



Dated: October 23, 2020

RE: ADDENDUM NO. 2 TO REQUEST
FOR PROPOSALS (RFP) PACKAGE

RFP 21023
RECORDING AND TRANSCRIPTION
SERVICES

EMAIL TO: All RFP recipients on record.

The RFP Package is hereby clarified or changed as follows:

1. Deadline for receipt of Proposals is changed to 2:00 PM prevailing Alaska Time on October 29, 2020.

Questions and Answers:

2. Q. Is the successful contractor responsible for recording the meetings described in section 3.01 and transcribing the meetings? Or is the contractor responsible for just providing transcription services.
A. Yes, the successful contractor is responsible for recording the meetings.
3. Q. Section 2.01 Scope of Work, states “the contractor will provide all the necessary industry standard stenographic equipment, cables, software, and computer.” Can you please advise if the Agency is requiring in-person attendance by the vendor in order to record all meetings? If not, would the Agency allow for bidders to propose an audio capture software to be used by AIDEA/AEA as a meeting recording method, which we can then transcribe off-site?
A. The Agency already has audio capture software on-site; however, the Vendor must also record the meeting. The Vendor is not required to be on-site, in-person unless specifically requested by the Board.
4. Q. Would the Agency be willing to work with a vendor that provides verbatim transcription services only – not to include indexes, summaries or meeting minutes?
A. No, the Authorities prefer summarized minutes; however, all reading of Resolutions must be verbatim.
5. Q. Would the Agency be willing to work with a vendor that provides an electronic only version of the transcribed record?
A. Yes, meaning an electronic TRANSCRIBED version must be provided as well as a copy of the audio recording.

6. Q. Is there an incumbent currently providing these services?
- A. Yes.
7. Q. Are the services in this RFP continually needed, even beyond the term of the resulting contract, and therefore may be bid out again?
- A. Yes. The current solicitation is for a one-year contract with the option to extend for an additional year segments.
8. Q. We see the RFP response must be mailed. In light of Covid, with staff working from home and ambivalent to go to public spaces, and with Covid related postal delays, would it be possible to submit electronically, by email or otherwise?
- A. Please refer to page 4 of the RFP, Section 1.07. Emailed proposals will not be accepted. A hard copy of RFP response is required. There are local firms that will print and deliver your response for you, if needed.
9. Q. While we see there is some estimating of volume included in the Scope of Work, we are still unclear. Are we correct in our calculations that you anticipate somewhere in the vicinity of 285 hours of transcription services per year? If not, what is the correct estimate?
- A. Approximately 205 hours are currently scheduled. Additional Special meetings may occur throughout the year.
10. Q. We see the estimated total budget for the project is estimated not to exceed \$164,000 for one year. Does this total include travel reimbursement? If so, how much of the maximum \$164,000 would be for travel reimbursement?
- A. The value of the contract is all inclusive of all services, including travel, if proposed.
11. Who is the current vendor and what are their prices for all categories of work and services provided/required?
- A. This information will not be provided in this response.
12. What was the value of the contract this current contract term without travel expense reimbursement?
- A. The total budget is estimated to not exceed \$164,000.

13. What was the value of the contract this current contract term for travel expense reimbursement alone?
- A. Travel is not a line item in the current contract.
14. Do you expect 5 or 6 to increase or decrease, and by what approximate percentage (if you know)?
- A. The Agencies' estimate is based on the current known needs. We are unaware of any additional changes or needs at this time.
15. Section 3.01, Scope of Work provides that the "hard copy version of the transcribed record shall provide a summarized record of everything spoken during a session and the minutes shall reflect a summary of presentation, discussion, and actions taken at the meeting, and shall summarize the formal public comment period of each meeting." Below that is provides, "One electronic copy of the transcript is required within 21 days of the last day of the meeting." Does this mean that a hard copy version of a record is expected in addition to a meeting minute document, *and* an electronic copy of the transcript? Please clarify what needs to be sent electronically and what needs to be sent via hard mail.
- A. The completed version of the transcribed meeting can be provided electronically.
16. Also in Section 3.01 it provides that a "copy of recording will be supplied within one day after the meeting to the corresponding executive staff." Does this mean we are making the recording and providing that to Alaska staff? Or, is the Alaska staff making a recording also?
- A. Yes, firm is required to record and provide to Agencies. An electronic version is acceptable.
17. In Section 3.07, it provides, "The locations the work is to be performed, completed and managed is at the contractors place of business unless otherwise specified and agreed to. If offeror proposes attending Authority meetings in person, a workspace will be provided for transcriptionist during the meeting." Please clarify whether or not the current "transcriber" or contractor is appearing in person or is making a recording remotely and then transcribing from the recording. Please explain your preferences in this regard.
- A. The current Contractor has provided the services both in-person and remotely. The Agencies do not have a preference at this time.
18. Also in Section 3.07 it provides, "The contractor should include in their price proposal: transportation, lodging, and per diem costs sufficient to pay for any travel deemed

necessary to complete the scope of work." But then later in the section it states, "Contractor on travel status will be compensated for food and lodging expenses in accordance with the State of Alaska Manual for Travel, including regular coach air fare" We do see that meetings are held at different locations in Alaska and travel will most likely be necessary. Please clarify whether there is a reimbursement schedule already in place or we need to include pricing for travel in our cost proposal?

- A. From meetings away from the primary location (813 W Northern Lights Blvd.) any authorized travel, if travel is required, will be reimbursed according to the State Alaska Manual for Travel.
19. Do we have to be there in Alaska at the meetings in person in order to record the audio ourselves? It wasn't clear to me whether that was required of this RFP or not.
- A. In person is not required, but vendor is required to provide recording.
20. Are all of the meetings listed in the RFP on page 9 held in Anchorage? If not where else would they held?
- A. Meetings are normally held in Anchorage. The Board or Committee may choose to hold a meeting in another location on a rare occasion.
21. Did you check out our NASPO contract with the State of Alaska for transcription services? It was bid on by 30 companies and the pricing is more than likely lower than what you are going to get here.
- A. The Agencies have considered this option; however, have chosen to solicit these services at this time. The Agencies may still consider the NASPO contracts.
22. Q. Whether companies from Outside USA can apply for this? (like, from India or Canada)
- A. AAM 81.015 Foreign Outsourcing in State Contracts for Services
<http://doa.alaska.gov/dof/manuals/aam/resource/81.pdf>
In an effort to ensure that funds spent on service contracts provide the maximum economic benefit to the State of Alaska and the United States, the State of Alaska requires that professional and non-professional service contracts above \$50,000 be performed in the United States, unless a waiver has been approved by the Chief Procurement Officer.
23. Q. Whether we need to come over there for meetings?
- A. Please refer to the previously answered questions. In-person attendance is at the discretion of the proposing contractor.
24. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
- A. AAM 81.015 Foreign Outsourcing in State Contracts for Services (06-18)
<http://doa.alaska.gov/dof/manuals/aam/resource/81.pdf>
In an effort to ensure that funds spent on service contracts provide the maximum economic benefit to the State of Alaska and the United States, the State of Alaska requires that professional and non-professional service contracts above \$50,000 be performed in the United States, unless a waiver has been approved by the Chief Procurement Officer.

25. Can we submit the proposals via email?

A. Please refer to page 4 of the RFP, Section 1.07. Emailed proposals will not be accepted.

All other terms and conditions remain the same.

END OF ADDENDUM

We appreciate your participation in this solicitation.

Sincerely,



Michele Hope,
Sr. Contracting Officer
907-771-3036
mhope@aidea.org