

NYS Department of Corrections and Community Supervision
IFB 2016-01 Hearing Reporter and Transcription Services

Questions and Answers

1. Q. Can companies from Outside USA can apply for this?
(From India or Canada)

A. Yes, as long as you are certified, registered and in full compliance with all of the related statutes to do business in the United States and New York State.
2. Q. Do we need to come over there for meetings?

A. Yes, a physical presence is required at all meetings/hearings that are scheduled.
3. Q. Can we perform the tasks (related to RFP) outside USA?
(From India or CANADA)

A. No
4. Q. Can we submit our proposals via email?

A. No, per the IFB page 9, section 2.5 Instructions for Bid Submission, DOCCS will not consider emailed or faxed bid submissions.
5. Q. As indicated in Attachment B, sample transcripts, is it mandatory to put the full address on the bottom of each transcript?

A. No, it is not mandatory to put the full address on the bottom of each transcript. You can enter the company name and telephone number including area code.
6. Q. Also, Under 3.8 Geographic Breakdown of Services Required, it indicates at the bottom of page 15 that Attachment E also references Board interviews that may be covered by DOCCS Verbatim Reporters.

Upon reviewing Attachment E, there is no listing of board interviews covered by DOCCS verbatim reporters.

A. The hearings covered by State Reporters are in the Catchment Areas below. This coverage is subject to change at the discretion of DOCCS:

CATCHMENT AREA	COUNTY/OFFICE OR FACILITY	ASSIGNED REPORTER
4	Franklin Co	
	Upstate CF	State Reporters
	Barehill CF	State Reporters
	Franklin CF	State Reporters
6	Oneida Co	
	Mohawk CF	State Reporters
	Midstate CF	State Reporters
	Marcy CF	State Reporters
	CNYPC	State Reporters
	Fulton Co	
	Hale Creek CASAT	State Reporters
8	Sullivan Co	
	Woodbourne CF	State Reporters
	Sullivan CF	State Reporters
	Ulster Co	
	Eastern CF	State Reporters
	Ulster CF	State Reporters
9	Dutchess Co	
	Downstate CF	State Reporters
	Fishkill CF	State Reporters
	Westchester Co	
	Sing Sing CF	State Reporters
	Taconic CF	State Reporters
	Bedford Hills CF	State Reporters

7. Q. I have registered on the NYS Contract Reporter Web site and activated my account. Do I need to do anything else before I turn in the bid?

A. You need to be certified, registered and in full compliance with all of the related statues to do business in the United States and New York State. Also, you would need to acquire a New York State Vendor ID number and meet any other requirements set fourth in the IFB.

- 8. Q.** I am a sole proprietor, and I currently do not have any subcontractors under my DBA, but if I were to be selected for this contract, I would have a couple independent court reporters set up to cover for me in one county that is too far for me to travel, and they would receive 100% profit from their services. My question is, would I have to now file for Workers' Comp Insurance because I would have someone cover for me if I can't attend that specific geographical area? I already filled out the certificate to be exempt from Workers' Comp Insurance, but I am now second guessing myself as to the "subcontractor" issue.
- A.** No, at this time you wouldn't need to provide anything further but you are encouraged to review the Workers' Compensation website at: www.wcb.ny.gov to ensure the correct certificates are submitted.
- 9. Q.** Do I need to fill out and file the form ST-220-TD and ST-220-CA if, according to the Catchment Area I am bidding for and my bid amount, I would not exceed \$100,000 in a tax year? That is, of course, calculated by the maximum number of transcript pages and my bid amount for the Catchment Area
- A.** Yes
- 10.Q.** Under section 3.7, Cost, it indicates that the cover page and certification page are to be included in the count for the 20-page minimum. Am I to infer that we are allowed to charge for the certification page for all of our transcripts?
- A.** Per the IFB Section 3.7, Cost, All pages including the cover and certification pages will count towards the 20 page minimum (with the exception of Board interview transcripts). The page count for all transcripts will include the cover and certification pages.
- 11.Q.** Our firm is interested in learning more about the above bid opportunity. We would appreciate if you can provide us with more details on this opportunity.
- A.** You may find more information regarding this IFB on the NYSDOCCS/Parole website at: <https://www.parole.ny.gov>, click on RFPs or on the NYS Contract Reporter at: <http://www.nyscr.org/Login.aspx>.
- 12.Q.** Please clarify, "may reduce the amount of payments by 5% for every date the records are late". What is meant by "may"?
- A.** At DOCCS discretion, depending on the circumstances for the lateness, DOCCS reserves the right to reduce the amount of payments by 5%.
- 13.Q.** Price adjustment: What is considered the "effective date"?
- A.** The effective date is the start date of the contract.

