

NOTICE OF BID EXTENSION

AUGUST 23, 2023

THE 32ND DISTRICT AGRICULTURAL ASSOCIATION

ANNOUNCES

BID DUE DATE EXTENSION

FOR TRANSCRIPTION SERVICES

ORIGINAL BID DUE DATE: THURSDAY, AUGUST 24, 2023, 11:00 A.M.

NEW BID DUE DATE: WEDNESDAY, AUGUST 30, 2023, 11:00 A.M.



August 23, 2023

To: All Potential Bidders
From: Kelly Vu, Business Services Supervisor
Re: RFI #1-Revised, Q & A, Transcription Services

This RFI (Request for Information) aims to transmit "Questions and Answers" regarding the technical components of the RFQ, Transcription Services. All terms and conditions of the original IFB notice remain unchanged.

Questions and Answers

Questions:

1. For the above bid, would it be possible to supply transcription services without attending meetings?

Answer: No. The transcription services must be provided in person.

2. Is it possible to submit a bid for only transcription and not being present at meetings?

Answer: No. The transcriptionist must be present at the meeting.

3. The SOW says the meetings can be 1-6 hours long, how frequent are the meetings - weekly, bi-weekly, monthly, other?

Answer: The meeting is held monthly.

4. Are the meetings held at 88 Fair Drive, Costa Mesa?

Answer: Yes

5. Will the meetings be live-streamed? Or will there be any audio/video conference link available?

Answer: Yes, the meetings are live-streamed and open to the public. Yes, a video link can be provided via email after the meeting and when the video is uploaded to the district website.

6. If an audio/video conference link is not available, would the district be open to having one?

Answer: N/A

7. Is a combination of technology and person solution acceptable?

Answer: The transcriptionist must be present in person. However, if the meeting is held via Zoom due to a natural disaster or act of God, the service can be provided via technology.

8. What type of certifications does the transcriptionist need to have?

Answer: Equivalent to Court Reporter. See the definition below from Google.

For legal transcription, you will need certification, which can take some time. Through college certificate programs, it can take two years or more to get fully certified. But with online programs, you can train to be a transcriptionist in the legal industry and get certified in only 4-6 months.

Please reply to this email to acknowledge if you intend to bid on this project.

-End RFI #1-