Section 1 - Supplies or Services and Prices/Costs

1.1 General

a) The contractor shall provide Deposition Court Reporting services for the United States Attorney's Office (USAO), Northern District of Georgia. Service locations primarily include Atlanta, GA, Gainseville, GA, Newnan GA, and Rome GA but services may also be required less frequently in other cities within the state of Georgia as needed.

b) The period of performance for this contract will include a base year and four one-year options as follows:

Base Year:	9/29/2026 – 9/28/2027
Option Year I:	9/29/2027 – 9/28/2028
Option Year II:	9/29/2028 – 9/28/2029
Option Year III:	9/29/2029 – 9/28/2030
Option Year IV:	9/29/2030 – 9/28/2031

Contract may be extended an additional six months pursuant to FAR 52.217-8, Option to Extend Services. In the event the contract is extended pursuant to FAR clause 52.217-8, Option to Extend Services, the prices for the most recent period shall apply.

c) The contract will be an Indefinite Delivery Indefinite Quantity (IDIQ) contract. Contract type will be Time-and-Materials (T&M).

d) No Government Furnished Property shall be provided to the awardee.

e) The Department of Labor wage rates are applicable. See attached, applicable Wage Determinations #2015-4471 Revision 36; Wage Determinations #2015-4489 Revision 30; Wage Determinations #2015-4483 Revision 33.

f) The Government requires the following for this effort:

i. Minimum of 1 / Maximum of 2 court reporters per location.
ii. Minimum of 1 / Maximum of 2 videographers per location.

1.2 Minimum Guarantee, Order Limits, & Ceiling

a) The USAO will order a minimum guaranteed amount of $1,000.00 during the life of this contract. The minimum amount is <u>not</u> re-established with each option year.

b) The minimum order limit is $100.00 and the maximum order limit is $60,000.00.

c) The contract ceiling is $TBD. The contractor exceeds this ceiling price at its own risk.

1.3 Pricing

a) All unit prices are fixed and includes, but are not limited to, labor (including supervision), material, equipment, facilities, fringe benefits, overhead, G&A, and profit necessary to provide the Deposition Court Reporting services required. Travel is priced separately and referenced in Section 2.

b) For planning purposes only, the following general information is provided:

i. Historically, the average number of Depositions per year has been 65.
ii. Historically, the average maximum number of simultaneous proceedings in any one day for the USAO has been 2-4.
iii. Under normal circumstances, Depositions will occur as follows:

a. There is no regular schedule for depositions; however, each session generally lasts about 2 to 3 hours.

iv. Remote depositions may be required in some instances and may be coordinated by District personnel using DOJ's video teleconference systems. If the USAO requests, the Contractor shall host the remote deposition using a FEDRAMP Certified online platform reasonably accessible to the USAO and other parties. Examples of authorized FEDRAMP online platforms include Zoom, Microsoft Teams, Adobe Connect and/or Webex.

c) When providing pricing in Section 2 – Commodity or Services Schedule of the SF 1449, to be evaluated. Do not include asterisks with exceptions or comments on these pages. Only state the price for the CLIN item based on the description of work provided. Any additions to the pricing page other than the CLIN price in the space provided will not be considered.

Section 2 - Description/Specifications/Statement of Work

2.1 Work Statement

a) The Contractor shall provide all labor (including supervision), material, equipment, facilities, and other resources needed to record and transcribe Deposition testimony on an "as needed" basis for the USAO specified in Section 1 in accordance with the terms, conditions, and Statement of Work set forth herein.

b) The location(s) where Depositions may be required are listed below. In rare instances, services may be required at an alternative location.

Atlanta Headquarters
U.S. Attorney's Office Richard B. Russell Federal Building and U.S. Courthouse
75 Ted Turner Drive, S.W., Suite 600
Atlanta, Georgia 30303

Gainesville Branch
U.S. Attorney's Office and Federal Courthouse
121 Spring Street, SE. Gainesville, GA 30501

Newnan Branch
U.S. Attorney's Office Federal Building, 3rd Floor
18 Greenville Street Newnan, GA 30263

Rome Branch
U.S. Attorney's Office Federal Building, Room 375
600 East First Street Rome, GA 30161

