



Date: **March 30, 2023**
Project: **Recording and Transcription Services
for meeting**

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

TO ALL PLANHOLDERS:

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

1. QUESTION: If I am to record remotely, I would need to know what format the meeting is? Conference call? Zoom meeting? Round table? Or panel set up?

ANSWER: Currently, the transcriptionist calls on the teleconference phone line and is not allowed to join the virtual meeting because the Board, and Committees go into executive session and transcriptionist is not allowed in the executive session. If the potential vendor can offer a different solution and still understand they cannot be in executive session that could be considered.

END OF ADDENDUM

We appreciate your participation in this solicitation.

Sincerely,
Daniela Patterson
Contracting Officer