

New York State Department of Corrections and Community Supervision
 IFB 2023-09 – Hearing Reporter and Emergency Transcription Services
 Questions and Answers Posted 9/15/23
 All responses are incorporated into IFB 2023-09.

Question #	Corresponding IFB Section	Bidder's Question	Answer
1	3.2 Method of Award	Will this be an exclusive bid (one vendor per area) or will it be a first, second, tertiary offer (more than one vendor per area)?	Please refer to Section 3.2 Method of Award.
2	3.2 Method of Award	<p>1. Is this an all-or-none bid?</p> <p>2. Is it possible to bid just the revocation hearings, just the Boards, just the impact meetings, or are you accepting one bid for everything?</p>	<p>1. Bids are for all services in each Catchment area.</p> <p>2. No.</p>
3	General	Is this is for Community Supervision work only?	See Section 1.1 overview. This contract is for Board of Parole work, including but not limited to Board interviews, hearings and revocation hearings.
4	3.6 Billing/4.3 Records Certification	Billing indicates the transcripts are due within 15 business days, but Section 4.3 indicates 15 calendar days. Please clarify if transcripts are required within 15 business days or 15 calendar days.	See Addendum #2.
5	3.7 Cost	"For hearings/statements that exceed 20 pages, certification pages are not billable." Does this mean overall for the whole day once the total pages exceed 20 then the certification pages do not count to be billed, or does this mean that every single case transcript that is under 20 pages the certification page is allowed to be counted? The previous contract certification pages, since required and important, were billable. Having to parse out and subtract a page here and there	See Addendum #2.

		over 20 on a full day of hearings creates excessive administrative time on both the Stenographer and the billing person.7 Will the State allow us to bill for all pages we work on and produce in a transcript?	
6	3.7 Cost Appearance Fee	"\$125.00 first location, \$75.00 each additional location." What if the locations in the catchment area are all at the same time	See Addendum #2. If all the locations are at the same time, they cannot be covered by the same reporter.
7	3.7 Cost – Hazard Pay	"Single day Hazard Pay - \$10." Is \$10 the correct amount for Hazard Pay?	Yes, this is the correct amount.
8	3.7 Cost - Waiting Fee & Section 4.8 Reporter Scheduling, Availability, and Attendance	Does the required "minimum of 20 minutes prior to start time" in Section 4.8 Attendance count towards the four continuous hours/seven continuous hours required for a waiting fee as indicated in Section 3.7 Cost?	Yes, it counts for both the 4 and 7 continuous hours for the waiting fee.
9	3.7 Cost	"Victim Impacts are compensated at 20 pages per statement at normal delivery rates dependent on the type of reporting and the method of appearance of the reporter." Does this mean that every victim impact statement per day has a minimum per statement and not a minimum for the entire day?	See Section 3.7. Every victim impact statement has a minimum compensation of 20-pages per statement.
10	3.7 Cost	Victim Impacts are compensated at 20 pages per statement at normal delivery rates <u>dependent on the type of reporting and the method of appearance of the reporter.</u> Price per page is reduced by 25% for virtual stenographers. Do telephone victim impacts fall into this category?	See Section 3.7. See Addendum #2.

11	3.8 Geographic Breakdown of Services Required	Do you have a listing of what board hearings will be in each catchment area?	See Addendum #2, Attachment D1, Catchment Area Boards.
12	4.3 Records Certification and Transmission	Delivery days are counted from conclusion of the reported proceeding." Does this mean the day the proceeding ends counts as day 1 or does day 1 begin the following day from the conclusion of said proceeding as is standard practice?	See Addendum #2.
13	4.4 Transcript Format	In Section 4.4 the headers for all hearings indicate LAST NAME NYSID, etc., but the examples in Attachment B the headers include LAST NAME, FIRST NAME. Please clarify if headers should include both first and last names or only last names.	See Addendum #2.
14	4.4 Transcript Format	The formatting for footers indicates to include Bidder Company Name and to NOT include phone or address but under Page Layout in the same section it indicates that the footer must contain the company, address and telephone number. Please clarify.	See Addendum #2.
15	4.4 Transcript Format	Cover pages. It says to list the start time on Revocation Hearings and Victim Impacts. Is this referring to the start time of each individual hearing, or the start time of entire day?	See Addendum #2.
16	4.10 Proceeding Cancellation	"The reporter must obtain a signed cancellation form from the authorized user on site. This signed cancellation form must be attached to the invoice in order to invoice an appearance fee." Is this signed cancellation form something that the authorized user on site will have or are the reporters required to create a cancellation form themselves to have with them in these situations? What happens in the instance where the reporter is the only one not notified of the	See Addendum #2.

