

Court Reporting Services RFP Questions and Answers

RFP 2016-027

Q. What is the length of the contract?

A. One year

Q. How many meetings do we have per year?

A. With both Board of Directors and Committees of the Board (all of which would be included), we average about 50 meetings per year. It can be more or less.

Q. How long are the meetings?

A. Typically they run between 1-4 hours. It could be more or less.

Q. Are vendors able to submit a per transcript page rate and/or appearance fee?

A. Yes

Q. Are the meetings Webcast or livestreamed?

A. No

Q. Are there other transcript sale opportunities with other firms other than NHCC?

A. No.

Q. What are the typical hours?

A. Some meetings start at 7:00am or 7:30am, some start at 5:30pm or 6:00pm. It varies.

Q. What is the anticipated volume of pages per meeting?

A. It is undetermined but it depends on how long the meeting runs.

Q. How many speakers are present for a typical Board of Directors meeting?

A. There are 15 board members, not all attend, and not all speak. There are also others present who speak from time to time. It's never the same amount each time. There can be an average of 20 to 30 people present at one meeting. Not all speak.

Q. Is the MWBE participation amount default 20%?

A. Yes

Q. Does a WBENC national women-owned certificate satisfy the 20% MWBE participation goal?

A. See RFP

Q. What documentation is needed to demonstrate the vendor is authorized to do business in NY State?

A. Documentation to establish that you can supply court reporters that are qualified as notary publics in the state of NY and any other licensing required by the State.

Any questions beyond the scope of those answered here may be available subject to the provisions of the New York State Freedom of Information Law (FOIL).