



Corrections and Community Supervision

ANDREW M. CUOMO
Governor

ANTHONY J. ANNUCCI
Acting Commissioner

ADDENDUM

NYS Department of Corrections and Community Supervision IFB 2015-05 Hearing Reporter and Transcription Services

The NYS Department of Corrections and Community Supervision propose the following changes to IFB 2015-05. Carefully review this addendum in its entirety. If your company submits a bid in response to this IFB, complete this form with your vendor name, signature, title and date acknowledging that you have reviewed the changes. Please include the completed addendum with your bid response.

Section 3.7 Cost, Page 13

Reads as follows – The services offered must be provided on a specific fee per page transcribed (in person transcript). The proposed cost must be all inclusive of all associated travel, electronically submitted copies, photocopying if requested, equipment rental, overhead and any other cost related to the transcription. Under no circumstances can appearance fees be charged. If contract Contractors are required to cover hearings(s) that for some reason are not held that day, or result in the total number of pages for the entire day being less than 20 pages (with the exception of Board interview transcripts), the Contractor shall be entitled to a minimum payment equal to the value of 20 pages at the normal delivery rate. Please note this is not the minimum for an appearance; this is the minimum for an entire day. The cover page and certification page does not count towards the 20 page minimum. Proposals should clearly indicate requested pricing on Attachment C and submit the completed Attachment C as part of the proposal.

DOCCS reserves the right to request that the transcriber review his/her notes for accuracy at no charge.

Shall now read as follows - The services offered must be provided on a specific fee per page system and transcribed as an in-person transcript. The proposed cost must be inclusive of all associated travel, electronically submitted copies, provision of photocopying if requested, equipment rental, overhead and all other costs related to the transcription services. If contract vendors are required to cover hearing(s) that for some reason are not held that day, or for hearings that result in a total number of pages that are less than 20 pages per facility/jail for the entire day (with the exception of Board interview transcripts), the contract vendor shall be entitled to a minimum payment equal to the value of 20 pages at the normal delivery rate. Please note that this 20-page minimum is for the entire day at any facility/jail. The cover pages and certification pages do not count towards the 20-page minimum. Proposals should clearly indicate requested pricing on Attachment C. Bidders must submit the completed Attachment C as part of their proposals.

Examples: Contractor A has a final parole revocation hearing at X County jail, and the transcript is less than 20 pages, then Contractor A gets the 20 page minimum rather than the actual number of pages. If Contractor A has another final parole revocation hearing at Y County jail, that same day and the transcript is again less than 20 pages, Contractor A would get the 20 page minimum for that jail or facility.

If, however, Contractor A has 2 final revocation hearings at X County jail on the same day and one transcript is less than 20 pages, but the other is more than 20 pages, Contractor A can only charge for the actual number of pages per transcript.

DOCCS reserves the right to request that the transcriber review his/her notes for accuracy at no charge.

Section 3.8 Geographic Breakdown of Services Required, page 14, Catchment Areas

Reads as follows – Catchment Area 4: Jefferson, Lewis, St. Lawrence, Hamilton, Franklin, Clinton, Essex, Watertown Area Office, Plattsburg Area Office.

Shall now read as follows – Catchment Area 4: Jefferson, Lewis, St. Lawrence, Franklin, Clinton, Essex, Watertown Area Office, Plattsburg Area Office.

Section 3.8 Geographic Breakdown of Services Required, page 14, Catchment Areas

Reads as follows – Catchment Area 6: Oneida, Herkimer, Otsego, Fulton, Montgomery, Utica Area Office.

Shall now read as follows - Catchment Area 6: Oneida, Herkimer, Otsego, Fulton, Hamilton, Montgomery, Utica Area Office.

I acknowledge that I have reviewed the proposed changes pertaining to the ADDENDUM for IFB 2015-05.

Vendor Name: _____

Signature: _____

Title: _____

Date: _____