



Date: **March 29, 2023**  
Project: **Recording and Transcription Services for meeting**

Solicitation No.: **iRPF 23104**  
Addendum No. **One**

TO ALL PLANHOLDERS:

The enclosed addendum amends the documents for the above referenced Project:

1. QUESTION: How long are the meetings?  
**ANSWER: The meetings vary in length depending upon the Agenda, (see estimated times for meeting types below):**
  - **Board meetings are typically 2-3 hours.**
  - **IMC Meetings are usually 1 hour**
  - **BPMC Meetings between 2-3 hours.**
  
2. QUESTION: Do I need an Alaska Business license to bid?  
**ANSWER: Yes, as 3 AAC 109.220 requires all Bidders to have a valid Alaska Business License and an Alaska Contractor's Certificate of Registration prior to award.**
  
3. QUESTION: Is the price you are asking for per meeting?  
**ANSWER: Please respond with pricing method you choose. Per meeting would be fine. The price should include cost to record, transcribe and prepare summary minutes as detailed in solicitation.**
  
4. QUESTION: The deliverable is a transcript plus meeting minutes as an electronic copy? or will you need a hard copy also?  
**ANSWER: The deliverable is a recording of the transcript and meeting minutes (electronic format is fine).**
  
5. QUESTION: Is everything submitted as a digital audio file? or will you be sending physical media?  
**ANSWER: Vendor provides the electronic recording of the media**

**END OF ADDENDUM**

We appreciate your participation in this solicitation.

Sincerely,  
*Daniela Patterson*  
Contracting Officer