

## ADDENDUM ONE QUESTIONS and ANSWERS

Date: April 16, 2018

To: All Bidders

From: Teresa Fleming, Buyer  
AS Materiel State Purchasing

RE: Addendum for Request for Proposal Number 5821 Z1  
to be opened May 1, 2018, at 2:00 P.M. Central Time

### Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
1.			Whether companies from Outside USA can apply for this? (like, from India or Canada)	No.
2.			Whether we need to come over there for meetings?	No.
3.			Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	No.
4.			Can we submit the proposals via email?	No.
5.			In regards to the above referenced bid, please provide incumbent information and pricing history/information.	See Contract <a href="#">56600(O4)Ren(4)</a>
6.	III. Contractor Duties A. Contractor Obligations	15	The RFP states " All Personnel assigned by the Contractor to the contract shall be employees of the Contractor ... " We utilize individual subcontractors, not other companies for transcription support, would this exclude/preclude us	Refer to V D. Important Security Considerations "FACILITY SECURITY" AND "SPECIAL TERMS & CONDITIONS"

			from bidding? Our transcriptionists are under supervision by specific team leaders who are employees.	
7.	V. Project Description and Scope of Work A. Project Overview	23	Is this a re bid of a current contract and if so who is the current provider? What is the current contracted line rate?	Refer to the response on Question 5.
8.	V. Project Description and Scope of Work D-2. Facility Security	25	<p>We utilize industry standard MT cloud based platforms along with remote US based transcriptionists. Would this exclude/preclude us from bidding since the RFP states the contractor must perform all work in a secure facility?</p> <p>We utilize individual subcontractors, not other companies for transcription support, would this exclude/preclude us from bidding? Our transcriptionists are under supervision by specific team leaders who are employees.</p>	Refer to V D. Important Security Considerations "FACILITY SECURITY" AND "SPECIAL TERMS & CONDITIONS"
9.	RFP Section Reference E. PRICE & 5821 Z1 Document - COST PROPOSAL	2	What is the current price per line.	Refer to the response on Question 5.
10.	RFP Section Reference D.2. FACILITY SECURITY	25	<p>Is the following acceptable for contractor's facility/supervision:</p> <p>All employees are US citizens/US based, however they do not work out of one facility. All transcribed files are typed and stored on our</p>	No. Refer to V D. Important Security Considerations "FACILITY SECURITY" AND "SPECIAL TERMS & CONDITIONS"

			network servers through a virtual remote desktop over encrypted connections. File are not kept on workstations. Audio is played, but not stored at the workstation. Copy and paste is disabled from network servers/virtual desktop to workstations. Work is only kept on secured network servers.	
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This addendum will become part of the proposal and should be acknowledged with the Request for Proposal.