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November 25, 2026

REQUEST FOR PROPOSALS
STENOGRAPHIC SERVICES FOR PROCEEDINGS

Dear Sir or Madam:

Pursuant to New York State General Municipal Law § 104-b and the Procurement Policy of the Town of Oyster Bay (the "Town"), the Town is presently soliciting for professional stenographic services required by the Town for employee relation and disciplinary proceedings for the period of January 1, 2024 through and including December 31, 2024, with an option, at the discretion of the Town, for two (2) one-year extensions should it be mutually agreeable between the successful firm(s) and the Town of Oyster Bay.

The following is a list of terms and requirements which must be agreed to by each perspective company:

1. Transcripts are to be delivered no later than ten (10) business days after testimony is taken. There will be a penalty imposed for late delivery as follows:

   i. up to five (5) business days late (fifteen (15) business days after testimony is taken) a five percent (5%), per page/minimum transcription fee, reduction:

   ii. more than five (5) business days late (over fifteen (15) business days after testimony is taken), a fifteen percent (15%), per page/minimum transcription fee, reduction;

2. Expedited transcripts shall be paid as follows:
   6 to 9 days- plus fifty percent (50%) per page;

4 to 7 days- plus sixty percent (60%) per page;
1 to 3 days- plus seventy-five percent (75%) per page;

3. Stenographer is to be present at least thirty (30) minutes prior to start of any proceeding. The attending stenographer shall be experienced in providing stenographic services for examinations before trial, depositions, disciplinary hearings, testimony, etc.

4. Type shall be in black ink, ten (10) letters to the inch, six and a half (6.5) inches to a line, double spaced, twenty-five (25) lines per page and reproducible by standard office copy equipment.

5. Transcript shall be in verbatim form with all words and names spelled correctly, properly punctuated and hyphenated.

a. Errors in spelling or grammar shall be corrected by the company at no charge to the Town. The Town will indicate, on a separate page, each and every correction to be made, and will forward the corrections page to the company. Within five (5) days of receipt of correction page, the company shall mail corrected transcript pages back to the Town.
b. Excessive errors in spelling or grammar, as determined by the Town, shall be cause for the Town to terminate its relationship with the company.

6. All original notes and/or other records taken in connection with any proceeding shall be held in security by the company for a period of time not to exceed five (5) years. All recorded or hard copy material will be maintained in confidentiality and no materials shall be released to any parties without the express permission of the Town or its designee.

7. In addition to accepting each and every one of the terms herein, the proposal must be accompanied by three (3) references from clients to whom the company provided similar stenographic work. Such references shall include the name of a contact person, address and telephone number. Kindly include the company's resume, profile, and relevant experience with the response, as well.

8. Payment to said stenographic service provider will be in accordance with the terms, conditions and fee schedule set forth below:

Appearance or Bust Fee
Conferences, disciplinary hearings, testimony, and stenographic services as needed with respect to Employee Relations Matters.

Appearance.....$100.00
Cancelation (Bust).....$85.00

(add an additional $35.00 for an
assignment more than four (4) hours.)

Transcript Fee (calculated per page for original transcript)
Minimum Transcript Fee.....$195.00
Per page for original transcription.....$ 3.55

Your response to this RFP should be made to the attention of the undersigned, and must be received by this Office on or before December 14, 2026.

Very truly yours,

FRANK M. SCALERA
TOWN ATTORNEY

Jeffrey Lesser
Deputy Town Attorney