C.B. King United States Courthouse
120 12th Street
Columbus, GA 31901

2.2 Deposition Transcripts

a) **Scheduling of Depositions:** The USAO will notify the Contractor of the requirements for attendance at a deposition no later than two business days before the scheduled session. Each request will set forth the date, place and time of the session. The Contractor shall reply stating they have received the work order by returning the signed work order form or other form of written acceptance as may be agreed upon by the USAO and communicate the name of the reporter who will be in attendance. Any change will be communicated by the Contractor to the USAO prior to the session. In the event a deposition is continued for more than one day, the Contractor will make reasonable efforts to assign the same court reporter for each continued segment of that given deposition. Should the Contractor not be able to provide the same court reporter, it will notify the USAO before the scheduled session that another court reporter will be providing the court reporting services.

b) **Original Transcripts**. Unless otherwise stated, depositions shall be typed in an original and delivered within the turnaround times as set forth below. Transcripts may be ordered by the USAO within the following timeframes. Billing rates for these turnaround times are set forth in the Pricing Schedule of this contract.

i. **10 Business Day Transcripts:** All regular transcripts will be completed and delivered on or before the 10th business day after the date a witness testifies in the deposition. A regular transcript shall be delivered to the USAO of each witness's testimony, only when requested by the USAO. Colloquy will not be transcribed unless requested by the USAO, in which case the transcript shall be completed and delivered on or before the 10th business day after the Contractor receives a request from USAO.

ii. **5 Business Day Transcripts:** All intermediate transcripts shall be completed and delivered on or before the 5th business day after the Contractor receives a request from the USAO. This request will sometimes be made the same day as the proceedings.

iii. **3 Business Day Transcripts:** Transcripts shall be completed and delivered on or before the 3rd business day after the Contractor receives a request from the USAO. This request will sometimes be made on the same day as the proceedings.

iv. **Next Business Day Transcripts**: All daily deposition transcripts shall be delivered before 9:30am of the following business day after conclusion of each day's proceedings. This may require performance after normal business hours. The Contractor may not be notified in advance of the testimony of this requirement.

v. **Same Business Day Transcript:** All expedited transcripts shall be delivered by 9:00pm on the same day as the proceedings. The Contractor may not be notified in advance of the testimony of this requirement.

vi. **Condensed Transcripts:** All condensed transcripts shall include four original transcript pages in reduced format on a single 8 ½ x 11 inch page. All condensed transcripts shall be completed and delivered to the USAO, as ordered, within the same turnaround times as set forth for delivery of an original transcript.

vii. **Key Word Indexing:** The keyword index gives an alphabetical listing of each word within the transcript and provides a page and line reference.

viii. **Additional Copies of Transcripts:** Even though the Government has the right to copy and distribute transcripts acquired under this contract, the Government may order additional copies of any transcript. Additional copies of transcripts shall be provided to the USAO, as ordered, within the same turnaround times as set forth above.

ix. **Videographer Attendance Fee.** The Contractor is entitled to a Videographer Attendance Fee as set forth in the Pricing Schedule of this contract. This fee is payable for each hour the Contractor's videographer records a scheduled proceeding. The minimum charge for any single day is three (3) hours. The videographer is not paid during a lunch break. This hourly fee shall account for the price of the videotape/recording itself.

x. **Attendance Fee.** The Contractor is entitled to an Attendance Fee in the amount set forth in the Pricing Schedule of this contract**.** The minimum charge for any single day is three (3) hours. Attendance fees will be paid for each hour the Contractor's reporter appears for a scheduled proceeding. Proceedings are presently scheduled for 9:00am to12:00pm and 1:00pm to 5:00pm with a one (1) hour lunch break in between. The Contractor is not paid during this lunch break. These hours are subject to change. A shorter day may be scheduled. The Government guarantees payment of a minimum of three (3) hours. In the event that there are time periods during the day during which no testimony is taken, and the reporter is required to remain available for testimony later in the day, the Contractor will be paid the hourly attendance fee during those time periods. In the event that a reporter's presence is required for a whole day and no testimony is recorded, the Contractor will be paid either one (1) cancellation fee or the number of hours attendance fee the reporter was available, whichever is higher. The Contractor shall allow the Government ten (10) working days to request proceedings transcript before assessing an attendance fee.

xi. **Cancellation Fee.** The contractor may wish to charge a cancellation fee. The Government will notify the contractor by telephone of any cancellations no later than 5:00pm the day before the scheduled proceedings. If the Government does not notify the contractor within the designated time, the contractor may request a cancellation fee.

xii. **Other Requirements**. As follows:

- A transcript of all witness testimony shall be produced only when the USAO makes a specific request that a transcript be produced. Colloquy outside the presence of the witness will not be transcribed unless requested by the USAO.
- Each witness' testimony shall be in a separate transcript.

