



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

July 22, 2016

TO: ALL OFFERORS

FROM: Pamela Barr  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL GSS16144-STENO\_SRVC –  
Stenographic Reporter and Transcription Services

**ADDENDUM #1**

The purpose of this addendum is to answer questions received regarding the solicitation.

Information regarding the current contract is available online at:

[http://contracts.delaware.gov/contracts\\_detail.asp?i=2064](http://contracts.delaware.gov/contracts_detail.asp?i=2064)

**QUESTIONS & ANSWERS**

1.) Can companies from outside USA apply for this (like from India or Canada)?

Answer: No activity is to be executed in an off shore facility, whether by personnel, a subcontracted firm or a foreign office or division of the vendor.

2.) Will the awarded vendor have to come to Delaware for meetings?

Answer: Please refer to the Scope of Work for any required on site services. Vendor meetings may be required periodically. Depending on the reason for the meeting, accommodations for teleconference may be considered.

3.) Can we perform the tasks related to the RFP from outside USA (like from India or Canada)?

Answer: No activity is to be executed in an off shore facility, whether by personnel, a subcontracted firm or a foreign office or division of the vendor.

4.) Can we submit the proposals via email?

Answer: No, Section III, Paragraph M states proposal submittal requirements.

5.) Where will this work take place? If statewide, please indicate where the majority of proceedings will occur?

Answer: [This contract will be available to all State of Delaware agencies. Information regarding the current contract is available online. Refer to the link above the Questions and Answers heading.](#)

6.) Who was the previous vendor for these services and what was their price?

Answer: [Information regarding the current contract is available online. Refer to the link above the Questions and Answers heading.](#)

7.) Is a new company with no income for three years automatically disqualified from bidding?

Answer: [No, a company with no income for three years is not automatically disqualified. However, please refer to scoring criteria listed in Section VI, Paragraph D for the evaluation criteria and scoring section. Financial information will impact points received for item 1 – Business Capability.](#)

8.) Can out of state companies bid?

Answer: [Yes, refer to Section VI, Paragraph B, Item 25 for State of Delaware Business License requirements.](#)

9.) Can we provide a separate rate sheet in addition to the one requested? If so, does it need to be in excel format?

Answer: [No, refer to Section IV, Paragraph E for criteria and scoring information. Appendix B must be submitted in Excel format.](#)

10.) Will you be need interpreters of videographers?

Answer: [No, please refer to Appendix A - Scope of Work for contract requirements.](#)

11.) Is there a sample excel template we can fill out or do we need to make our own based off of Exhibit 8?

Answer: [A Vendor Usage Report template will be provided to the successful vendor\(s\) upon contract award.](#)

12.) We would like an idea of the total number of pages provided to the various agencies, the total number of days required per year in the past and how many days roughly will we spend in each county?

Answer: [This contract will be available to all State of Delaware agencies. Information regarding the current contract is available online. Refer to the link above the Questions and Answers heading.](#)

13.) Are there an extensive hearings anticipated in the coming two years of this contract?

Answer: [There is no information available about upcoming needs under this contract. Information regarding the current contract is available online. Refer to the link above the Questions and Answers heading.](#)

14.) Under Item #32, our company was a minority owned business for 35 years. Is there a benefit to being a minority owned business?

Answer: [No, Delaware does not set aside for MVWBEs, but participation is encouraged. Reporting requirements for participation by Diversity Suppliers is detailed under to Section VI, Paragraph B, Item 25.](#)

15.) Under Item #50, does the vendor have the ability to terminate the contract and if so, what is the proper time frame to notify the State of Delaware?

Answer: [The awarded vendor can elect not to participate in any extensions of the contract. A vendor may elect to take minor exceptions to the specifications, terms and conditions of this RFP. Refer to Section V for instructions. Acceptance of exceptions is not guaranteed.](#)

16.) Page 57 #7: WordPerfect – Does the State still use WordPerfect software?

Answer: [The electronic format may be specified by the ordering agency and may include software as listed.](#)

17.) Page 60: Is regular delivery 7 calendar days or 7 business days?

Answer: [Appendix A, Section I, Paragraph 5 and Appendix A, Section II, Paragraph 4 state that normal delivery of completed transcripts will be in seven \(7\) calendar days.](#)

18.) Section II: For the audio transcription, what exactly is being transcribed? Is it mostly interviews or are some of them meetings, phone calls, hearing, etc.? The reason we ask is because the quality of the recording can greatly vary and impact the transcription time.

Answer: [This contract will be available to all State of Delaware agencies and may include transcription of all types of recordings as listed in the question. Information regarding the current contract is available online. Refer to the link above the Questions and Answers heading.](#)

All other terms and conditions remain the same.

S:\GSS16144 Addendum to Proposal



**GOVERNMENT SUPPORT SERVICES – CONTRACTING**

100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202  
PHONE: (302) 857-4550 – FAX: (302) 739-3779 – GSS.OMB.DELAWARE.GOV