



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

April 21, 2020

TO: ALL OFFERORS  
FROM: COURTNEY MCCARTY  
STATE CONTRACT PROCUREMENT SUPERVISOR  
SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS20144-STENO\_SVC

**ADDENDUM # 1**

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

1. Could a bid submission be only for transcription and not the court reporting?  
A. Yes, proposals submitted in response to the bid may include: stenographic services only, transcription services only, or both services.
2. Would you accept a bid on just the transcription portion or is the on-site stenographer/transcription a single entity?  
A. Yes, proposals submitted in response to the bid may include: stenographic services only, transcription services only, or both services.
3. My firm is a transcription company that handles audio for numerous courts throughout the country. We utilize only certified transcribers. Can a transcription only bid be entered?  
A. Yes, proposals submitted in response to the bid may include: stenographic services only, transcription services only, or both services.
4. Most federal bids are now emailed. Can this bid be emailed?  
A. As of the date of this addendum, Delaware's State of Emergency is expected to end May 15, 2020. The bid deadline is past this date; therefore, at this time, submissions are due as outlined in the solicitation. Should an extension of the State of Emergency have an impact on this solicitation an addendum will be posted with new instructions.
5. Section X page 9 paragraph 2) Does a new business vendor need to submit registration to the Delaware Supplier Portal prior to bid submission?  
A. Completion of the eSupplier registration is not required in advance of bid submission.



6. Pg 19 & pg 23-24. We currently have adequate insurance. Does proof of that need to be submitted with the bid?  
A. Submission of proof of insurance is not required with bid submission.
7. Is this a Small Business set aside?  
A. No.
8. Does the No proposal form need to be sent back if submitting a proposal?  
A. No.
9. Could electronic or digital court reporting by certified reporters (CER) be performed in lieu of stenographic? If not, why not? On a federal level it is permitted and this varies state by state. Can you point to the legislation showing that digital is not permitted?  
A. Per Delaware Code (10 Del. C. Sec. 322) Chancery Court and Delaware Code (10 Del. C. Sec. 525) Superior Court require stenographers to attend court sessions. Additionally, the Delaware Supreme Court has evinced a preference for onsite stenographers. Vendor may elect to offer electronic or digital court reporting by certified reporters as a Value-Added Offer, **in addition** to providing pricing as specified in the solicitation.
10. Page 43/Exceptions Form. Can this be sent back and have all steno listed rather than listing line by line all the places steno could be filled in with the word transcriber?  
**Clarification:** Can the exception from be sent back for the steno portion of the solicitation? We would like to bid on the transcription portion of the contract only.  
A. Proposals submitted in response to the bid may include: stenographic services only, transcription services only, or both services. Exception does not need to be taken if bidding only one service.
11. **Section III Format of Proposal; W. BUSINESS REFERENCES, page 9:** Are we permitted to use current State of DE personnel as a business reference?  
A. As per Attachment 6, Business Reference Form do not list any State employee as a business reference.
12. **Section IV Proposal Evaluation Procedures; A. General Administration: 4 DELIVERY OF PROPOSALS, page 12:** specifies the need to display the "Bid" number on the envelope. Is the "Bid" number the same as the "Contract" No.?  
A. Yes, GSS20144-STENO\_SVC.
13. **Section 15. PRICES, page 21:** In the event a vendor chooses to include either higher or lower pricing after the initial two (2) year period, how should this be submitted in the proposal?  
A. Price adjustments can be considered as part of an extension negotiation. This is handled during the extension process; not at bid submission. Further information can be found in the solicitation; Section 17, Price Adjustment (page 21).

14. **Appendix A – Scope of Work and Technical Specifications; V. Section I – Stenographic Reporters Requirements; E. Delivery of Transcripts; page 66:** Question: In accordance with the DNREC Vision, Mission, Values and Priorities, will the State of DE consider a paperless approach (Electronic only) as the preferred deliverable by the vendor? This is especially crucial during this unprecedented COVID-19 pandemic with our current Stay Home orders that are in place.
- A. Vendors may propose a paperless approach as a Value-Added Offer, **in addition** to providing pricing as specified in the solicitation. Bid submissions is addressed in Question #4.

All other terms and conditions remain the same.

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