xiii. **Delivery.** Deposition transcripts shall be delivered via the Government secure platform USAfx submitted electronically in searchable PDF format unless otherwise directed.

c) **Depositions Travel and Per Diem Reimbursement Restrictions:**

The Contractor(s), when Deposition is located within a 50-mile radius of the locations listed in Section 2.1(b) shall not be entitled to travel reimbursements. Travel required outside the 50-mile radius is allowable and shall be pre-approved in writing by the Contracting Officer's Representative or Contracting Officer prior to traveling. Travel expenses shall be reimbursed in accordance with the Federal Travel Regulations (FTR). The FTR can be found at this address: www.gsa.gov.

d) **Certification**. Each reporter shall attach his/her official certification to the original transcript so recorded as follows:

CERTIFICATE

I, (NAME OF REPORTER), a Shorthand Reporter and a Notary Public, do hereby certify that the foregoing witness, (NAME OF WITNESS), was duly sworn on the date indicated, and that the foregoing is a true and accurate transcription of my notes and is a true record of the testimony given by the foregoing witness.

I further certify that I am not employed by or related to any party to this action by blood or marriage and that I am in no way interested in the outcome of this matter.

In witness whereof, I have hereunto set my hand this day of , 20 .

There shall be no charge for either this certification page or any index page if used.

2.3 Remote Depositions

Remote depositions are occasionally required and will be coordinated by District personnel using DOJ's video teleconference systems. If the USAO requests, the Contractor shall host the remote deposition using a FEDRAMP Certified online platform reasonably accessible to the USAO and other parties. Examples of authorized FEDRAMP online platforms include Zoom, Microsoft Teams, Adobe Connect and/or Webex.

Remote Notarization. Each state's notarization laws are different and may only apply to specific proceedings. The Contractor must check with the State Notary, Secretary of State, or other regulatory agency for the state's specific remote notarization or oath administration laws. Court Reporters shall have State or National Certification as required to swear in witnesses for sworn testimony.

When the Contractor hosts remote depositions:

i. Shall be capable of using USAfx or encrypted email (less than or equal to 25 megabytes) to receive exhibits before the deposition and load them to the presentation application before the deposition. The process for exhibit numbering, delivering, and presenting exhibits to the witness and counsel should be discussed with the court reporter well in advance of the deposition, and it may depend upon the application(s)/tool(s) used for remote deposition. The stenographer should also take custody of the introduced exhibits for the final transcript.

ii. Shall conduct a test session with all the parties a few days before the deposition. This helps ensure that all parties have the appropriate bandwidth, cameras, microphones and lighting, as well as the opportunity to ask technical questions before the deposition.

iii. The stenographer shall be the meeting host and send links to all parties. The stenographer will also swear in the witness and control the proceeding.

iv. Separate from the role of the stenographer, a videographer is required to manage the live video streaming and record the video. The videographer can also ensure that the deponent remains in full screen during the deposition, pause the recording for off-the record discussions, and may add timestamps and/or transcript syncing to the final product.

v. Provide technical support to assist with issues during the deposition.

vi. Upon request, provide synchronized video with the transcript.

Stipulations for remote depositions. [Fed. R. Civ. P.] Rule 30(b)(4) allows parties to stipulate that a deposition be taken by "telephone or other remote means." If everyone is not in the same room, the Contractor shall put an appropriate stipulation on the record at the beginning of the deposition, indicating that the deposition is being taken remotely and indicating where each participant is located. The deposition is considered to be taking place where the deponent is located, and if the deponent is not in the same room as the court reporter, the court reporter's administration of the oath to the witness must include alternate language. A sample stipulation may include the following language:

We understand that notary laws may not permit the court reporter to administer an oath to the witness if they are not in the same location. [As such, counsel agree that the reporter will not administer the oath. Instead] or [In addition to the oath given by the court reporter], the witness will verbally acknowledge the following: "Do you solemnly swear or affirm under penalties of perjury that the testimony you will give in this matter will be the truth, the whole truth, and nothing but the truth?" The parties agree that nothing about this process will impair in any way the use of this deposition as otherwise permitted by the Federal Rules of Civil Procedure. Prior to administering of the oath, the court reporter is required to positively verify the identity of the witness. The witness should be required to have positive identification (s)he can produce or have opposing counsel verify and stipulate to the identity of the witness.

