

### Contractor Questions

- Q. On page 11 of the solicitation in section C.3 it says, “Contractor shall be approved by the Administrative Offices of the U.S. Courts or other equivalent state or professional test-based credentials and experience to perform transcription services in the United States Courts.” We contacted the Administrative Offices in Washington and they informed us that they no longer do that form of testing for transcription. Is there something we are overlooking? They also informed us that if you have performed these duties over a period of time that there was no need for testing so that’s why they moved away from it.
- A. The certification provided by the Administrative Office of the U.S. Courts was used to determine a Contractor’s ability to perform transcription services. Those Contractors who were previously included on this listing have met the standards for this requirement. Those Contractors who have not completed this approval process are required to provide an equivalent state or professional test-based credentials to meet this requirement.
- Q. Could you give me an idea of how many pages per year is expected? If you could just give us an average page count from recent years, that would help tremendously.
- A. In Section C.3 of the solicitation, it states, “Contractor shall have the capability to transcribe at least 300 pages per day with a maximum requirement of 500 pages per day.” The requirement is further outlined in Section I.4 of the Solicitation, “(a) Minimum order: When the judiciary requires products or services covered by this contract in an amount less than one page, the judiciary is not obliged to purchase, nor is the contractor obligated to furnish, those products or services under this contract. (b) Maximum order The contractor is not obligated to honor: (1) any order for a single item in excess of 500 pages per day (2) any order for a combination of items in excess of 2500 pages ; or (3) a series of orders from the same ordering office in the course of five business days that together call for quantities exceeding the limitations stated in subparagraph (b)(1) or (b)(2) above.
- Q. Is there a way to get a breakdown of the percentages of projected analog tape based work versus digital FTR Gold work?
- A. At the present time, 95% of the courtrooms are outfitted with the digital FTR Gold software. During the projected life of the contract, the District Court Clerk’s Office expects to have completed the conversion to the FTR Gold software for recording the official record in the courtrooms. However, analog tape based work will continue to be used for recording on the record proceedings held within chambers.
- Q. How much video tape/disc work is to be expected?
- A. Video tape/disk is currently used for ceremonial purposes only. Actual quantities of ceremonial functions will vary during the term of the contract.
- Q. On page 11 of the solicitation there is a mention of a “minu-script” could you please explain what that is?

- A. Minu-script is a condensed version of a transcript with a word index at the end of the document. In this transcript, four pages of text are condensed to one transcript page, where each of the individual four page is still formatted according to the guidelines for number of words per line and lines per page.
- Q. Is it possible to get a sample transcript? We, of course, would be glad to pay for it.
- A. Transcripts filed with the District Court, Clerk's Office are part of the official record and copies are available for a fee. Please contact Joan Carr at 267-299-7104 to arrange the purchase of transcripts.
- Q. What is the anticipated volume (Or past years history) for transcript orders, on this contract, on the followings turnaround time frames:
- a. 25-30 Calendar Days
  - b. 7 Calendar Days
  - c. Next Day AM prior to 8:30
  - d. Within 2 Hours
- A. Prior to this solicitation, these services were performed by transcription services who had been approved by the Administrative Office of the U.S. Courts to perform transcription services. As this procedure is no longer in place, the District Court Clerk's Office has compiled a solicitation in accordance with the JP3 for these services. See section C.3 and I.4 of the solicitation for volume information.
- Q. Do you know the number of pages that were transcribe last year, on this contract, on the following turnaround time frames:
- a. 25-30 Calendar Days
  - b. 7 Calendar Days
  - c. Next Day AM prior to 8:30
  - d. Within 2 Hours
- A. Prior to this solicitation, these services were performed by transcription services who had been approved by the Administrative Office of the U.S. Courts to perform transcription services. As this procedure is no longer in place, the District Court Clerk's Office has compiled a solicitation in accordance with the JP3 for these services. See section C.3 and I.4 of the solicitation for quantity information.
- Q. Are there daily pickups for the 25-30 & 7 Day work or are they held for specific pickup days from the contractor.
- A. When a task order under the contract is issued, the source information is available for the Contractor to pickup.
- Q. Does the Court have the capability to transmit digital audio files to the contractor via an FTP Site.
- A. The District Court Clerk's Office does not have the capability to transmit digital audio files to a contractor via an FTP site.

