

## **Transcription and Meeting Minute Preparation Services**

### **Responses to Vendor Inquiries: New-NHED-RFP-2024**

Below are responses to questions received during the vendor inquiry period, March 15, 2024 through March 29, 2024, regarding the above referenced Request for Proposal.

**1. Who is the current vendor(s), what are the current rates?**

The contract awarded to Ubiquis Reporting Inc. Approved by G&C on June 30, 2021.

Authorized to exercise a renewal within an existing contract with Ubiquis Reporting, Inc., New York, NY (originally approved by G&C on 6/30/21, Item #159), by increasing the price limitation by \$26,400 from \$56,800 to \$83,200, to provide official record transcription services. Effective upon G&C approval through June 30, 2024. **100% General Funds**

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**2. What are the prior year(s) annual expenditure totals for the current contract?**

Fiscal Year 2022 = \$12,713.90

Fiscal Year 2023 = \$13,381.05

**3. What are the formatting requirements for both hearings and meeting minutes, are there any samples of any transcriptions available as well as audio samples?**

Samples, including formatting, can be found here for meetings of the [State Board of Education](#), [Council for Teacher Education](#), [Professional Standards Board](#), and the [Higher Education Commission](#). Hearings documents are confidential and cannot be provided during the RFP process.

**4. What is the prior year(s) volume for hearings?"**

The volume for requests for verbatim transcriptions of hearings was minimal (i.e., less than 5) this past year.

**5. Are there any specific pricing line items that NHED would like to receive? Example: per page of transcription or per minute of audio received/requiring transcription?**

Typically, verbatim transcriptions are priced per page and written summarizations are priced per audio hour.

**6. Before the February 2024 RFP release, is there a previous RFP for these services? If available, please provide it for reference only?**

[Transcription Services \(DOE-RFP-2021\)](#) 

**7. Can a vendor "no bid" any services they are not able to provide? Example: only bid verbatim transcription for hearings and no bid transcription summarization**

**of meetings or vice versa**

No, we are looking for one vendor to provide both services.

**8. Can vendors charge a minimum for services provided?**

That is up to the vendor.