

Invitation for Bids
Verbatim Reporting Services - Major Proceedings PSC# 03-01-13
Pre-Bid
Conference
December 21, 2012 at 11:00AM

Summary

Only one (1) company was in attendance: One Stop Legal

The Invitation for Bids (IFB) document was reviewed. All questions asked were covered either in the IFB document or in the Frequently Asked Questions.

Closing Date and Time: **February 4, 2013 11:00 AM (Local Time)**
NO LATE BIDS WILL BE ACCEPTED

Frequently Asked Questions

Questions and Answers:

1. Question: Under Section 2.3.8 A, the Commission reserves the right to make copies "for any persons who did not participate as a party", how much, if anything, does the Commission charge for the copy and will it refer anyone requesting a copy to the reporter?

Answer: The Commission charges \$2.00 per page for copies of a transcript to persons who are/were not a party to the proceeding. The Commission will always refer a Party to the proceeding to the Awardee.

2. Question: Are these regularly scheduled meetings or are they scheduled impromptu?

Answer: Except for emergencies and there were none last year, all of the proceedings are scheduled. You can access the most recent schedule of hearings on the Commission's web page, www.psc.state.md.us. Search under the heading "Agendas & Hearing Schedules". Keep in mind that not all the proceedings on this schedule fall under this solicitation.

3. Question: Other than the original with copies, how often do the Parties to the proceedings order transcripts?

Answer: The current vendor for this service indicated there are very few additional sales.

4. Question: How often do you request expedited or next day service?

Answer: See Section 2.3.3 A, B and C.

5. Question: What is the procedure for obtaining a written authorization for a change or an addition of a reporter?

Answer: Any subcontractor used by the Vendor under this contract must be approved by the Commission. Subcontractors must meet all the requirements contained in the IFB. Moreover, the prime contract will be solely responsible for all facets of the contract.

If there is a change in the list of reporters being used, all information requested in this IFB must be submitted to the Procurement Officer and approval must be received prior to using that reporter.

6. Question: Would you provide the name of the current vendor and the rates currently in effect for this service?

Answer: CRC Salomon is the current vendor.

<u>Service to Parties</u>	<u>1st Copy Price/Page</u>	<u>Additional Copy Price/Page</u>
10-day Delivery	\$ 4.95	\$2.65
10-day with Real Time	\$ 5.95	\$2.65
Expedited Delivery	\$ 6.95	\$2.65
Next Day	\$10.95	\$2.65

7. Question: The transmittal letter stated "The contract that results from this procurement will be for a period of five (5) years and will be a no cost contract to the Commission and a revenue generating contract for the Awardee." What does this mean?

Answer: The Commission does not pay for any transcripts (see Section 2.3.2 E). Also under that section "The Contractor shall have the **exclusive right to sell** transcripts to participants", which is revenue generating for the Awardee. Any party to a proceeding needing a transcript must use the Awardee.

The Commission will not copy or sell transcripts to a party to the proceedings however, the Commission does reserve the right to duplicate a transcript for a person who did not participate as a party in the proceeding (see Section 2.3.8 D).

Questions and Answers Continued:

8. Question: What type of revenue can be expected?

Answer: There is no guarantee on the revenue stream. The average yearly revenue over the last four (4) years of the current contract was approximately \$200,000.

9. Question: What happens if an MBE can not be sub-contracted to meet the 25% MBE Goal?

Answer: A waiver would have to be granted in order to select a Contractor who could not meet the 25% MBE Goal. In the Commission's search of the Maryland Department of Transportation database, twelve (12) MBEs were located, leading the Commission to believe that the 25% MBE Goal is obtainable. Also, over the last two (2) contracts (10 years) for this service, the MBE goal was always met.

10. Question: What would be needed to grant a waiver?

Answer: In order for a waiver to be granted, the Bidder would have to show the MBEs contacted, the contact information and the responses they received showing why the MBE was unavailable. The Procurement Officer would have to verify all information before a waiver could be considered.