

City of Cambridge

PURCHASING DEPARTMENT

795 Massachusetts Ave. • Cambridge, Massachusetts 02139-3219

Amy L. Witts
Purchasing Agent

TO: All Bidders
FROM: City of Cambridge
DATE: September 05, 2014
RE: File No. 6563 – Transcription Services for Real-time Captioning of City Council Broadcasts & Committee Meetings

The following questions were submitted and answered (1 – 7).

Question

1. When is the expected start of the real-time captioning contract – late October/early November 2014?

Answer

The real-time captioning will commence in late October/Early November. Timing is dependent on the completion of the renovation project in the City Council Chamber.

Question

2. What day of the week do the City Council meetings/broadcasts usually occur?

Answer

Regular City Council Meetings occur on Mondays; Committee hearings typically occur on Mondays, Tuesday, Wednesdays or Thursdays.

Question

3. What time of day do the City Council meetings/broadcasts usually occur (start and end times)?

Answer

Regular City Council meeting begin at 5:30 pm. The end time varies. Committee meetings do not have fixed start times.

Question

4. Will there ever be other Council-related broadcasts during the year, that are separate from the regular meetings, that will also need to be captioned in real-time? If so-
 - o What types of meeting are they (e.g.) public hearings, public meetings, budget meetings)?
 - o What month(s) do they usually occur in?
 - o How many days do they last?

- What time of day do they usually occur (start and end times)?

Answer

- Ordinance Committee meetings and Finance Committee meeting will be broadcast and require real-time captioning. These meetings are public hearings on issues ranging from zoning to budget.
- Budget hearings occur in April/May; other hearings occur throughout the year.
- Most hearings are 1 day, but budget hearings will have multiple days of hearings over the course of a few weeks.
- Budget hearings begin in the morning around 9:30 am and can last up to 6 hours; other hearings typically begin in the late afternoon, anywhere from 3 pm to 5:30 pm, and can last from 1 hour to 5 hours depending on the topic.

Question

5. **How often are meetings canceled?**

Answer

Rarely. If a meeting is rescheduled, it is posted in advance.

Question

6. Regarding the "Performance Security" (**Article IX** in the sample contract) -

- Does this item apply to this contract?
- If so, what gets entered in the blank - a % figure or a \$ amount?
- If provided in the form of a performance bond or certified check, what happens to those funds at the end of the one-year contract term?

Answer

- A "0%" will be entered in that section of the contract.

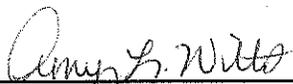
Question

7. An addendum listing all bidders' questions/answers will be posted to the website, correct?

Answer

Yes, as indicated on page 3 of the bid document "An addendum will be posted to the website to notify all bidders of questions and answers. Bidders will not be notified individually of Addendums."

Questions are now closed



AMY L. WITTS
PURCHASING AGENT