- Q. Can you please give the current prices being offered under the prior contract for the following turnaround time frames:
- a. 25-30 Calendar Days
  - b. 7 Calendar Days
  - c. Next Day AM prior to 8:30
  - d. Within 2 Hours
- A. Attachment J-1, is the maximum rates for the provision of a transcript as approved by the Judicial Conference of the United States Courts. These rates are the maximum which may be charged under the contract.
- Q. Can you give a breakdown on the anticipated average (or prior year history) of each recording type expected:
- a. Analog Audio Tape
  - b. Analog and Digital Video Tape
  - c. Other Digital Video
  - d. FTR Gold Digital audio
- A. Prior to this solicitation, these services were performed by transcription services who had been approved by the Administrative Office of the U.S. Courts to perform transcription services. As this procedure is no longer in place, the District Court Clerk's Office has compiled a solicitation in accordance with the JP3 for these services. The current usage for each media is as follows: a. Analog Audio Tape - in chambers recording and approximately 5% of courtrooms, b. Analog and Digital Video Tape - ceremonial functions only, c. Other Digital Video - ceremonial functions only, d. FTR Gold Digital audio - approximately 95% of courtrooms.
- Q. With the Clerk's office intention of awarding a multiple contract resulting from this solicitation, would the Clerk's office consider a proposal from a transcription firm for just the longer turnaround time frame work (25 & 7 Day turnaround), if the contractor demonstrated the technical qualities that the Clerk's Office is looking for.
- A. In Section M.2.1.2.1 of the solicitation, it states, "To be considered technically acceptable, the proposal shall be evaluated for the following: Contract Compliance: The Contractor shall acknowledge its understanding and acceptance of requirements set forth in the Statement of Work, Sections C.2 through C.4 of the solicitation.. Any Offeror failing to comply with all of the requirements of Section C.2 through C.3 shall be determined to be technically unacceptable, and shall be not be considered further for contract award. The Government reserves the right to seek clarifications or corrections prior to determining a proposal technically acceptable or unacceptable."
- Q. Regarding the section about pick-up of the media; we do most of our work electronically, or via fedex. We supply other Attorney's Offices with transcriptions. With these offices source files are provided via email or fedex. Would this be possible for this project?
- A. In Section C.3, it states "Contractor shall pickup available media." The District Court Clerk's Office does not currently supply source files via email or FedEx.

- Q Does the judiciary have a preference as to word processing software utilized?
- A. No, the District Court Clerk's Office does not have a preference as to the word processing software utilized as long as the requirements in Section C.4 of the solicitation are met.
- Q Could you clarify the charts on pages 19-22? Do you want maximum quantities and turnarounds?
- A. In Section F.3 of the solicitation, JP3 Clause 2-30B references delivery times. The first chart within this section concerns the District Court Clerk's Office optimum response time for transcription services. The second chart within this section concerns the District Court Clerk's Office minimum required response time for transcription services. The third chart within this section is the Contractors proposed delivery schedule.
- Q With regard to Attachment J-1, Realtime Transcripts are referenced. Is my understanding correct that this solicitation does not require Realtime Court Reporting services, and only refers to transcription?
- A. Attachment J-1, is the maximum rates for the provision of a transcript as approved by the Judicial Conference of the United States Courts. Under this Solicitation for transcript services, real time court reporting services are not a requirement.
- Q Could you give an approximation of the quantities of transcription covered by this contract?
- A. Prior to this solicitation, these services were performed by transcription services who had been approved by the Administrative Office of the U.S. Courts to perform transcription services. As this procedure is no longer in place, the District Court Clerk's Office has compiled a solicitation in accordance with the JP3 for these services. See section C.3 and I.4 of the solicitation for quantity information.
- Q Will more than one vendor be selected?
- A. In Section M.3 of the Solicitation, states, "The Clerk's Office intends to award a multiple award contract resulting from this solicitation. Contract award will be made to the responsible offerors, each of whose offer represents the best overall value, given the outcome of the Clerk's Office's evaluation of each offeror's technical proposal and price."
- Q Is Minu-script the only condensed print software allowed?
- A. Yes
- Q Will word indexing be required, or just condensed print?
- A. Word indexing will be required with the Minu-script format of the transcript.
- Q. Section B.3, Contract Line Items, what does, "Unit Price/Mo." mean? There is no quantity indicated in the solicitation that we can see, so we're wondering if this is simply the per page charge.

- A. The Unit Price refers to the per page charge.
- Q. In Section B.3, what does “Itemized Costs” mean at the end of the chart, and what does “Base Year Monthly Recurring Price” mean?
- A. The Itemized Costs line would refer to any other charges or items which the Contractor would charge under this contract. The term base year monthly recurring price should be removed from this section of the solicitation.