- 14. Q.** Are contractors charging and DOCCS paying for title pages and certs, titles only, or neither?
- A.** Per the IFB Section 3.7, Cost, "All pages including the cover and certification pages will count towards the 20-page minimum (with the exception of Board interview transcripts)."
- 15. Q.** How does the contractor obtain a waiver of a contract requirement?
- A.** Please refer to the IFB, Section 3.11, Bid Exceptions.
- 16. Q.** Is there a provision/section requiring prompt payment of contractor's vouchers?
- A.** No.
- 17. Q.** Is there a provision/section for contractor to receive interest on vouchers not paid timely by DOCCS?
- A.** Please refer to the IFB, Appendix A, Item 15.
- 18. Q.** What is the provision for the contractor to terminate the contract with the DOCCS equal to that in Section 5.10.1, "Agency Termination"?
- A.** The IFB does not provide contractor termination language. Contracts resulting from this IFB will have a mutual termination clause.
- 19. Q.** Is there a "Contractor Termination" section?
- A.** No, however, the resulting contracts will have a mutual termination clause.
- 20. Q.** It appears that Catchment 10 has been omitted in the IFB document. Can you tell us if this was an intentional omission, and if so, why it is not included?
- A.** Catchment Area 10 is covered under the Statewide OGS contract; therefore, this Catchment Area has been excluded from this solicitation.
- 21. Q.** I do not see a date for notifying bidders of the bid outcome. Can you tell us when that will be?
- A.** No, bids are due February 11, 2016, and DOCCS will notify all bidders when the tentative awards receive Executive approval.

- 22.Q.** There is no Catchment Area 10 available for bid. Can you tell us what happened to that Catchment area and is there someone performing the services presently for that area?
- A. Catchment Area 10 is covered under the Statewide OGS contract; therefore, this Catchment Area has been excluded from this solicitation.
- 23.Q.** Section 3.6B makes reference to electronic transcripts must be accompanied by electronic invoice voucher and typed report. What is the typed report?
- A. A typed report is a composite list off all hearings that accompany the invoice submitted. Also, Section 3.6, Method of Payment, states that a typed report must accompany the voucher and must include the following:
- Inmate/Parolee Name
 - NYSID #
 - DIN #
 - Type of Hearing
 - Date
 - Location
 - # of Pages
- 24.Q.** By the electronic transcript is that to mean a PDF version?
- A. Yes.
- 25.Q.** Can the electronic transcript be sent on the 10th business day, if it is not sent before the 10th business day?
- A. Yes.
- 26.Q.** Can the electronic transcript be sent without the invoice; in other words, can the invoice be submitted after the 10th business day as long as the transcript is sent electronically before then?
- A. No, please refer to the IFB Section 3.6, Method of Payment.
- 27.Q.** Is the per page fee only for electronic transcript and no hard copies will be provided?
- A. Yes, DOCCS does not allow for hard copies.
- 28.Q.** Is this invitation to bid open to vendors outside of New York State as well to cover the NYS Parole Hearings?
- A. Yes, as long as the vendor is certified, registered and in full compliance with all of the related statutes to do business in the United States and New York State. The vendor also has to adhere to all terms and conditions of the IFB.