2.4 Recording Requisites

a) Recording hereunder shall be taken by reporters qualified in the operation of Steno-type equipment, Real Time recording, Computer Aided Transcription (CAT), Shorthand and/or monitored Multi-Microphone recording systems, and when permitted by the Presiding Official, by Steno mask. At the request of the USAO, recording shall also be taken by videotape. Regardless of the type of equipment used, it is mandatory that there be an accurate read back capability and that a back-up system be utilized. It is also mandatory that tape recording devices shall have a separate monitor head which shall allow the reporter to monitor the recorded tape.

i. **Monitored Multi-Microphone Recording Systems**. The mandatory requirements follow:

- The Contractor's personnel shall operate and monitor the recording equipment at all times.
- The operating personnel shall provide to the USAO, prior to the commencement of each proceeding, a certification that the equipment is turned on and operating.
- The recording equipment utilized shall provide for the instant playback of testimony.
- The equipment shall be capable of recording as many as twenty-three grand jurors together in one room with the prosecutor and the witness.
- The system utilized shall have a back-up system to allow continuous recording of speakers. The Grand Jury hearings shall not be stopped for any reason such as the changing of a tape.
- The media shall be of such quality that there shall be no instances of inaudibility because of accents or words used by the speakers.
- The system shall be portable to allow for transportation of media to another location when an immediate decision is required by a Federal District Court Judge.

- The recording monitor shall be able to identify speakers.
- A back-up system shall be available so as not to delay the proceedings.
- The equipment utilized shall not pose any safety hazards due to exposed wires, cords, or for any other reason.
- **Steno masks are not authorized.**

ii. **Real Time Recording. The steno machine is attached to the computer. As the steno types the strikes/words are translated into English onto the screen.**

iii. **Computer Aided Transcription (CAT).** With this type of system, the steno strikes a key which is written onto a disk. The disk is inserted into an attachment to the computer and the information is brought up on the computer screen. Also, a back-up voice tape is made so that a re-verification can be made of the transcript.

iv. **Video Recording.** The USAO will determine video formatting (recordable media).

b) The Contractor, or the duly authorized employee, agent, or representative of the Contractor, shall present himself/herself to the person in charge of the proceedings and he/she shall at all times be governed by the instructions of the Presiding Official in matters affecting the composition of the record, adjournment to other times or places, and matters of like character.

c) Depositions shall be taken by a Contractor-furnished reporter who must be a duly authorized notary for the State or District in which the deposition is held. Reporters are required to comply with Rules 28 and 30 of the Federal Rules of Civil Procedure, and specifically Rule 30(e), which provides in pertinent part as follows:

"If requested by the deponent or a party before completion of the deposition, the deponent shall have 30 days after being notified by the officer that the transcript or recording is available in which to review the transcript or recording and, if there are changes in form or substance, to sign a statement reciting such changes and the reasons given by the deponent for making them. The officer shall indicate in the certificate prescribed by subdivision (f)(1) whether any review was requested and, if so, shall append any changes made by the deponent during the period allowed."

The Contractor must give the USAO its copy prior to the witness being presented their testimony. The USAO may choose to present the deposition to the witness. In the event further information is desired, the above referenced volume is a part of the United States Code, Title 28 and may be found at any public library.

d) Everything spoken pertaining to the subject matter of the deposition shall be reported, unless the Presiding Official otherwise directs. No part of any proceedings, of which notes have been taken as required, shall be omitted from the record, unless the Presiding Official so directs.

e) All notes, records, documentary exhibits, and any other material which is a part of, or relates to, any action recorded by the Contractor shall be the property of the United States and shall be delivered to the ordering office, together with furnished transcript, unless otherwise instructed.

f) Right to Remove Individual Reporter - It shall be an absolute right of the USAO to inform the Contractor through the Contracting Officer of the unacceptability of specific court reporters for Grand Jury or Deposition work. The failure of the Contractor to provide a court reporter other than one designated unacceptable by the USAO shall provide a basis for the USAO's decision to obtain court reporting services from another source.

