

SOLICITATION/CONTRACT/ORDER OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24 & 30				1. REQUISITION NUMBER	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE See Block 31 C	4. ORDER NUMBER		5. SOLICITATION NUMBER
7. FOR INFORMATION CONTACT:		a. NAME		b. TELEPHONE NUMBER (No collect calls)	8. OFFER DUE DATE / LOCAL TIME
9. ISSUED BY			CODE	10. NOT USED	
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/>		12. DISCOUNT TERMS NONE		13. NOT USED	14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ
15. DELIVER TO			CODE	16. ADMINISTERED BY (if other than Block 9)	
17a. CONTRACTOR/OFFEROR		CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY	
Telephone No.		CODE	CODE	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER			<input type="checkbox"/>		
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>		21. QUANTITY	22. UNIT	23. UNIT PRICE
24. AMOUNT					

This is a solicitation for proposals to provide court reporting services under a Blanket Purchase Agreement (BPA). This solicitation consists of the cover letter, and its attachments: (1) this signature page; (2) Statement of Work; (3) BPA Terms and Conditions (with appendices); (4) Solicitation Provisions; (5) Pricing Schedule; (6) Court Reporter Biographical Information Sheet; and (7) Court Reporter Reference Information Sheet.

The proposed ordering period for the BPA will start on _____ and end on _____

25. ACCOUNTING AND APPROPRIATION DATA		26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$0.00
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27. Applicable terms and conditions are as stated in the continuation pages.

<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 2 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.	<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:
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30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)	30c. DATE SIGNED	31b. NAME OF THE CONTRACTING OFFICER (TYPE OR PRINT)	31c. DATE SIGNED

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