
***First Judicial District of Pennsylvania's
Invitation to Bid***

***For
Digital Transcription Services***

Dated August 17, 2009

<http://courts.phila.gov>

PLEASE BE ADVISED THAT THE DEADLINE FOR THE ABOVE ITB HAS BEEN EXTENDED TO WEDNESDAY, FEBRUARY 24, 2010, BY 3:00 P.M. ALL OTHER TERMS AND CONDITIONS OF THE ITB SHALL REMAIN IN FULL FORCE AND EFFECT.

A COPY OF THE ITB CAN BE DOWNLOADED VIA THE FJD'S LINK ABOVE

Q1. (Page 3, Provision 4, Preparation of Bid): *The language states that "Bids must be written in ink or typewritten, shall be signed and placed in a sealed envelope or carton"; is the First Judicial District ("FJD") looking for Vendors to sign Attachment 1 as well?*

Yes, in response to the above FJD's Invitation to Bid ("ITB"), all responding vendors are required to submit a complete response pursuant to the terms of the ITB including completion of the chart identified in Attachment 1, Page 12 (copy of Page 12 attached). All vendors should sign their submission in ink validating their official response.

Q2. (Page 11 Attachment 1, Provision 3(N), Cover and Backer): *The language states that each original and any copies are to be covered with backer and the backer is to be 70 lb. blue manuscript cover, 10½" x 11" in size. Please confirm that the paper specifications are the correct weight and size.*

A review of our files indicates that the weight of the requisite backer ranges between 50 and 70 lbs; the stated size is accurate as written. However, in light of potential economic and environmental benefits to both the FJD as well as the Selected Vendor, the FJD is willing to consider other cost effective alternatives related to the backer's weight and size (but color differential to the transcript still applies). Any suggested alternatives must be proposed as an addendum to any submitted proposal.

Q3. (Page 11: Attachment 1, Provision 5, Pick Up and Delivery) *Would the Court consider uploading audio files to a secure, password protected, FTP server?*

Not at this time.

Q4. What is the turnaround time required for transcription services?

Please refer to the variable pricing chart in Attachment 1, Page 12, of the ITB.

Q5. Is expedited delivery ever required, and if so, should we quote a price for expedited services?

In addition to providing the line item costs requested in the pricing chart mentioned above, please also include pricing for expedited transcripts delivered in less than seven (7) days.

Q6. Who currently holds the contract and what are the current rates?

The FJD presently utilizes the services of Drummond Transcription for the provision of transcription services to Family Court's Domestic Relations Branch. Please be aware that it is not the policy of the FJD to release pricing information at this time. It is the FJD's preference that prospective vendors independently prepare their most competitive cost proposal in accordance with the terms, conditions, and specifications of the ITB.

Q7. Will multiple contracts be awarded as a result of this ITB?

In consideration of Provision 5.1, Rights Reserved, Bullet Number 8, of the ITB, the FJD reserves the right to award multiple contracts if it is determined to be in the best interest of the FJD.

* END *