2.5 Transcript Format

a) A separate transcript shall be provided for each witness/deponent. The title page shall show the name of the witness/deponent, Deposition date, time of the commencement of the proceeding for that particular witness, docket number, the date of proceedings, the name, title and address of the attorney appearing for the Government, caption of matter, the authority for taking the deposition, etc. and shall be followed by a page of distinctive color indexing the exhibits where applicable.

b) The paging of the transcripts shall be in a single series by consecutive numbers regardless of the number of days consumed in the hearings, proceeding, etc., and the paging of the transcript in a hearing shall follow consecutively the paging of the last previous hearing in the same case.

c) Each copy of the transcript furnished to the USAO shall be bound with covers of good quality, white or colored 140 pound index paper, #1 sulphite paper, heavy weight transparent plastic, or similar material approved by the ordering office. Transcripts shall be punched with three holes at the left side; the upper and lower holes to be two inches from top and bottom of the page, third hole in the center of the resulting interval, and shall be secured with a suitable fastener of permanent nature.

d) All transcripts shall be formatted for reproduction in black text on standard 8 ½ inches x 11 pages, with a ruled margin of 1 3/4 inches at the left side and 3/8 inch at the right side. Typing shall be 10 spaces to the inch, double spaced, and shall not be less than 25 lines to the page exclusive of the line containing the witness name, date of testimony, and page number. The lines of testimony are to be numbered on each page beginning with #1. These numbers will appear just to the left of the left ruled margin. Whenever testimony is continuous, requiring more than one line, the typing shall begin one blank space after the left hand ruled margin and shall continue to the right hand ruled margin, with no blank spaces. The distance between the left hand ruled margin and the right hand ruled margin will be 6 3/8 inches. Therefore, there will be no less than 60 characters per line available. No word should wrap to the next line that would properly fit within the 60 count. Pages necessarily containing less than 25 lines shall be charged and paid for at the full-page rate. No payment will be made for lines in excess of 25 lines to the page. The first line of Q and A's will be indented 5 spaces, then followed by a period and 3 blank spaces. The second line will return to one blank space after the left hand ruled margin. The first line of colloquy will be indented 10 spaces, followed by a period and 3 blank spaces. The second line will return to one blank space after the left hand ruled margin. No extraneous words should be used on the title page or at the beginning of a witness' testimony. No statement that can properly fit on a line should be extended to an additional line. There should be no unnecessary blank lines unless absolutely necessary for readability. The USAO will be the sole judge of this format.

   Reduced page transcripts (Condensed Transcripts) shall include four transcript pages in reduced format on a single 8 ½ x 11 inch page. Condensed transcripts shall be delivered within the same timeframe applicable to the corresponding original transcript.

   The Government may approve an alternative industry-standard transcript format when requested by the Contractor, provided the format does not reduce readability, accuracy, searchability, or the Government's ability to cite the transcript by page and line.

e) Exhibits admitted in evidence, identified in a deposition, or in Grand Jury proceedings, when requested by the Government attorney shall be stamped, marked, numbered by the Contractor, and arranged in numerical order, as directed by the individual Assistant U.S. Attorney (AUSA) and shall be annexed to the deposition transcript. The marking shall indicate clearly whether the exhibit is offered by the complainant, protestant, intervener, defendant, respondent, applicant, the ordering office, or other party of record. The numbering of exhibits shall be in a single series of consecutive numbers, regardless of the number of days consumed in the hearing, unless otherwise directed by the Presiding Official. The number of exhibits introduced at a hearing or in a reopened case shall follow consecutively the number on the last previous exhibit introduced by such party. Exhibits shall not be copied into the record nor shall photo static copies of exhibits for inclusion in the record be made by the reporter unless the Presiding Official so directs.

f) The Contractor shall correct, at no additional cost to the Government, any formatting errors, missing pages, inaccurate page or line numbering, incorrect exhibit references, file corruption, or other deficiencies attributable to the Contractor. Corrected transcripts or files shall be provided within two business days after notification, or sooner when required to meet a litigation deadline.

2.6 Availability/Sale of Transcripts

a) Recording of proceedings shall be transcribed by the Contractor only when directed by the USAO. In the handling of transcripts, the Contractor shall observe and comply with security requirements stipulated herein. Transcripts will not be made available to the public by the Contractor.

2.7 Reports

The Contractor shall submit immediately, in writing, to the Contracting Officer and the USAO the following reports:

- Unauthorized Entry. A report on any information coming to his attention concerning unauthorized entry (actual, attempted, or threatened) at his facilities where work for the USAO is performed.
- Loss, Compromise or Suspected Compromise. A report on any loss, compromise or suspected compromise of transcripts, notes or other related material.
- Any change of ownership, including stock transfers that affect the control of the corporation.
- Change of operating or address of the facility.
- A report of any change during the performance of the contract in location of closed or restricted areas as established, including the creation of any new areas requiring approval of the United States Attorney (USA).
- A report of any change in the storage capability which would affect the information which the Contractor is required to safeguard.

