



Dated: January 7, 2021

RE: ADDENDUM NO. 1 TO REQUEST
FOR PROPOSALS (RFP) PACKAGE

RFP 21070
RECORDING AND TRANSCRIPTION
SERVICES

EMAIL TO: All RFP recipients on record.

The RFP Package is hereby clarified or changed as follows:

Questions and Answers:

1. **Question:** Is there a current transcription provider and what is the rate?

Answer: Yes. The recording is \$55.00 and the transcription is \$45.00

2. **Question:** Section 3.01, required equipment. Does AIDEA or the Contractor have to provide?

Answer: The Contractor would need to provide all equipment and personnel to provide RFP services.

3. **Question:** Is it possible for the recording to be setup by a reporter remotely?

Answer: Yes, the reporter is able to call in on the public line and record that way.

4. **Question:** Is there a computer available for the reporter to connect to?

Answer: We do have recording equipment, but the service provider should also provide a mechanism for recording the meeting. It is up to the service provider to provide mechanism for providing recording and transcription.

5. **Question:** Does AIDEA and AEA have recording equipment available to be used for these meetings requiring transcription, so that neither an in-person nor remote reporter would not be necessary, but only transcription services

Answer: We do have recording equipment, but the service provider should also provide a mechanism for recording the meeting. It is up to the service provider to provide mechanism for providing recording and transcription.

6. **Question:** My estimate is 276.5 hours; please clarify the expected volume of the meetings in hours?

Answer: The information in the RFP is the expected hours (est. 276.5 hours of in session meeting time). There it is possible for additional Board and Committee meetings added as necessary for Board and Committee business.

7. **Question:** Can you confirm that the line asking for "Total Contract Amount for One Year" is meant to be arrived at by adding lines 7-10 only.

Answer: Yes.

All other terms and conditions remain the same.

END OF ADDENDUM

We appreciate your participation in this solicitation.

Sincerely,

Selwin C. Ray
Contract Administrator