

Housing Authority of the City of Pittsburgh

Contracting Officer
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July 2, 2015

Transcription Services 3 Quote Bid

ADDENDUM NO.1

This addendum issued July 2, 2015 becomes in its entirety a part of the 3 Quote Bid as is fully set forth herein:

Item 1: Q. Whether companies from outside USA can apply for this (From India or Canada)?

A. Yes.

Item 2: Q. Whether we need to come over there for meetings?

A. Yes.

Item 3: Q. Can we perform the tasks (related to RFP) outside USA?

A. Some tasks can be performed outside the USA. However, someone will have to be physically present during meetings, hearings etc.

Item 4: Q. Can we submit proposals via e-mail?

A. Please refer to the 3 Quote Bid form for how to submit Bids.

Item 5: Q. If the meeting is recorded will you be sending us a digital file? Or a hard media? If it is a digital file we have very secure platform for you to use. All data that is transmitted through our portal is encrypted while I rest and in motion. If it is hard media then will you be mailing us the package or will be responsible for picking them up?

A. As stated in item 3 above, someone from the company will have to be physically present to either record or transcribe. The HACP does not record the meetings, hearings etc.

Item 6: Q. The price sheet is a little confusing. Are you asking for the price to be the same for a live steno on site and a transcription that is produced off site? Both prices are always very different.

A. Yes. The current service providers charge a fee for a live steno on site. In addition, they charge a specific price per page which is delivered electronically in a pdf format.

Item 7: Q. On the price sheet you a per page price for an original copy? Please explain.

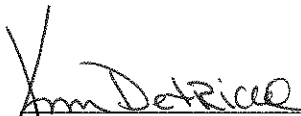
A. The current service providers charge a specific price per page which is delivered electronically in a pdf format.

Item 8: Q. Are you able to provide me the current rates you are paying for these services? If so that most likely will answer my questions.

A. This is a "Right to Know Request". You can download this form from our website under Public Information and send the request to the Open Records Office, James Harris, General Counsel.

Item 9: The proposal due date, time and location will remain unchanged at July 10, 2015 at 11:00 AM, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 1



Mr. Kim Detrick
Procurement Director/Contracting Officer

7/2/15

Date