

**DATE: 7/16/2025**

## **NON-CONSTRUCTION CONTRACT SOLICITATION NOTICE**

**MTA- HQ IS NOW ADVERTISING FOR THE FOLLOWING:**

**SSE #:** 0000516025

**OPENING/DUE DATE:** 8/07/2025

**TYPE OF SOLICITATION:** IFB

**DOCUMENT AVAILABILITY DATE:** 7/16/2025

**SOLICITATION TITLE:** Stenography / Stenography Translation Services

**DESCRIPTION:** The Contractor shall furnish to the MTA large scale (high volume of requests) on call stenographic court reporting services for judicial, administrative proceedings and public hearings on an as-needed non-exclusive basis to record and prepare verbatim testimony as well as on call videotaping for a five (5) year term. The MTA does not estimate the number of requests per day. The MTA may accept the use of Digital Audio Reporting when approved by the MTA in advance, in its sole discretion. In addition to this, the Contractor will be required to also provide the following services:

- Transcribe proceedings in Real-Time format for the purposes of being viewed by persons who are hearing and/or visually impaired in real time (e.g., display the transcription on a projector screen to be viewed).
- Provide the MTA with miscellaneous stenographic services, which shall include items such as language interpretation; audio transcription; videography; etc. The respective Agency Project Manager shall evaluate pricing for this line item against the marketplace at the time any of these services are requested.

The Contractor shall: Deal directly with each Agency and consider that Agency to be a separate client; Deal directly with departments, designated individuals and other subdivisions within each Agency as directed by that Agency; and Deal directly with the MTA HQ Procurement Project Manager - System-Wide Contracts Management, in regard to the overall administration of the Contract.

**Funding:** 100% Operating    **Goals:** N/A    **Est \$ Range:** \$1M- \$5M    **Contract Term:** 5 Years

**( ) PRE-BID CONFERENCE:**

**DATE:** N/A

**TIME:** N/A

**LOCATION:**

**( ) SITE TOUR: N/A**

**DATE:** N/A

**TIME:** N/A

**LOCATION:**

**FOR MORE INFORMATION, PLEASE CONTACT:**

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