Executive Office for United States Attorneys

Acquisitions Staff

3 CON Building
175 N Street NE, Suite 6.000
Washington, DC 20530

May 10, 2026

Reference: Grand Jury and Deposition Court Reporting Services

Subject: Request for Quotes
Solicitation Number 15JA0526Q00000091
Eastern District of Kentucky

Dear Offeror:

The Executive Office for United States Attorneys (EOUSA) on behalf of the United States Attorney's Office, Eastern District of Kentucky, invites contractors under the authority of the Federal Acquisition Regulation (FAR) Part 12 Acquisition of Commercial Items and Part 13 Simplified Acquisition Procedures, to submit a proposal for Grand Jury and Deposition Court Reporting Services described in the Statement of Work.

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; quotes are being requested, and a separate solicitation will not be issued.

This procurement is a 100% Small Business Set Aside. The NAICS code for this solicitation is 561492. In order to be considered a small business under this NAICS code, your average annual receipts must not exceed $16.0 million.

See Attachment 3 (RFQ Check List) of the solicitation for mandatory contents of the proposal. Quotes are due no later than 9:30 pm, Eastern Standard Time on Thursday, June 25, 2026.

Quotes submitted in response to this RFQ will only be received in the following manner: via email to elge.stevens@usdoj.gov

Questions may be **emailed** to Charmella Ware at charmella.ware@usdoj.gov no later than 5:00pm est., Tuesday June 15, 2026. At the Government's discretion, questions may or may not be answered; questions that are answered may be provided to all prospective offerors.

In accordance with FAR 13.106-3(c), if the award value is less than the Simplified Acquisition Threshold (currently $250,000.00), the only automatic notice of award to unsuccessful offerors will be a notification through an electronic commerce method (SAM.gov).

Sincerely,

Charmella Ware
Digitally signed by CHARMELLA WARE
Date: 2026.06.10 20:28:18 -05'00'

Charmella Ware
Contracting Officer
EOUSA Acquisitions Staff