



August 17, 2023

To: All Potential Bidders

From: Kelly Vu, Business Services Supervisor

Re: RFI #1, Q & A, Transcription Services

The purpose of this RFI (Request for Information) is 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.

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### 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.

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

*-End RFI #1-*