



**District of Columbia Courts
Administrative Services Division
Procurement and Contracts Branch**



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AMENDMENT NO. 1

TO: ALL PROSPECTIVE BIDDERS

AMENDMENT

ISSUE DATE: February 11, 2021

SUBJECT: Solicitation Number DCSC-21-RFP-39 – Transcription Services for the District of Columbia Courts

PROPOSAL SUBMISSION

DATE: Wednesday, February 17, 2021, no later than 2:00 p.m., Eastern Standard Time.

The subject solicitation is amended as follow:

1. The proposal due date is changed from February 16, 2021 to February 17, 2021, no later than 2:00 p.m., Eastern Standard Time.
2. See attached Responses to Prospective Contractors Questions.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

One (1) copy of this amendment is being sent to only those offerors who received a copy the solicitation. Offerors shall sign below and attach a signed copy of this amendment to each offer to be submitted to the Courts in response to the subject solicitation. Offers shall be mailed or delivered in accordance with the instructions provided in the original solicitation documents. Offerors shall submit their offers in sealed envelopes, identified on the outside by the solicitation number and submission date, in accordance the instructions provided in the original solicitation documents. This amendment, together with your offer must be received by the District of Columbia Courts no later than the date and time specified for offer submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for offer submission. Failure to acknowledge receipt of this amendment may be cause for rejection of any offers submitted in response to the subject solicitation.

Darlene D. Reynolds

Darlene D. Reynolds
Contracting Officer

This amendment is acknowledged and is considered a part of the subject solicitation.

Signature of Authorized Representative

Date

Title of Authorized Representative

Name of Firm

Questions and Answers

Solicitation No. DCSC-21-RFP-39

Caption: Transcription Services for the District of Columbia Courts

1. Could you provide the name of the current contract holder?

Answer: Deposition Services, Inc.

2. Could you provide the current rates for these services?

Answer: The DC Courts does not disclose price details.

3. How are you currently recording these proceedings?

Answer: All court proceedings are recorded via Courtsmart Digital Systems. During the pandemic, we have utilized the Cisco Systems Webex system to continue court proceedings adding a third recording to capture the record.

4. Are these recordings being monitored for quality during the recording process?

Answer: The DC Courts staffs a full-time recording team that monitors all courtrooms for quality.

5. Will a person be taking notes during the recording process that will be included with the media?

Answer: Within the Courtsmart system, there is a feature called “Log Notes” that courtroom clerks utilize to keep real time tags for cases called on the record. When audio is made accessible for requesting parties, it will also include the “log notes” made by the courtroom clerk for the case requested.

6. What is the file format of the recorded media?

Answer: The standard file format used for duplication is called a “transcription package.” This format works in conjunction with transcription equipment such as foot pedals and headsets.

7. What recording platform are you currently utilizing to record these proceedings?

Answer: (See question No. 3 and answer)

8. Are you utilizing a multi-channel recording platform?

Answer: Courtsmart is a Windows-based program This allows the transcriber to turn on and off the channel needed to capture what’s needed for the record.

9. Will the contractor be allowed to sell copies of the transcripts to other parties who request them?

Answer: They will not. All requests for transcripts must come through the DC Courts' Court Reporting Division. DC Courts retain any copy sales.

10. Who is the current vendor?

Answer: (See question No. 1 and answer.)

11. What are the current rates/pricing by the current vendor for the specified categories of work?

Answer: (See question No. 2 and answer.)

12. How long was the current vendor's contract in place?

Answer: Five years.

13. For security reasons, will the Court accept alternate methods of delivery such as uploading and down loading of documents and voice files to/from a secure server?

Answer: If the Courts' IT Division has provided their stamp of approval and there is no monetary impact or additional resources needed to perform tasks associated with the process.

14. In what format are the recordings? .wav, .mp3, .mp4 etc.?

Answer: (See question No. 6 and answer.)

15. What was the total cost to the Court for 2020?

Answer: (See question No. 2 and answer.)

16. What is the typical/acceptable increase in rates from year to year. Is there a typical percentage by which your vendors have increased rates?

Answer: There is not. The current RFP differs from the contract currently in place in that all transcripts under the new contract will be delivered electronically. The contract that is expiring contained pricing for hard copy transcripts.

17. My organization does not/has not had contracts with any government entities for transcription. We do a lot of transcriptions for our government and commercial clients but not through a set/exclusive contract. Any reference I provide will not have a contract # to reference and is that acceptable?

Answer: Yes.

18. Can we use commercial/non--government references?

Answer: Yes.

19. Some of our transcription partners may utilize transcriptionists that are not in the United States. If that occurs, it is acceptable to use those "offshore" resources?

Answer: Unfortunately, no. A vendor outside of the USA would pose a very high risk of meeting the DC Courts delivery schedule of 8:30 a.m. each morning.

20. You indicate that orders for appeals will may require a hard copy. About how many transcriptions would this be in a given year?

Answer: Printing of hard copies for Appeals currently has been suspended due to the pandemic and will be reassessed at a later date. The pages for 2019 that were required to be printed were approximately 41,000. In 2020, it was 16,000.

21. Is it possible to provide exact page totals for the last 3 years?

Answer: 60,280 (2020); 132,340 (2019); AND 145,240 (2018)

22. Is there a charge to the vendor to use your internal invoicing system (WVS) or IPP?

Answer: No