



SOQ 24-028 Professional Translation/Interpretation Services
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

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General Professional Services Questionnaire Instructions

- The General Professional Services Questionnaire shall be used for all professional services except outside legal services and architecture, engineering, or survey projects.
- **The General Professional Services Questionnaire should be completely filled out. Complete and attach ALL sections. Insert “N/A” or “None” if a section does not apply or if there is no information to provide.**
- Questionnaire must be signed by an authorized representative of the Firm. Failure to sign the questionnaire shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the General Professional Services Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors' complete questionnaire(s), applicable licenses, and any other information required by the advertisement shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.

General Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

SOQ 24-028 Professional Translation/ Interpretation services

B. Firm Name & Address:

A AMERICAN HIGH-TECH TRANSCRIPTION & REPORTING, INC. 2708 Alternate 19 N., Suite #505-AB Palm Harbor, FL 34683

C. Name, title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, with at least five (5) years of experience in the applicable field required for this Project:

John Butterworth, SVP Client Success and Global Operations. John@htsteno.com

D. Address of principal office where Project work will be performed:

A AMERICAN HIGH-TECH TRANSCRIPTION & REPORTING, INC. 2708 Alternate 19 N., Suite #505-AB Palm Harbor, FL 34683

E. Is this submittal by a JOINT-VENTURE? Please check:

YES _____ NO x _____

If marked "No" skip to Section H. If marked "Yes" complete Sections F-G.

F. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.

1.

2.

General Professional Services Questionnaire

G. Has this JOINT-VENTURE previously worked together? Please check: YES _____ NO _____

H. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1. No subcontractors		
2.		
3.		
4.		
5.		

General Professional Services Questionnaire

I. Please specify the total number of support personnel that may assist in the completion of this Project: 25
J. List any professionals that may assist in the completion of this Project. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's professionals that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.
PROFESSIONAL NO. 1
Name & Title:
John Butterworth, SVP Client Success and Global Operations
Name of Firm with which associated:
A AMERICAN HIGH-TECH TRANSCRIPTION & REPORTING, INC (AHT)
Description of job responsibilities:
Oversight of all Operations for AHT, New contracts, renewals, sales and management.
Years' experience with this Firm:
1.5 years with AHT.
Education: Degree(s)/Year/Specialization:
BA, Physics and Liberal Studies, Emory University. 1987
Other experience and qualifications relevant to the proposed Project:
History and Qualifications available here: https://www.linkedin.com/in/johnvbutterworth/

General Professional Services Questionnaire

PROFESSIONAL NO. 2
Name & Title:
Sarah Haddock
Name of Firm with which associated:
A AMERICAN HIGH-TECH TRANSCRIPTION & REPORTING, INC (AHT)
Description of job responsibilities:
All work assignment, billing and staffing.
Years' experience with this Firm:
1.5 years
Education: Degree(s)/Year/Specialization:
St Petersburg College, Associates in Business
Other experience and qualifications relevant to the proposed Project:
Work history available here: https://www.linkedin.com/in/sarah-haddock-51a278296/

General Professional Services Questionnaire

PROFESSIONAL NO. 3
Name & Title:
Maia Watson
Name of Firm with which associated:
A AMERICAN HIGH-TECH TRANSCRIPTION & REPORTING, INC (AHT)
Description of job responsibilities:
Proofreader, assistant operations manager
Years' experience with this Firm:
1
Education: Degree(s)/Year/Specialization:
JURIS MASTER – EMPLOYMENT LAW & HR RISK MANAGEMENT MAY 2022 FLORIDA STATE UNIVERSITY COLLEGE OF LAW - BACHELOR OF SCIENCE – PUBLIC SAFETY & SECURITY MAJOR IN CRIME SCENE INVESTIGATION JUNE 2019 FLORIDA STATE UNIVERSITY -ASSOCIATE IN SCIENCE AND CERTIFICATE – CRIME SCENE TECHNOLOGY DECEMBER 2016 ST. PETERSBURG COLLEGE
Other experience and qualifications relevant to the proposed Project:
EXPERIENCE PUBLIC RECORDS SPECIALIST PINELLAS COUNTY SHERIFF'S OFFICE AUGUST 2022 – PRESENT

General Professional Services Questionnaire

PROFESSIONAL NO. 4
Name & Title:
AHT has a number of full time, professional transcriptionists with years of experience performing transcription work in a secure environment. Too many to list on this form and available upon request.
Name of Firm with which associated:
AHT
Description of job responsibilities:
Transcription and translation of interviews, recordings, jail calls, 911 calls, all formats, and delivering to the template that customers require,
Years' experience with this Firm:
More than 20. AHT was acquired in 2023 by XL8 and the typists are seasoned professionals.
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:
Our transcriptionists have Registered Professional Reporter and other credentials for legal, Law Enforcement and State and Federal work. For example: Sara Wild - Florida (RPR) Registered Professional Reporter LeeAnn McIlravey - Florida (RPR) Registered Professional Reporter