		cancelation and thus no authorized user is on site to sign the form?	
17	5.17.1 General Conditions Applicable to Insurance	Please clarify which certificates/proof of insurance is required with contract submission.	For bid submission, see Section 3.3 Bidder's Proposal Checklist and Addendum #2.
18	5.6 DOCCS' Reserved Rights	Number 4 indicates "Disqualify a Bidder from receiving the award if the Bidder has previously failed to perform satisfactorily in connection with public bidding or contracts." Will this be taken into consideration in EVERY case where the Bidder has failed a contract (especially and specifically previous DOCCS contracts) in the past or only in certain circumstances?	See Section 3.2 Method of Award and Section 5.6 DOCCS' Reserved Rights.
19	3.8.1	In Catchment Area 4, would you please outline the volume of work; what days of the week each county holds revocation hearings and how often on a monthly basis hearings are held?	See Addendum #2, Attachment D-1, Catchment Area Boards.
20	3.7 Cost	Confirming that each victim impact meeting that is held is allowed to charge at least a 20-page minimum?	Yes, each individual impact meeting (statement) can be billed at a 20-page minimum.
21	3.18	If a company is bidding on more than one catchment area, do they have to do a separate bid for each catchment OR would they be allowed to make one bid submission and fill in different Catchment Area prices on the cost sheet?	See Section 2.4 and Attachment C Bid Cost Sheet. Bids can be submitted for one or more catchment area(s) on the same bid cost sheet. Section 3.18 is for alternate bids.

22	5.23 State Finance Law Consultant Disclosure Provisions	Contractor's Planned Employment (Form A) and Contractor's Annual Employment report (Form B), are these forms to be prepared and submitted with the IFB 2023-09 or are they to be submitted once the contract has been awarded?	See Section 5.23.
23		If a digital reporter does not have their notary to swear in the witness, will anyone else in the courtroom be able to swear in the witness?	See Addendum #2.
24		When exhibits are presented during hearings, will they need to be attached to the transcripts or will they be retained by counsel?	See Addendum #2.
25		How many days/weeks/months in advance will the hearing schedule be provided?	See Addendum #2, Attachment D-1 Catchment Area Boards.
26		The IFB states that only steno reporters are permitted to be paid for "Wait Time" when they are assigned to cover both a morning and afternoon session at a same location. Customarily, a court reporter, regardless of court reporting method utilized, will bill for "Wait Time" when covering hearings at the same location with substantial wait time in-between sessions. Is there a reason DOCCS is the method of court reporting. Will DOCCS reconsider the preclusion of Digital Reporters to bill for "Wait Time" under the same scenario that stenos are permitted to bill for?	BOP/DOCCS will not pay a Waiting Fee for Digital Reporters.

27	3.6 Billing	Is the expectation that audio files and log notes will be delivered via FTP along with the transcript, invoice, and voucher?	Unless otherwise requested by the contract administrator, all deliverables, will be delivered via FTP.
28	General	Who is the current vendor and what are the rates.	This information is available through a FOIL Request. foil@oscnyc.gov
29		There is also the waiting fee, 120 full day, 60 half day, Can we have a higher rate since they wait around and have no pages to bill?	The fees detailed in the IFB will remain as written.
30		Will the DOC consider an attendance fee even for virtual or a digital in person since the times have changed and reporters get paid much more that the past 5 years?	No appearance fee will be paid for virtual appearances by either stenographers or digital reporters. Appearance fees only apply to in-person stenographers and digital reporters.
31		The Attendance fee for reporter are higher than your quote can we raise those as well?	The fees detailed in the IFB will remain as written.
32		Will the agency be able to charge a minimum per deposition for in person?	No, except for Victim Impact which is compensated at a minimum of 20 pages per statement.
33	4.8 Reporter Scheduling Availability	Can Cancellations be billed 48 hours not 24 hours for in person depositions and at a higher fee like \$350.00 if they cancel?	No. The fees detailed in the IFB will remain as written.

34	3.7 Cost	If a situation arose like the pandemic where everyone, including the reporter, were virtual, would that impact the price per page we are able to charge? Would we have to reduce our price per page by 25% for a virtual stenographer?	No. See Addendum #2.
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