



Statewide Contract for Court Reporting Services

Statewide Contract Webinar

Your Presenter



Josh Borden

Title: Category Manager

Experience: C.P.M., Services Section

19 years State of Georgia Purchasing

Contact Information:

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404-657-4322**

Purpose of this Webinar



The purpose of this webinar is to:



- **Explain** the purpose of the Statewide Contract
- **Review** the benefits of the Statewide Contract
- **List** specific details related to the Statewide Contract
- **List** the benefits of the Statewide Contract
- **List** the steps you follow to find the Statewide Contract on the SPD website
- **Review** FAQs related to the Statewide Contract
- **Describe** the procedures for obtaining more information about the Statewide Contract.

Purpose

Court Reporting is increasingly used in both private and public sectors for recording of public and private proceedings. Recognizing the importance of verifying the information provided as a part of public procurement to those that are providing services to constituents statewide, hearings, or proceedings, this solicitation is engineered to assist agencies statewide in obtaining information quickly and accurately related to the proceedings and/or procurements.



Purpose

The purpose of the **Court Reporting Services Statewide Contract** is to:



Provide State Agencies, Municipalities and Organizations a consistent approach to requesting and receiving court reporting services.



This contract includes the following:



- Court Reporting
- Transcription Services
- Offerors Conferences
- Administrative Hearings
- Legal Proceedings

Statewide Contract Details



About *Background Investigative Reports Statewide Contract* :

What is the Contract Number?	SWC 90790
Is it a Renewal?	No
Does it Replace an Existing Contract?	No
What is the Contract Term?	5 Years
What is the Expiration Date?	03-31-2010
Does it Allow the Use of the P-Card?	Yes
Who is the Person to Contact with Questions:	Edwina Berry edwinaberry@happyfaces.net 770-414.9071

Slide 7

State Purchasing Division

Key Benefits

The [Background Investigative Reports Statewide Contract](#) provides the following benefits:



- Quick Access to Arranging for Court Reporting Services
- Three Levels of Service Delivery
- Follow Up Services when Additional Information is required
- Backup Storage of Proceedings and Documentation



Key Benefits



And probably the most important benefits of our new **Court Reporting Services Statewide Contract** :

- There is no monthly fee or setup fee!
- You can schedule with less than 48 hours if needed!
- Transcripts can be provided in .PDF, ACCII, Word



Where to Find this Statewide Contract



The contract is available for use through the State Purchasing Statewide Contract Index Listing under [Court Reporting Services Statewide Contract](#)

Here is the link to the Contract Index Link:

http://ssl.doas.state.ga.us/PRSapp/PR_StateWide_contract_menu.jsp



Where to Find this Statewide Contract



Here is how you access the State Purchasing Statewide Contract Index Listing without the link:

1. Display the State Purchasing Division website
2. Click on Contracts
3. Click on Statewide Contracts Index
4. Once the Statewide Contracts Index page displays, you can choose one of the methods available to access the statewide contracts

Where to Find this Statewide Contract



STATEWIDE CONTRACTS

State Purchasing establishes competitive statewide contracts for a wide variety of products, services, and equipment. These contracts cover commonly used commodities such as office furniture, motor vehicles, natural gas, liquid petroleum, paint, ammunition, asphalt, and much more. In order to find the contract that best fits your needs, use the following menu of search options.

If you have questions pertaining to a specific contract, please contact the State Purchasing Buyer identified in the contract information, or contact the State Purchasing office at 404-657-6000.

MENU Use one of the methods below to access Statewide Contracts

[list of Statewide Contracts \(Alpha order\)](#)

[list of 5 Digit NIGP codes assigned to Statewide Contracts](#)

[Search for Statewide Contracts by keyword](#)

[Search for Statewide Contracts by Major NIGP Category](#)

[RETURN](#)

How to Use this Contract



Agency/ University Purchasing Officers will contact Happy Faces Services, Inc. and will need to provide an initial listing of all users that will need access/passwords to the system.

Happy Faces will work with the agencies to provide onboarding support and training. To familiarize yourselves with Happy Faces, please visit them at www.happyfaces.net.

Agencies can immediately schedule requests online for Court Reporting Services.

Agencies requiring further support in scheduling services should call 770.414.9071.

For Systems Issues, please contact Michael Hairston at 404.610.9207.

FAQs

The following list provides a list of questions and answers:



Question	Answer
Who should I contact at Happy Faces?	Edwina Berry is the primary contact, but their staff is ready to assist.
Do they have a help desk?	Yes.
Is there training involved?	Yes, training is available if needed. Most of the screens and forms are self explanatory.
What information will I need to provide to schedule?	The date, time, location and any specific information as to directions should be readily accessible. You will also need your billing information.
What if I don't know what I need?	Contact your APO/CUPO for standard requirements. A transcript of all Offerors Conferences is required to document questions asked and information provided to vendors. Call the specialists at Happy Faces to assist you with further identifying needs.

FAQs

The following list provides a list of questions and answers:



Question	Answer
What if I lose my User ID and password?	Contact Happy Faces to have it reset.
How do I pay for the search?	Happy Faces accepts the State Purchasing Card. A “Bill Me” option is available to designated APO/CUPO.
Who can complete a request for services?	The APO and CUPO will designate authorized persons that can use the system and who will be authorized to incur expenses on behalf of the State.
What if I need a type of court reporting services that is not on the current Statewide Contract?	Contact Josh Borden with State Purchasing.

FAQs

The following list provides a list of questions and answers:



Question	Answer
When do I pay?	You will provide your P Card information when you request the services. The charges will post when the transcribed documents have been provided to you.

For More Information



If you have questions about this Statewide Contract:

Submit Questions to:

Email Address:

josh.borden@doas.ga.gov

Person to Contact:

Josh Borden

Phone Number:

404.657.4322

Vendor Contact Information:

Email Address:

edwinaberry@happyfaces.net

Person to Contact:

Edwina Berry

Phone Number:

770.414.9071

This webinar:

A copy of this webinar will be posted on the SPD website on the Statewide Contracts page

Questions?

