

**ATTACHMENT A**  
**CIVIL SERVICE COMMISSION**  
**CERTIFIED COURT REPORTER**

The New Orleans Civil Service Commission is accepting proposals for court reporting services. Selected firm(s) and/or individual certified court reporters shall be compensated at a non-negotiable, fixed rate of \$150 per four-hour waiting time if no testimony is taken (hearing cancelled); \$150 minimum per day if testimony is taken; \$7.00 per page of transcript (original, two copies, and electronic version).

The court reporter and/or court reporting firm awarded a contract will be responsible for, but not limited to the following:

1. To attend and record scheduled hearings and appeals before the City Civil Service Commission or a duly appointed Hearing Examiner whenever appointed to do so by the Civil Service Commission.
2. To transcribe the records of such appeals and hearings at the request of the Commission, the City of New Orleans, or the Appellant. The transcript shall conform to the Uniform Rules of the Courts of Appeal of the State of Louisiana and the Local Rules of the Fourth Circuit Court of Appeal. The court reporter is responsible for taking custody of exhibits offered into evidence at the hearing. The court reporter shall deliver the transcript and exhibits to the Department of Civil Service within ten (10) days of the hearing. The court reporter shall provide the original transcript, two copies of the transcript, and an electronic version of the contract.
3. To submit complete and accurate invoices, maintain records, submit to audits and inspections, and perform all other obligations of the Contractor as set forth in this proposed Agreement;
4. To correct promptly any errors or omissions and any work deemed unsatisfactory or unacceptable by the Commission, at no additional compensation;
5. To monitor, supervise, and otherwise control and be solely responsible for all persons performing work on its behalf;

Applicants must be certified by the Louisiana Board of Examiners of Certified Shorthand Reporters as a certified court reporter and have at least ten years of experience in providing court reporting services. Maintenance of an office, residence, or domicile in Orleans Parish is preferred. Electronic versions of transcripts in E-tran are preferred.