



Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, Interim Director

Date: October 31, 2013

Re: 13CT90186YA Transcription Services

Dear Quoter(s):

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced **13CT90186YA Transcription Service**. 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



13CT90186YA 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 not changed from Monday, November 04, 2013 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 **Monday, November 04, 2013 at 2:00P.M. legal local prevailing time.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2013.

Legal Name of Bidder

Signature of Authorized Representative

Title

1. **QUESTIONS:** How many transcriptions will you be hiring?
RESPONSE: 1 and 2. **We use one company, and that company is free to sub-contract. We are concerned about getting quality work done within a reasonable period of time, and our need for transcription is constant.**

2. **QUESTIONS:** Are you looking for a single source vendor or multiple vendors?
RESPONSE:

3. **QUESTIONS:** Is this subject to GSA pricing schedules?
RESPONSE: Not subject to GSA pricing.

4. **QUESTIONS:** Website
RESPONSE: [www.fultoncountyga.gov/Public Defender](http://www.fultoncountyga.gov/Public%20Defender)

5. **QUESTIONS:** Is this a new bid or renewal?
RESPONSE: This is an annual quote for service.

6. **QUESTIONS:** If it is a renewal what was the winning bid last time?
RESPONSE: This information can be obtained from our website.

7. **QUESTIONS:** (1) Whether companies from Outside USA can apply for this ?? (From India or Canada)
(2) Whether we need to come over there for meetings ??
(3) Can we perform the tasks (related to RFP) outside USA ?? (From India or Canada)
(4) Can we submit our proposals via email ?

RESPONSE: We will not work with an out of town vendor that would require us to mail tapes and CDs for transcribing.