

GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

Temporary Administrative and Professional Staffing Services

Contract number: GS-07F-0031U

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Contract period: October 1, 2007 through September 30, 2012

TORCH & TORCH, INC.

DBA MALIBU COURT REPORTERS

6320 CANOGA AVENUE, SUITE 1500

WOODLAND HILLS, CA 91367-7109

TELEPHONE NO. (818) 346-5800

Fax: (818) 346-5159

Contractor's internet address/web site where schedule information can be found:

[www.malibucourtreporters.com](http://www.malibucourtreporters.com)

Business size: Small, woman-owned.

#### CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

736-1: Certified Shorthand Reporter \$33.25

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. A description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided.

A court reporter, stenotype reporter or stenographer is a person whose occupation is to transcribe spoken or recorded speech into written form, typically using a system or systems to produce official transcripts of court hearings, depositions and other official proceedings. These shorthand systems allow the reporter to keep up with the flow of speech so that no words are missed. The court reporter is often also a notary public who is authorized to administer oaths to witnesses, and who certifies that her or his transcript of the proceedings is a verbatim account of what was said.

It typically takes two to four years to learn the basic skills to become a court reporter. The minimum speed needed to take the test to become certified is 225 words per minute, which is the requisite speed for approval by the American court reporters' organization, the National Court Reporters Association. Required qualities of a court reporter are excellent command of the language being spoken, attention to detail, and the ability to focus for long periods at a time.

We require our team members to have at least five years of heavy litigation/expert witness experience before assigning them as a reporter for the contract.

An Associate's Degree or higher is desired to become a Certified Shorthand Reporter with Malibu Court Reporters.

2. Maximum order. \$100,000
3. Minimum order: \$237.50
4. Geographic coverage (delivery area). Greater Los Angeles, CA.
5. Point(s) of production (city, county, and State or foreign country). Not applicable.
6. Discount from list prices or statement of net price.
7. Quantity discounts. None
8. Prompt payment terms: 2% 10 days
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are accepted or not accepted above the micro-purchase threshold.
10. Foreign items (list items by country of origin). Not applicable.
- 11a. Time of delivery: 10 business days
- 11b. Expedited Delivery. Call MCR for expedited delivery.

- 11c. Overnight and 2-day delivery. Call MCR for overnight or 2-day delivery.
- 11d. Urgent Requirements. Agencies may contact the Contractor's representative to effect a faster delivery.
12. F.O.B. point(s): Destination
- 13a. Ordering address: 6320 CANOGA AVENUE, SUITE 1500, WOODLAND HILLS, CA 91367-7109
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address: 6320 CANOGA AVENUE, SUITE 1500, WOODLAND HILLS, CA 91367-7109
15. Warranty provision: All work guaranteed.
16. Export packing charges: Not applicable.
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Not applicable.
18. Terms and conditions of rental, maintenance, and repair: Not applicable.
19. Terms and conditions of installation: Not applicable.
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable.
- 20a. Terms and conditions for any other services: Not applicable.
21. List of service and distribution points: Not applicable.
22. List of participating dealers: Not applicable.
23. Preventive maintenance: Not applicable.
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not applicable.
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/). Section 508 compliance is in process.

25. Data Universal Number System (DUNS) number: 017211371

26. MCR is registered in the Central Contractor Registration (CCR) database.

PRICE LIST

TITLE	RATE
Certified Shorthand Reporter	\$33.25