



## Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, Interim Director

Date: September 05, 2012

### Re: 12CT85173YA Transcription Services

Dear Quoter(s):

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced **12CT85173YA Transcription Services**. Except as provided herein, all terms and conditions in quote referenced above remains unchanged and in full force and effect.

Sincerely,

*Carolyn Towns*

Carolyn Towns  
Procurement Officer

Winner 2000 - 2009 Achievement of Excellence in  
Procurement Award • National Purchasing Institute



**12CT85173YA Transcription Services**

Addendum No. 1

Page Two

This Addendum forms a part of the contract documents and modifies the original quote documents as noted below:

- **The RFQ due date and time had changed from Wednesday, September 05, 2012 at 2:00P.M. legal local prevailing time to Friday, September 07, 2012 at 2:00P.M legal local prevailing time.**
- **All questions submitted for clarification are listed on the attachment.**

**ACKNOWLEDGEMENT OF ADDENDUM NO. 1**

- The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, and 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the quote due date and time **Friday, September 07, 2012 at 2:00P.M. legal local prevailing time.**

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

ATTACHMENT

1. **QUESTIONS:** Do you have a sample of a blank report we can review so we can accurately price? you can fax it to me or email it if there are no patient references.

**RESPONSE:** No Sample

2. **QUESTIONS:** Can you tell us the current contract pricing structure you have and who the current contractor is?

**RESPONSE:** N/A

3. **QUESTIONS:** If there are any shipping charges, who would incur those?

**RESPONSE:** The contractor

4. **QUESTIONS:** We are a New York Small Business, will we be allowed to bid on this RFQ? Are there any set-asides for this?

**RESPONSE:** We use local businesses due to the nature of our work. Contract goes to one vendor.

5. **QUESTIONS:** What are the typical number of speakers? Do they identify themselves?

**RESPONSE:** 1 to 4 speakers typically. Names are not always recorded. Format to use is Speaker 1, Speaker 2, etc.

6. **QUESTIONS:** Do the tapes need to be picked up at your location or can they be sent? Is it possible to digitally upload the audio files. We are a transcription company located in New York and work with companies all over the country.

**RESPONSE:** Media will be dropped off and picked up locally. We do not mail. We do not have the capacity to upload files.

7. **QUESTIONS:** What is the difference in the per page pricing in the grid on page 4? Is there a difference in turnaround time for the 6000 pages versus the 500 pages?

**RESPONSE:** Regular rate determined by number of days and length of recording. Urgent or rush jobs refer to same day transcription to next two days. The 500 pages is an estimate of the number of rush or urgent jobs needed.

8. **QUESTIONS:** In Question 4 you say you use local business for the nature of your work. Does this mean that an out of state company will be unable to bid? In Addendum #1 answering the questions asked by all vendors, Your answer to #7 that the vendor can have the tapes shipped. If there are not that many tapes, this will not be a problem. We have the capability to digitally capture the audio.

**RESPONSE:** We do not have the capability to mail tapes, CDs, and DVDs everyday to an out of town vendor and risk loss of evidence.