**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | 202402053 - Transcription Services |
| **RFP ISSUED BY:** | Maine Judicial Branch |
| **SUBMITTED QUESTIONS DUE DATE:** | March 22, 2024 |
| **QUESTION & ANSWER SUMMARY ISSUED:** | March 26, 2024 |
| **PROPOSAL DUE DATE:** | April 4, 2024 no later than 11:59 p.m. local time |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **RFP Section & Page Number** | **Question** |
| Section B, Pg 31 | How much is the current vendor paying to Curry Printing Services? |
| **Answer** | |
| The bidders will have to negotiate their prices directly with Curry Printing Services. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| Attachment A, Pg 41 | RFP States, :The transcriptionist is to cover at no extra charge the  original and each copy of the transcript with medium dark blue front and  back covers of good quality sulfite paper and heavy weight transparent  plastic or similar material as the court approves." Are we to assume  the printing company currently used supplies the covers? |
| **Answer** | |
| The current vendor sends the supplies to the printer. Bidders are welcome to negotiate said services with the printer. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| Appendix C, PG 25 | Clarifying that the sample transcript and audio specifically needs to be  From 2019 and if a deposition can be substituted for courtroom  audio? |
| **Answer** | |
| Please see Amendment #1 currently posted to the RFP webpage: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>  The sample transcript and audio should be from 2024. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| Section K, Pg 11 | Section K infers the State will be sending audio for sample transcription  while Appendix C, Page 25 states bidder will send in audio and  transcription sample. Please clarify. |
| **Answer** | |
| Appendix C, Page 25 of the RFP references the sample transcript and the associated audio from that transcript for evaluation in regards to this award. Section K states that after an award has been given, the bidder will have to prove they can receive and utilize audio in the FTR Gold Format before a contract will be signed and completed. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Appendix C, Pg 28 | Please provide volume estimates or historical volume for turnaround  times of 1-day, 3-days, 7-days, 14-days, 21-days, and 30-days. |
| **Answer** | |
| The MJB does not have the man-power or information necessary to provide accurate assessments based on turn-around time. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| Appendix D, Pg 31 | Is bidder responsible for creating 4 in 1 condensed format to the  printer or is printer responsible for this service? |
| **Answer** | |
| The bidder is responsible for creating the 4 in 1 condensed format. | |

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| **7** | **RFP Section & Page Number** | **Question** |
| Section III Proposed Production Services: Item 14, Page 28 | The condensed transcript output (showing 4 pages per page of transcript): is that something that is produced by OTO staff or by us? Is this in addition to standard format transcripts? |
| **Answer** | |
| The Bidder is responsible for the condensed transcript. This is in addition to the standard format transcripts. | |

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| **8** | **RFP Section & Page Number** | **Question** |
| PART II SCOPE OF SERVICES TO BE PROVIDED: Page 07 | What % (percent) of the provided services are in-person? |
| **Answer** | |
| None of the services requested have in-person requirements. | |

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| **9** | **RFP Section & Page Number** | **Question** |
| PART II SCOPE OF SERVICES TO BE PROVIDED: Page 07 | Are we able to bid on just the recorded portion only? |
| **Answer** | |
| If a vendor is to bid on the recorded portion only they will forfeit the points associated with scoring all other aspects as defined in Appendix E of the RFP. | |