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PROFESSIONAL NO. 5
Name & Title:
N/a
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

K. List all prior projects that best illustrate the Firm's qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.

PROJECT NO. 1

Project Name, Location and Owner's contact information:	Description of Services Provided:
U.S. Department of Interior - Office of Inspector General 381 Elden St., Ste. 3000; Herndon, VA 20170 Contracting Officer: Mary Anne Fryer 703-487-5447	Transcription and Translation services through a GSA contract, annually recurring, multi-year.
Length of Services Provided:	Cost of Services Provided:
Multiple year	Approximately \$50k

PROJECT NO. 2

Project Name, Location and Owner's contact information:	Description of Services Provided:
U.S. Department of Environmental Protection Agency - OIG Washington, DC Manager and Program Analyst: Stephanie Sherony 202-566-2494	Transcription and Translation services through a GSA contract, annually recurring, multi-year.
Length of Services Provided:	Cost of Services Provided:
Multiple year	Approximately 15 years.

General Professional Services Questionnaire

PROJECT NO. 3	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Highlands County Sheriff's Office, Sebring, FL 400 S. Eucalyptus St., FL 33870 Bonnie Gregg 863-402-7213	Translation and transcription of jail calls, interviews, texts, body cam, etc. Multiple languages, mostly English and Spanish.
Length of Services Provided:	Cost of Services Provided:
More than a decade	Approximately 25k/year

PROJECT NO. 4	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Fourth Judicial Circuit, State Attorneys' Office 311 W Monroe St., Jacksonville, FL 32202 Unit Supervisor / Computer Division / STACWeb Kim Baggett 904-255-2500	Transcription and translation of court recordings, interviews, depositions as needed
Length of Services Provided:	Cost of Services Provided:
Multiple year, more than 15.	Approximately 20-30k per year.

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PROJECT NO. 5	
Project Name, Location and Owner's contact information:	Description of Services Provided:
USDOJ, United States Attorney, Middle District of Florida Tampa, FL Jessica Lowry, Contracting Officer 813-274-6392	Multiple forms of calls, recordings, interviews and text and documents. English and Spanish and other languages such as Haitian Creole.
Length of Services Provided:	Cost of Services Provided:
Multi-year GSA contract	35-40k per year.

PROJECT NO. 6	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Montgomery City Investigations Montgomery, AL Bill Barousse bbarousse@montgomeryal.gov 334-625-2490	Transcription of Internal investigation recordings, interviews, and Jail calls.
Length of Services Provided:	Cost of Services Provided:
More than 5 years	\$10k per year.

General Professional Services Questionnaire

PROJECT NO. 7	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 8	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 9	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 10	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire


L. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.

Parties:		Status/Result of Case:
Plaintiff:	Defendant:	
1. None		
2.		
3.		
4.		

M. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.

With over 30 years of experience in delivering high-quality transcription services to various courts and District Attorneys' offices across the United States, we are uniquely positioned to meet the specific needs of Jefferson Parish. Our transcription and translation services are comprehensive and tailored to the dynamic needs of the legal sector. We offer 24/7 coverage for all types of law enforcement-related transcriptions, ensuring a 24-hour turnaround time, with priority given to urgent requests for faster processing. Our expertise spans a wide array of materials including, but not limited to, jail calls, statements, wiretaps, reports, interviews, bodycam videos and recorded court proceedings. We recognize the importance of accuracy in legal transcription and provide these services exclusively by native English speakers. Additionally, we cater to the transcription of business meetings, conferences, speeches, internal security, investigations, and videos, complete with timestamps for meticulous record-keeping. Our capability to handle all digital and analog media formats, including DOC, MP3, CourtSmart, and others, makes us versatile and adaptable to any recording method. For Spanish transcription and translation, we employ certified translators, and we also offer services in other languages to meet diverse linguistic needs. Clients can choose to use our state-of-the-art digital dictation system, or we can seamlessly integrate with existing systems for convenience and efficiency. Our comprehensive suite of services, and services we plan to launch in the near future are designed to support the multifaceted operations of District Attorneys' offices, ensuring accuracy, timeliness, and confidentiality in every aspect of our work.

N. To the best of my knowledge, the foregoing is an accurate statement of facts.

Signature:  Print Name: John Butterworth

Title: SVP, Client Success and Global Operations Date: 8/15/2024