay, Jackson, Platte, and Ray Counties; Kansas portion: Johnson and Wyandotte Counties; St. Louis; Missouri/Illinois-Missouri Portion: Franklin, Jefferson, St. Charles, and St. Louis Counties, St. Louis City; Illinois portion: Clinton, Madison, Monroe, St. Clair, Christian, and Green Counties; Springfield); Nevada; New Hampshire; New Jersey; New Mexico; New York (Statewide including New York portion: Bronx, Kings, New York, Putnam, Queens, Richmond, Rockland, and Westchester Counties; New Jersey portion: Bergen County; North Carolina; Ohio; Oregon; Rhode Island; South Carolina; Utah; Vermont; Virginia (Statewide except Arlington, Falls Church, Loudoun, and Prince William Counties; Alexandria, Manassas, and Manassas Park Cities; Washington; West Virginia; and Wisconsin</p>

Continued on the next page

Stenographic Reporting Service Contractors (Continued)

Contractor	Areas of Coverage
York Stenographic Services 34 North George Street York, PA 17401 Contract Number: 53-3142-2-6046 TIN Number: 23-2250815 Telephone Number: 717-854-0077	Alaska; Connecticut; Hawaii; Iowa (Statewide except Des Moines, Linn, Polk, and Warren Counties; Cedar Rapids); Kansas (Statewide except Kansas City/Missouri; Topeka; Butler, Jefferson, Osage, Sedgwick, and Shawnee Counties; Wichita); Montana; Nebraska; North Dakota; Oklahoma; Pennsylvania; Puerto Rico; South Dakota; Tennessee; Texas; Virgin Islands; and Wyoming
