

**Hearing Reporter Services for Department of Health hearings
Invitation for Bids Control #1001261150 Task #6788**

Updates and Modifications

C DETAILED SPECIFICATIONS

Modification #1:

On page 6, under Section 2 Reporter Requirements:

Part d): Add to end of last sentence, “and may bill at an evening rate”.

Modification #2:

On page 8, under Section 7 Transcript in Compact Disc (CD) Format:

Add Part e): “Use of email may be substituted for CDs, if allowed by Presiding Officer”.

Modification #3:

On page 9, under Section 9 Delivery Requirements:

Delete Part g) Evening Delivery.

Modification #4:

On pages 9 and 10, under Section 11 Charges and Payment Reductions:

Part c) Minimum Fee: Add to first sentence: “date” after “hearing” and before “scheduled”. Replace the second sentence with: “If there are intra or pre hearings held with the scheduled hearing, each may be considered a separate hearing for minimum fee. A Direct Referral proceeding is considered as a single hearing date, regardless of the number of cases”.

Modification #5:

On page 10, under Section 11 Charges and Payment Reductions:

Part d) Proceeding Cancellation: Replace the fourth sentence with: “Round trip travel expenses may be charged if a hearing date is cancelled after the reporter has traveled to the hearing location”.

Modification #6:

On page 10, under Section 11 Charges and Payment Reductions:

Add Part f): “Evening Rate: The Contractor shall be entitled to charge an evening rate for all pages transcribed past 5:00 pm”.

D PROPOSAL REQUIREMENTS:

Modification #7:

On page 10, under 1 Requirements:

Part b): Change sentence 4 to: “All delivery costs (i.e. UPS, FedEx) and charges for delays, waiting time, administrative support, emails, CD’s and dirty discs are to be included in the per page costs”.

E ADMINISTRATIVE

Modification #8:

On page 12, under “Bids must include the following to be considered”:

Add a second sentence to the second bullet: “The Bidder Qualifications (Attachment 13) must be filled out in its entirety and signed”.

ATTACHMENTS

Modification #9:

On Attachment 14, Under all Regions:

Change “Evening Delivery” to “Evening Rate”.

Modification #10:

On Attachment 14, under Regions 5, 8, 10 and 11:

Change the number of Estimated Rate per year for Evening Rate to 100 (not 0).

Modification #11:

On Attachment 14, Under Region 5:

Change the number of Estimated Pages per year for Immediate Delivery to 45 (not 450).