

THE JUDICIARY – STATE OF HAWAI‘I  
NOTICE TO CONTRACTORS OF TRANSCRIPTION SERVICES

Request for Qualifications (RFQ) No. J25003

The Judiciary State of Hawai‘i, commencing July 1, 2024, anticipates the possible need of professional legal transcription services. The Contractors shall transcribe legal records to convert speech; either live or recorded, into written or electronic text. Legal transcription services are the transcription of audio or video recordings of the official court hearings for District, Family and Circuit Court, administrative hearings, unemployment or workers compensation claims, IRS investigations, interrogations, witness statements, personal histories, police reports, law enforcement dispatch recordings, surveillance recordings, jailhouse recordings, etc. The contract term will be for one (1) year from July 1, 2024 to June 30, 2025. Contracts may be extended up to (3) twelve (12) month periods, subject to appropriation and availability of funds and as deemed to be in the best interest of the Judiciary.

The Contractor shall provide written transcription for all audible portions of digitally recorded legal proceedings and quasi-legal proceedings, such as administrative hearings. The Contractor shall meet the agency requirements for all written documents.

Contractors interested in providing professional legal transcription services to the Judiciary, State of Hawaii for the fiscal year commencing July 1, 2024, are invited to submit a Statement of Qualifications and Expression of Interest to the Judiciary, State of Hawaii pursuant to Hawaii Revised Statutes §103D-304, as the need arises.

The statement must be signed and submitted pursuant to this Notice. Submittal for this RFQ are to be directed by email only to the following person with “RFQ J25003 – Statement of Qualifications” in the subject line to:

Ms. Noreen Miyasato  
[Noreen.K.Miyasato@courts.hawaii.gov](mailto:Noreen.K.Miyasato@courts.hawaii.gov)

**Your completed statements must be received by the Judiciary, State of Hawaii, Financial Services Department by or before 12:00 P.M., H.S.T., on Monday, April 8, 2024, to be eligible for consideration for the entire fiscal year ending June 30, 2025.**

Contractors interested in providing professional legal transcription services shall be Certified Shorthand Reporter in good standing with the Hawaii Board of Certified Shorthand Reporters. Skills and knowledge:

**REQUIREMENTS FOR LICENSING:**

Personal requirements: Be of good moral character. Be free of any felonious wrongdoing.

Professional requirements: Must be a Registered Professional Reporter (RPR) before taking the Hawaii Certified Shorthand Reporter (CSR) test. Must be a National Court Reporter Association (NCRA) member to take the Registered Professional Reporter (RPR) exam.

Experience requirements: A freelance CSR must be a notary in order to administer oaths.

Education requirements: Possess a certificate or diploma evidencing graduation from high school; GED certificate or equivalent accepted.

Continuing education requirements: Keep up with continuing education credits in which 30 hours/units need to be accumulated each 3-year term.

EXAMINATIONS:

NCRA standardized exam (to become a RPR) is given every year in May and November. For information, call NCRA at 1-800-272-6272.

Hawaii State CSR exam, a written test covering regional terminology, is given at the CSR Board Office by appointment (call 1-808-539-4231).

Registered Professional Reporter (RPR)

RATES:

Shall abide rate set forth Rules Governing Court Reporting, Rule 19, see attached.

Any other information or materials that submitting party believes would be useful and relevant in being considered to provide the types of services set forth above.

Must have current compliance documents per HRS, 103D-310, which must be submitted prior to contract execution. Alternately it is encouraged to utilize the Hawaii Compliance Express certificate to satisfy this provision

<https://vendors.ehawaii.gov/hce/splash/welcome.html>; and

Must have current professional liability insurance (errors and omissions) of \$1,000,000.00 at the time of contract execution.

12. Rejection of Qualifications

A qualification submittal may be rejected, in whole or in part, when in the best interest of the purchasing agency, as provided in 3-122-97, HAR.

Qualified persons whose submittals are received by the April 8, 2024 deadline will be included on the Judiciary's FY 2025 List. Qualified persons whose submittals are received after the deadline will be added to the list and will be considered for services for the balance of the fiscal year. All submissions will be kept on file through June 30, 2025, after which date the Judiciary may issue a new solicitation to prospective contractors for professional legal transcription services.

/s/ Terri Gearon

Terri Gearon  
Financial Services Director  
The Judiciary, State of Hawaii