The Contractor shall also maintain and keep available for review by the USAO a master index of the Deposition sessions, including the date, name of case, name of AUSA(s), case number, name of witnesses and pages from those witnesses, and the name of the court reporter.

2.8 Orders

a) The Contracting Officer will provide funding at the Task Order level on Optional Form 347, which will state the amount of funding available for each ordering period. Services to be furnished will subsequently be ordered by the issuance of work orders (see Attachment 3) signed by the Contracting Officer's Representative (COR) or Authorized Individual(s) of the USAO listed in Attachment 1. All work orders issued hereunder are subject to the terms and conditions of this contract which shall control in the event of conflict with any work order.

b) All work orders placed under this contract must contain the following information:

i. Date of Order
ii. Order Number
iii. Description of Service
iv. Place of Performance
v. Primary Point of Contact of the work order

A sample Court Reporting Ordering Form is attached.

c) In accordance with FAR 52.212-4 Alt I (i), the Contractor shall provide requisite notification in the event expenditures are expected to exceed 85% of current funding ceiling.

2.9 Key Personnel

a) The key personnel whom the Contractor shall furnish for the performance of this contract are as follows:

Name: To Be Determined	Title: Court Reporter
Name: To Be Determined	Title: Court Reporter
Name: To Be Determined	Title: Court Reporter
Name: To Be Determined	Title: Court Reporter
Name: To Be Determined	Title: Videographer
Name: To Be Determined	Title: Videographer

Name: To Be Determined Title: Videographer
Name: To Be Determined Title: Videographer

b) The personnel specified above is/are considered to be essential to the work being performed hereunder. Prior to replacing any of the specified individuals, the Contractor shall immediately notify both the Contracting Officer and COR reasonably in advance and shall submit written justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No replacement of personnel shall be made by the Contractor without the written consent of the Contracting Officer.

2.10 Notice to Proceed

Within ten (10) calendar days after the contract award, the USAO will furnish the Contractor with personnel security application forms. The Contractor shall complete and return to the COR all personnel security application forms within seven (7) calendar days after receipt. After a sufficient number of Contractor Personnel are cleared by the Government, a notice to proceed will be issued by the Contracting Officer or the Contracting Officer's Representative specifying a performance start date.

Contractor Personnel will be required to undergo requisite Tier 2 – Moderate Risk Public Trust background investigation as directed by EOUSA Personnel Security. The vendor shall pre-screen applicants and only offer candidates who are capable and expected to pass these screenings.

Section 3 - Packaging and Marking

All information and submittals, including receipts, forms, reports, and other materials provided to the CO or the COR shall be clearly marked with the contract number as follows:

EOUSA CONTRACT NUMBER: TBD

Section 4 - Inspection and Acceptance

Final inspection and acceptance of work performed, reports, and other deliverables shall be performed by the COR.

Section 5 - Deliveries or Performance

5.1 Period of Performance:

See Section 1

5.2 Place of Performance:

See Section 2

5.3 Performance Standards

Evaluation of the Contractor's overall performance in accordance with the performance standards set forth in this Statement of Work shall be conducted jointly by the COR and the Contracting Officer and shall form the basis of the Contractor's permanent performance record with regard to this contract.

Section 6 - Contract Administration Data

6.1 Contracting Officer

The Contracting Officer for this contract is:

Jonathan Mayfield
Executive Office for US Attorneys
Deputy Assistant Director of Acquisitions
Desk: 202-252-5403
Email: Jonathan.Mayfield@usdoj.gov

Olina Rae
Executive Office for US Attorneys
1600 Hampton St
Columbia, SC 29208
Desk: 803-354-5363
Email: Olina.Rae@usdoj.gov

Written communications shall make reference to the contract number and shall be emailed to olina.rae@usdoj.gov or mailed to the above address.

6.2 Payment/Invoice Requirements

Payment for actual work and services rendered under this contract will be made in accordance with the Prompt Payment Act. Invoices shall be submitted monthly, at minimum, by the 1st day of the following month. Invoices may, and are preferred, to be sent once services have been rendered. To constitute a proper invoice, the invoice must be submitted in accordance with FAR 52.212-4(g). In addition, the following information must appear on the invoice:

- Date service was performed
- Location service was performed
- Attorney's Name
- Name of witness
- Number of pages
- Cost per page
- Order Number

Invoices shall be submitted to the address shown in block 18a of SF 1449. All follow-up invoices shall be marked "Duplicate of Original."

6.3 Accounting and Appropriation Data
Accounting and Appropriation Data is assigned with each task order.