

# DIVERSIFIED REPORTING SERVICES, INC.

*Accurate Transcripts Delivered on Time*

**General Services Administration  
Federal Supply Schedule  
Authorized Federal Supply Schedule Catalog/Price List**

## **Diversified Reporting Services, Inc.**

1426 Duke Street  
Alexandria, VA 22314  
Phone: 202-467-9217  
Fax: 202-296-3468

Website: [www.diversifiedreporting.com](http://www.diversifiedreporting.com)

### **Contacts:**

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### **Contract Information**

#### **MULTIPLE AWARD SCHEDULE (MAS)**

TEMPORARY STAFFING - INCLUDES TEMPORARY  
ADMINISTRATIVE AND PROFESSIONAL STAFF  
WOMAN-OWNED, SMALL BUSINESS SET ASIDE

**Contract Number: GS-07F-0456X**

**SIN: 561320SBSA**

Contract Period: 05/01/11 - 04/30/2026

DUNS No.: 10-1929305

UEI: CWU3J1BQR5B1



"I feel nothing is more important than providing the best possible service to our clients. When our clients are pleased, we benefit from knowing we have provided first-class service."

*Elma S. Dirolf*  
*Founder*

For over 35 years, Diversified has provided professional reporters and notaries from our convenient downtown Washington, D.C. location. Our individualized litigation support services include a centralized client file management system that makes the tracking and retrieval of transcripts instantaneous and archival of all records possible.

Whatever your needs - from videotaping and depositions and hearings to electronic transmission of testimony, Diversified's professionals can offer their expertise at your location or in our conveniently located office.

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## Customer Information

1.a. SIN# 561320SBSA

1.b. Lowest Priced Model Number and Price for Each SIN: N/A

1.c. Hourly Rates and Description: All services rates shown are firm-fixed price. See the following price list for rates. See the Service Descriptions provided after the pricing information.

2. Maximum Order\*: \$100,000 per SIN.

\*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. Minimum Order: \$100 unless the contractor agrees to accept a smaller order amount.

4. Geographic Coverage:

District of Columbia, Maryland, Virginia Wage Determination: 05-21-3 Revision: 10 Dated: 06/15/2010

5. Points of Production: N/A

6. Discount From List Prices: N/A

7. Quantity Discounts: None

8. Prompt Payment Terms: Net 30.

9.a. Government Purchase Cards are accepted at or below the micro-purchase threshold.

9.b. Government Purchase Cards are accepted above the micro-purchase threshold.

10. Foreign Items: None

11.a. Time of Delivery: N/A

11.b. Expedited Delivery: N/A

11.c. Overnight and 2-Day Delivery: N/A

11.d. Urgent Requirements: Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB Point: N/A

13.a. Ordering Address: Same as contractor address. Customer should contact contractor for additional addresses.

13.b. 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: Same as contractor address.

15. Warranty Provision: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

16. Export Packing Charges: N/A

17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level): None.

18. Terms and Conditions of Rental, Maintenance, and Repair (if applicable): N/A

19. Terms and Conditions of Installation (if applicable): N/A

20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts From List Prices (if applicable): N/A

21. List of Service and Distribution Points (if applicable): N/A

22. List of Participating Dealers (if applicable): N/A

23. Preventive Maintenance (if applicable): N/A

24.a. Special Attributes Such as Environmental Attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24.b. Section 508 Compliance for EIT: N/A

25. DUNS Number: 101929305

26. Notification Regarding Registration in Central Contractor Registration (CCR) Database: Contractor has an Active Registration in the CCR database.

# DIVERSIFIED REPORTING SERVICES, INC.

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## General Services Administration Court Reporting and Transcription Services

Diversified Reporting Services, Inc. is dedicated to providing you with full-service court reporting and litigation support services. Operating in Washington, D.C. since 1980, we guarantee personalized, professional service. Dependability, flexibility and quality assurance remain central to our approach to any project, and we are always concerned with identifying and fulfilling individual client needs.

Diversified's full-time staff of reporters, transcriptionists, production managers and operations professionals will customize our services to meet your needs.

### Depositions (Includes hard transcript; condensed; copy on CD)

20 days - per page	\$	3.81
10 days - per page	\$	4.04
5 days - per page	\$	4.76
3 days - per page	\$	5.21
2 days- per page	\$	5.71
1 days - per page	\$	6.62
Same day - per page	\$	8.52
Holidays (additional to above rates*) - per page	\$	1.99
Premium Hours (additional to above rates**) - per page	\$	1.00
Reporting Only - per hour	\$	74.81
Waiting Time - per hour (additional to above rates)	\$	39.90
Cancellation	\$	174.56
Reported Job Minimum	\$	174.56
Additional copy of transcript - per page (hard copy)	\$	0.40
Additional condensed - per page	\$	0.40
Additional copy of CD/Disk	\$	4.99
Delivery DC	\$	24.94
Delivery VA	\$	29.92
Delivery MD	\$	29.92
Delivery US	\$	39.90
Services outside Washington DC Metro Area (additional to above rates)	\$	4.49

\* - Please see details on page 6

\*\* - Please see details on page 6

# DIVERSIFIED REPORTING SERVICES, INC.

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## HEARINGS (Includes hard transcript; CD)

