

NYS Division of Parole
IFB 2010-05 Hearing Reporter Services
For Catchment Areas 4A, 4B, 7A, and 7B
Questions & Answers

ADDENDUM

The following questions must be included and reviewed:

1. Q. Are tape recorders or audio synch allowed in taping hearings?

A. As per the Part I and II of the IFB, steno machine technology must be used, meaning that a hearing reporter must be taking down the interview/conversation that is on the record at the same time that it occurs. Thus, tape recorders or audio synch cannot be used.

2. Q. Regarding margins, IFB mentions 1" all the way around. I presume 1" for each side of the paper, left and right margin, to add up to a total of 2," for the right and left margins when added together, would this be correct?

A. Yes, this is correct.

3. Q. Is the one inch from the left side of the paper to the line numbers or the typed text?

A. One inch from the line numbers.

4. Q. If awarded the contract, would selected vendor be required to cover all hearings with no exceptions?

A. Yes. Please refer to (G) and (I) of the Part II (Scope of Services) of the IFB.

5. Q. It says in IFB that vendor is responsible for all equipment required. Would this entail video conferencing equipment, if required? What other equipment might be requested for a vendor to supply?

A. No, this does not include video conferencing. The equipment referred to includes the necessary stenographic equipment that the hearing reporter would need to take a verbatim transcript and send it to DOP electronically.

6. Q. In the "Bidder's checklist" it mentions "document security measures." What is meant by this term?

A. This refers to how you plan to protect and keep the transcripts. i.e. computer hackers, fire, flood, etc. Please refer to Part V (C) and (I), and the Attached Non-Disclosure Agreement.

7. Q. Do parole hearings ever cancel? If so, does NYS Parole provide for a 24 hour notice cancellation fee?

- A. Occasionally, parole hearings do cancel due to weather, etc. The fee would be the 20 page minimum. Refer to (III)(B)(1).
8. Q. Is mileage provided for anywhere in contract under any circumstances?
- A. No, mileage is not included.
9. Q. Are index pages required by Parole?
- A. Index pages are not required.
10. Q. Twenty page minimum applies to all day, not to each hearing?
- A. The twenty page minimum is for the day, not the hearing.
11. Q. Where are the hearings held where it would require travel to more than one facility in a day? How often in a month's time and on what days are these hearings held? What if the schedule requires the reporter to travel to a facility out of the Catchment Area? Is that vendor required to cover facility outside of Catchment Area?
- A. Please refer to IV (Geographic Breakdown of Services Required).

All questions and answers pertaining to the Questions & Answers ADDENDUM for IFB 2010-05 have been reviewed:

Vendor Name: _____

Signature: _____

Date: _____