



Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, Interim Director

Date: January 22, 2015

Re: **15CT95326YA Transcription Services**

Dear Quoter(s):

Attached is one (1) copy of **Addendum 1**, hereby made a part of the above referenced **15CT95326YA 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



15CT95326YA 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 following changes are being made:**
- **Closing date had not change from Tuesday, January 27, 2015 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 **Tuesday, January 27, 2015 at 2:00P.M. Legal local prevailing time.**

This is to acknowledge receipt of **Addendum No. 1**, _____ day of _____, 2015.

Legal Name of Bidder

Signature of Authorized Representative

Title

15CT95326YA Transcription Services

QUESTION: Are the quoted pages based on monthly or annual?

ANSWER: We are billed monthly for services rendered.

QUESTION: Are the audio recording high quality?

ANSWER: Quality of recordings varies. We have no control over the quality of the recordings.

QUESTION: Are the speakers identified or introduced at the beginning of the recording?

ANSWER: It varies with the recordings.

QUESTION: What is the nature of the recordings? Felony pleas, meetings, conferences?

ANSWER: Witness statements, client statements.

QUESTION: Can the records be sent digitally or is a hardcopy required for each record?

ANSWER: Yes, we can accept digital records.

QUESTION: How often are records delivered and dropped off? Is there a particular delivery and drop-off date?

ANSWER: They are delivered to the vendor upon receipt by office staff.

QUESTION: How many recordings are cassette tapes?

ANSWER: With the changing technology, there are very few cassette tapes. Most of the media is recorded on CD-ROM or digital voice recorders.