

**INVITATION TO BID (ITB)
FOR
COURT REPORTING SERVICES**

**CONTROL No. 2920000195
ADDENDUM No. 1**

ISSUE DATE: 10/14/14

DEADLINE: 10/21/14 AT 2:00 PM EST

This addendum is being issued to answer questions submitted by the question deadline.

I. ANSWERS TO SUBMITTED QUESTIONS:

1. UNDER: A.15.2: Define Best Value Criteria?

A1. "Best value criteria" means bid or proposal evaluation criteria which include, but are not limited to, the following:

- a. the acquisition's operational cost a state agency would incur,
- b. the quality of the acquisition, or its technical competency,
- c. the reliability of the bidder's delivery and implementation schedules,
- d. the acquisition's facilitation of data transfer and systems integration,
- e. the acquisition's warranties and guarantees and the bidder's return policy,
- f. the bidder's financial stability,
- g. the acquisition's adherence to the state agency's planning documents and announced strategic program direction,
- h. the bidder's industry and program experience and record of successful past performance with acquisitions of similar scope and complexity,
- i. bidder's history with resolution on contracts with State and other organizations
- j. the anticipated acceptance by user groups, and
- k. the acquisition's use of proven development methodology, and innovative use of current technologies that lead to quality results;
- l. any information included in the solicitation

2. UNDER: A.15.2: Who interprets the contract?

A2. The question submitted is unclear? The contract will be awarded based upon the Terms and Conditions listed in the ITB. If you are referring to the Bid Submissions the Agency interprets the validity of the Bids.

3. UNDER: A.21.1: Is the expected payment turnaround time on invoices always going to be 45 days or are you stating you have up to 45 days to pay?

A3. Per State Statute the State of Oklahoma payment terms is 45 days.

THIS AMENDMENT MUST BE ACKNOWLEDGED ON THE BID FORM IN THE ITB

4. UNDER: A.24.3: Does the contractor get a copy of the evaluation?

A4. Solicitation information and documents are disseminated per State and Agency laws and regulations.

5. UNDER: A.33: Will notice be given if and when ODEQ decides to reduce the contract?

A5. All addenda issued during the term of the contract resulting from this ITB will be handled per the Terms and Conditions of the ITB. Please review solicitation file for details.

6. UNDER: B.3.1.3: Define how a CAT system should be used for this work.

A6. A substantial amount of specialized technical and scientific language related to environmental law and regulation, including acronyms, is used during all DEQ's public meetings and hearings. It is DEQ's understanding that computer-aided transcription allows a court reporter and/or transcript typist to produce a higher quality transcript more efficiently through use of computer translation dictionaries or verbatim documentation of the event being recorded.

7. On the bid:

a) The bid prices refers to 10 "calendar" days, 3 "business" days, 24 hours. Why is it 10 calendar days instead of 10 business days. Would that not then be 7 business days

A7. a) 10 calendar days is correct and will be the standard requirement for the contract which results from this ITB.

b) How many meetings consecutively in a week do you anticipate having and the turnaround time for which they would be expected to be received back by ODEQ? In other words, if you have 3 meetings in the same week like Tuesday, Wednesday, Thursday, and they are 3 hours each; and the Board Meeting is in 3 weeks, what would be the expected delivery time you would need them back

A7. b) A schedule will be provided to the contractor. See ATTACHMENT B of the ITB. All submissions are expected to be returned to DEQ according to the response times listed in the ITB.

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