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1. **The Industry practice is to charge by the number of minutes/hours of recording rather than by the page. Can you change the cost page?**
No, we are requesting cost per page.
 2. **The quality of the recording determines the price. Tapes of depositions with excellent sound quality take a certain amount of time while wiretaps can take four times longer than depositions. Do you know the audio quality of the tapes you will have? Most formats will be .mp3 or .wma**
 3. **Will all the tapes be in English? Yes**
 4. **I was hoping you would be able to tell me if this is a new requirement or there is a previous provider of this service? If so, could you provide the vendor and/or contract number. This is a new requirement.**
 5. **Must we be certified by AAERT in order to bid? Yes**
 6. **The National Court Reporters Association and the National Verbatim Reporters Association. Both of these organizations consist of court reporters and those training to be such OR captioners or CART providers (or training to be such). All professional members of both Associations would be highly qualified to do this transcription work. In fact, many in the latter stages of training for the profession of Court Reporter, CART provider or Captioner would also be qualified to do this work, as well. We are requesting AAERT certified Transcribers.**
 7. **Where do I upload the PDF once I have my document has been certified?**
The .pdf file can be emailed to the requester.
 8. **Are you excluding offshore bids? No.**
 9. **Is there any clearance required? A Non-Disclosure Agreement will be required.**
 10. **Who is the current vendor providing this service, and how much are they charging? New requirement, no current vendor.**
 11. **The Statement of Work for this says that the transcriber must be certified by AAERT. Can a CCR (Certified Court Reporter) designation take the place of that? No.**
 12. **Who is the current vendor(s) and what are their prices? New requirement, no current vendor.**
 13. **In what file format are the digital audio files? .mp3 or .wma**
 14. **I am inquiring whether the solicitation is a 100% small business set aside. Yes.**
 15. **Could you give an estimate of how many are undercover or wire taps, etc., in other words, hard-to-understand recordings as opposed to good, clear audios? Very few UC or wiretap cases.**
 16. **What is the average job length in number of hours and/or number of pages? This can vary from case to case. See RFQ for estimates.**
 17. **How many pages per Day? Month? Year? Refer to the RFQ quote page.**

- 18. Can we get a break down on the page counts per year, per delivery speed, and per office? Refer to RFQ quote page.**
- 19. Based on past experience, should we assume that the number of pages would be similar for projection purposes? Yes.**
- 20. Will the hard copy transcripts all be delivered to a central location, or will they be returned to the individual offices generating the request for transcription? Returned to individual offices generating the request.**
- 21. Would electronic delivery of the final product be acceptable; and, or is hard copy always required? I.e. next day delivery of a hard copy to the West Coast may be difficult for a production facility on the East Coast. Electronic delivery is acceptable with hard copy to follow.**
- 22. What organizations are acceptable for delivery? I.e. UPS, FedEx, commercial couriers? All are acceptable.**
- 23. Are we able to bill for delivery of hard copy transcripts? Yes.**
- 24. AAERT certification is not generally required for our other federal transcription contracts. Can we substitute someone with many years of experience transcribing similar legal proceedings? No. If so, what criteria would we have to submit for you to be confident of their competency? Not all certifications = a higher capacity for work or actual competency. Meaning not all 'certified' people can meet a deadline day after day with a high degree of accuracy.**
- 25. From the reading the RFQ, we understand a minimum 'deliverable' package of work to be: a hard copy original, and a CD or email, with a PDF transcript, and a Microsoft Word and/or Word Perfect transcript, all in the Federal Courts Format for transcripts. You mention 'Specific formats may be requested by the ordering party', would you please clarify what 'specific formats' means? We are requesting a certified original and one electronic copy. The electronic copy can be in .pdf, Word, or WordPerfect, that is up to the requester. Is this additional copies of the transcript? Original plus one. The transcript in different layouts? No. The transcript produced by different programs? No. The transcript in different file formats? Yes, .pdf, Word or WordPerfect. Condensed transcripts? Can be requested.**
- 26. Who is the current contractor? No current contract in place.**
- 27. Could you please provide an example of the Federal Courts Format that transcribers must follow? No.**
- 28. Are the delivery options listed in calendar days or business days? Business Days.**
- 29. What format will the digital audio files be in (i.e. .wav, .mp3, etc.)? Both.**
- 30. Who is the incumbent contractor? No incumbent.**

- 31. On average, how long are the individual interviews in terms of hours?**
This varies from interview to interview, could be 1 hour up to 6 or more hours.
- 32. Are the quantities listed in the pricing form based off of historical data, or are they just estimates?** Just estimates
- 33. Are you looking for a per page, per line, per hour rate?** Per Page Rate
- 34. The company owner is a certified court reporter. Does this qualify for purposes of this solicitation?** No.
- 35. Is a price requested for each delivery option?** No.
- 36. Is the history (i.e., volume of work over past years) available to interested parties?** No.
- 37. What percent of the files are being requested electronically (i.e. .pdf, .doc, .wpd, etc.)** All. Deliverables are one certified original and one electronic copy.