



Transcription and Meeting Minute Preparation Services

Responses to Vendor Inquiries: New-NHED-RFP-2024

Below are responses to questions received during the vendor inquiry period, March 15, 2024 through March 29, 2024, regarding the above referenced Request for Proposal.

1. Who is the current vendor(s), what are the current rates?

The contract awarded to Ubiquis Reporting Inc. Approved by G&C on June 30, 2021.

Authorized to exercise a renewal within an existing contract with Ubiquis Reporting, Inc., New York, NY (originally approved by G&C on 6/30/21, Item #159), by increasing the price limitation by \$26,400 from \$56,800 to \$83,200, to provide official record transcription services. Effective upon G&C approval through June 30, 2024. **100% General Funds**

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2. What are the prior year(s) annual expenditure totals for the current contract?

Fiscal Year 2022 = \$12,713.90

Fiscal Year 2023 = \$13,381.05

3. What are the formatting requirements for both hearings and meeting minutes, are there any samples of any transcriptions available as well as audio samples?

Samples, including formatting, can be found here for meetings of the [State Board of Education](#), [Council for Teacher Education](#), [Professional Standards Board](#), and the [Higher Education Commission](#). Hearings documents are confidential and cannot be provided during the RFP process.

4. What is the prior year(s) volume for hearings?"

The volume for requests for verbatim transcriptions of hearings was minimal (i.e., less than 5) this past year.

5. Are there any specific pricing line items that NHED would like to receive? Example: per page of transcription or per minute of audio received/requiring transcription?

Typically, verbatim transcriptions are priced per page and written summarizations are priced per audio hour.

6. Before the February 2024 RFP release, is there a previous RFP for these services? If available, please provide it for reference only?

[Transcription Services \(DOE-RFP-2021\)](#) 

7. Can a vendor "no bid" any services they are not able to provide? Example: only bid verbatim transcription for hearings and no bid transcription summarization

of meetings or vice versa

No, we are looking for one vendor to provide both services.

8. Can vendors charge a minimum for services provided?

That is up to the vendor.