



# City of Cambridge

## PURCHASING DEPARTMENT

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Amy L. Witts  
Purchasing Agent

**To:** All bidders  
**From:** City of Cambridge  
**Date:** September 10, 2015  
**Re:** File No 6998, Transcription Services for Real Time Captioning of City Council Broadcasts & Committee Meetings- Addendum No.1

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The following questions were submitted and answered.

**Question**

For the regular City Council meetings that start at 5:30 pm ET, how many do they generally run (on average)?

**Answer**

Meetings run between 2 hours and 6 hours in length on average.

**Question**

How often are meetings canceled within a 24 hour business day notification?

**Answer**

Meetings are rarely cancelled within 24 hour business day.

**Question**

Who is the current vendor for this work?

**Answer**

QuickCaption Inc.

**Question**

What is the current vendor's hourly charge for this work?

**Answer**

\$96.00 per hour

**Question**

Under the current contract, how many total hours (Regular City Council meetings, plus other meetings, hearings, etc) have been captioned to date (October 2014- August 2015) and how many additional hours are expected to be captioned in September 2015?

**Answer**

There have been 50 hours of captioning from April until present day and we expect another 10 hours in September. Please note, due to unexpected delays in the upgrades to our AV system, captioning did not start until mid- April 2015. It was expected to have started in October 2014. They system is now functional and captioning occurs at all meetings. The Council has limited meetings in July and August.

All other details remain the same. All questions and answers are closed.



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JOAN DILLON  
ASSISTANT PURCHASING AGENT

ADDENDUM NO.1