- 29.Q.** Is the invitation to bid open to vendors outside the USA?
- A. Please refer to the Answer provided for Question number 1.
- 30.Q.** The samples provided show colloquy format and no testimony format. Would the agency chosen be able to be provided with a sample transcript containing the Q and A format guidelines to follow?
- A. Please refer to the IFB Section 4.2 Transcript Format.
- 31.Q.** If the 10 day turnaround offer is found to be equivalent for two or more bidders, then do I understand that the first order for determining the award recipient is Certified M/WBE?
- A. Yes.
- 32.Q.** How many awards will be granted for Cache 9?
- A. One award will be granted for Catchment Area 9.
- 33.Q.** Are there any additional charges that are accepted for mileage, appearance fee, word index, condensed transcripts etc.? To clarify, there is no extra charge for word index or any of these items strictly just the transcript pages are the only chargeable pages?
- A. Please refer to IFB Section 3.2, Method of Award, "The Bid amounts shall be inclusive of all costs including travel, licenses, insurance, administrative, profit and other ancillary costs."
- 34.Q.** Can you provide the past awarded rates?
- A. Please submit your request to DOCCS FOIL Unit. You can find instructions for submitting this request at the following link: <https://www.parole.ny.gov/foil.html>.
- 35.Q.** If the interviews are done via video conference, where does the reporter need to report, to the facility or with the board members?
- A. The Reporter would report with the Board Members.
- 36.Q.** Considering past history of workload, do the people at the State have a recommendation or idea of number of reporters needed to adequately cover Catchman area 7? And will the State be looking for a specific number of reporters staffed to cover a catchman area in the bid submission?
- A. The number of reporters needed to cover this Catchment Area would be determined by the office scheduling the hearings. Typically the contractor will have adequate notification in order to prepare for the number of reporters needed for coverage.

- 37.Q.** What is the current per page price in Catchman area 7?
- A. Please submit your request to DOCCS FOIL Unit. You can find instructions for submitting this request at the following link: <https://www.pardole.ny.gov/foil.html>.
- 38.Q.** Can the State provide one month's typical schedule of parole hearings for Catchman area 7? Please include judge's name, jail location and please specify on what days of the week.
- A. The scheduling is at the discretion of DOCCS and can vary month to month.
- 39.Q.** Will the State consider splitting a region between two qualified bidders?
- A. No.
- 40.Q.** Will the State be posting the per page price of the award and to who? If so, what site?
- A. Yes, once the tentative awards receive Executive approval, DOCCS will post the results on the NYS Contract Reporter website at: <http://www.nyscr.org/Login.aspx>.
- 41.Q** I would like clarification on the following language:"All pages including the cover and certification pages will count towards the 20- page minimum." Does this mean the cover and certification pages will ONLY count if there is a 20-page minimum or would this apply to ALL hearings?
- A. The cover and certification pages will be applicable to all transcript page counts (with the exception of Board interview transcripts).
- 42.Q.** I would like clarification on the following language: "The only exceptions to the 25-line minimum requirement will be the cover page, decision page, closing page, and certification page, which can contain fewer than 25 lines."
- A. The transcript pages to which the 25-line minimum does not apply are cited in subparagraph 5. Those pages typically have less than the remaining transcript pages.
- 43.Q.** Does this mean the cover page and certification pages can be included in the total page count of any given hearing?
- A. This means that those cited pages can have fewer then the 25-line minimum per page requirement.
- 44.Q.** What is meant by the "closing page"?
- A. The closing page would be the page right before the certification page. The closing page concludes the hearing.

- 45.Q.** In the past the certification page could not be counted; therefore, I am questioning whether this policy has changed.
- A. Yes, per the IFB Section 3.7, Cost, All pages including the cover and certification pages will count towards the 20-page minimum (with the exception of Board interview transcripts).
- 46.Q.** Can this requirement be waived? I had a problem getting this type of insurance for my agency in the past. Not many companies offer this type of insurance; and, if they do, it is VERY expensive.
- A. Due to the location and circumstances of the hearing assignments, this insurance requirement is a protection for both New York State and the Contractor.
- 47.Q.** I use freelance court reporters and they each carry their own automobile liability insurance. Is this requirement only for me as president of my own agency?
- A. Yes, providing that the freelance court reporters maintain current updated automobile liability insurance.

Please sign and submit with your proposal.

Bidder's Name: _____

Signature: _____

Title: _____ Date: _____