

Date: **June 05, 2024**
Project: **Recording & Transcription Services AEA, IMC, BPMC**
Solicitation No.: **RFQ 24131**
Addendum No.: **01**

TO ALL PLAN HOLDERS:

The following changes, additions, clarifications, and/or deletions are hereby made a part of the RFQ Documents for the above noted project, fully and completely as if the same were fully contained therein. All other terms, conditions, and specifications of the original Request for Quote, remain unchanged.

This addendum must be acknowledged by email.

The modifications directed by this Addendum One are described on this page and the following attachments:

CHANGES TO DOCUMENTS:

The RFQ Package is hereby clarified, changed or modified by the following:

Bidding and Contract Documents:

A. Modifications to Bidding and Contract Documents

1. Question: **On-Site Technicians:** Are we required to send technicians on-site for the recordings? If so, could you please provide information on the locations and schedules of the meetings?

Answer: Technician is not required on site, but is welcome to participate in person. Typically the meetings are hosted at the Alaska Energy Authority office located at 813 W. Northern Lights Blvd. Anchorage, AK 99503.

2. Question: **Required Equipment:** What specific equipment is needed for the recordings? For instance, details on types of microphones, mixers, PA systems, or any other relevant hardware would be greatly appreciated.

Answer: Equipment for recording would be the responsibility of the vendor.

3. Question: **Remote Recording:** Is there an option to record the meetings remotely? If so, could you provide the technical requirements and protocols for remote recording?

Answer: Remote Recording is possible. Technical requirements and protocols would be determined by the vendor:

- Meetings are held in person, with some members of the board / committee may on occasion join a meeting virtually using Teams.
- Meetings are open to the public.
- Any recording solution must accommodate for the board/committee to come in and out of executive session (which is not recorded).
- Executive sessions exclude all meeting participants (public, staff, etc.) and allow ONLY Board / committee members participation

END OF ADDENDUM #01