

Request for Proposals No. 2025-29

Amendment 01

This document is posted to capture an amendment to RFP No. 2025-29, issued April 3, 2025.

All amendments, addenda, and notifications related to this procurement will be posted on the [OSPI website](#) (if this was an open procurement) and on the Washington Electronic Business Solution ([WEBS](#)) website. Additional questions concerning this procurement must be submitted to contracts@K12.wa.us. Communication directed to other parties will be considered unofficial and non-binding on OSPI, and may result in disqualification of the Consultant.

The minimum qualifications are hereby revised to remove potentially unnecessarily restrictive/duplicate certification requirements. A Register Professional Reporter (RPR) certificate is now a desired/optional qualification, and the State of Washington certification remains the main certification requirement.

SECTION A.5. BIDDER QUALIFICATIONS is hereby amended to read as follows:

Minimum Qualifications:

- Licensed to do business in the State of Washington. If not licensed, provide a written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder.
- Vendors must have engaged in the provision of stenographic court reporting and transcription services.
- Vendors must currently employ or contract with, or demonstrate the ability to employ or contract with, enough stenographic court reporters and transcriptionists to adequately meet the Scope of Services.
- Each individual stenographer employed by or under contract with the Vendor, must be a stenographic court reporter who:
 - Is a certificated by the [State of Washington](#) as outlined in [Chapter 18.145 RCW](#) and holds a valid Register Professional Reporter (RPR) certificate or other higher-level credentials from the [National Court Reporter Association](#).
 - Has experience reporting and transcribing court trials or other comparable experience;
 - Is capable of translating, editing and producing technically accurate transcripts consistent with established standards of accuracy;
 - Is knowledgeable of court practices and procedures;
 - Is dedicated to achieving and maintaining a high level of professionalism; and



- Is proficient in the English language, legal terminology, transcript preparation, and professional responsibility
- In special education due process proceedings pursuant to the IDEA, 20 U.S.C. 1400 et seq., and chapter 392-172A WAC, the Vendor must possess knowledge of, and the ability to understand, the provisions of the IDEA, federal and state regulations pertaining to the IDEA, and legal interpretations of the IDEA by federal and state courts.

Consultants who do not meet these minimum qualifications will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored.

Desired Qualifications:

- Holds valid Register Professional Reporter (RPR) certificate or other higher-level credentials from the [National Court Reporter Association](#).