20 days - per page	\$	4.04
10 days - per page	\$	4.72
5 days - per page	\$	5.44
3 days - per page	\$	6.17
2 days - per page	\$	6.89
1 days - per page	\$	7.80
Same day - per page	\$	9.70
Technical - per page	\$	1.00
Holidays (additional to above rates*) - per page	\$	1.99
Premium Hours (additional to above rates**)- per page	\$	1.00
Reporting Only - per hour	\$	74.81
Waiting Time - per hour (additional to above rates)	\$	39.90
Cancellation	\$	174.56
Reported Job Minimum	\$	174.56
Additional copy of transcript- per page (hard copy)	\$	0.40
Additional copy of CD/Disk	\$	4.99
Delivery DC	\$	24.94
Delivery VA	\$	29.92
Delivery MD	\$	29.92
Delivery US	\$	39.90
Services outside Washington DC Metro Area (additional to above rates)	\$	4.49

## CONFERENCES (Includes hard transcript; CD)

20 days - per page	\$	4.04
10 days - per page	\$	4.72
5 days - per page	\$	5.44
3 days - per page	\$	6.17
2 days - per page	\$	6.89
1 days - per page	\$	7.80
Same day - per page	\$	9.70
Technical - per page	\$	1.00
Holidays (additional to above rates*) - per page	\$	1.99
Premium Hours (additional to above rates**) - per page	\$	1.00
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## MEETINGS (Includes hard transcript; CD)

20 days - per page	\$	4.04
10 days - per page	\$	4.72
5 days - per page	\$	5.44
3 days - per page	\$	6.17
2 days - per page	\$	6.89
1 days - per page	\$	7.80
Same day - per page	\$	9.70
Technical - per page	\$	1.00
Holidays (additional to above rates*) - per page	\$	1.99
Premium Hours (additional to above rates**) - per page	\$	1.00
Reporting Only - per hour	\$	74.81
Waiting Time - per hour (additional to above rates)	\$	39.90
Cancellation	\$	174.56
Reported Job Minimum	\$	174.56
Additional copy of transcript - per page (hard copy)	\$	0.40
Additional copy of CD/Disk	\$	4.99
Delivery DC	\$	24.94
Delivery VA	\$	29.92
Delivery MD	\$	29.92
Delivery US	\$	39.90
Services outside Washington DC Metro Area (additional to above rates)	\$	4.49

## ARBITRATIONS (Includes hard transcript; CD)

20 days - per page	\$	4.04
10 days - per page	\$	4.72
5 days - per page	\$	5.44
3 days - per page	\$	6.17
2 days - per page	\$	6.89
1 days - per page	\$	7.80
Same day - per page	\$	9.70
Technical - per page	\$	1.00
Holidays (additional to above rates*) - per page	\$	1.99
Premium Hours (additional to above rates**) - per page	\$	1.00
Reporting Only - per hour	\$	74.81
Waiting Time - per hour (additional to above rates)	\$	39.90
Cancellation	\$	174.56
Reported Job Minimum	\$	174.56
Additional copy of transcript - per page (hard copy)	\$	0.40
Additional copy of CD/Disk	\$	4.99
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## COURT APPEARANCES<sup>†</sup>

Court Appearance Half Day	\$	190.43
Court Appearance Full Day	\$	330.98

† Requested transcripts from Court Appearances will be charged at the Tape Transcription rates

## PRESS BRIEFINGS

Press Briefing	\$	330.98
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## TAPE TRANSCRIPTION (Includes hard transcript; CD)

30 days - per page	\$	2.27
15 days - per page	\$	2.63
10 days - per page	\$	2.86
5 days - per page	\$	3.45
3 days - per page	\$	4.13
2 days - per page	\$	4.26
1 days - per page	\$	4.90
Same day - per page	\$	5.67
4+ speakers (additional to above rates) - per page	\$	0.40
Technical (additional to above rates) - per page	\$	1.00
Microcassette (additional to above rates) - per page	\$	0.75
Poor Quality (additional to above rates) - per page	\$	1.00
Additional copy of transcript - per page	\$	0.40
Additional copy of CD/Disk	\$	4.99
VHS Transcription (additional to above rates) - per page	\$	0.50
Delivery DC	\$	24.94
Delivery VA	\$	29.92
Delivery MD	\$	29.92
Delivery US	\$	39.90

\* Holidays are days the federal government is closed or days declared as holidays by the President

\*\* Premium hours are hours before 8:00 a.m. and after 5:00 p.m. to include weekend hours

## PARTIAL CLIENT LIST

Foreign Service Grievance Board	Legal Services Corporation
U.S. Secret Service	National Security Agency
U.S. Department of State	National Geospatial Intelligence Agency
U.S. Department of Justice	Navy Medical Inspector General
U.S. House of Representatives	U.S. Park Police
U.S. Securities and Exchange Commission	Marine Corps Inspector General
U.S. Department of Commerce	Office of Thrift Supervision
U.S. Census Bureau	U.S. Patent and Trademark Office
U.S. Department of Defense	U.S. Bankruptcy Court
U.S. Department of Navy	D.C. Superior Court
United States Attorney's Office	D.C. District Court

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