



# 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:** October 21, 2015  
**RE:** File No. 7048 – Recording & Transcription Services - Addendum No. 1

The following questions were submitted and answered (2).

**Question**

1. Is there a current vendor performing this work?

**Answer**

Yes, the current vendor is Jill Kourafas DBA Reporters, Inc.

**Question**

2. If a current vendor exist, what was their line item pricing included in the bid?

**Answer**

Please see attached the line item pricing for the current contract File No. 5949: Recording & Transcription Services.

**Questions are now closed; all other details remain the same**

  
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AMY L. WITTS  
PURCHASING AGENT

License Commission Scope of Services

1. The successful bidder must furnish a stenographer, a voice recorder, or a recorder using audiotape to record verbatim what is said at the Commission hearings and to precisely identify each speaker.
2. License Hearings are held once or twice per month, usually on Tuesday evening's beginning at six o'clock at 806 or 831 Massachusetts Avenue and may last up to six hours. In addition to the License Hearings the License Commission holds 3-4 hearings a month to record Decision making meetings and Pole and Conduit meetings.
3. No extra charge is allowed for transportation, for evening hearings, or for set up.
4. The contractor must provide an operational back up machine for each hearing.
5. In order to verify the successful bidder's ability to handle volatile, high pressure hearings successfully, the successful bidder have one year's experience in recording regulatory hearings at which neighborhood residents regularly speak.
6. Successful bidder must respond to a thirty (30) hour notice for hearings.
7. Successful bidder must provide a person to monitor the quality of the recording while it is being made, concurrently to take notes to identify precisely who is speaking, to remain calm and professional at stressful hearings, to respond appropriately to ordinary directions, to be flexible in response to changing circumstances, and to advise the hearing's presiding officer when a speaker is not being picked up by the recording machine.
8. The successful bidder must send verbatim written record of the hearing that is received in the department within five business days of the meeting.
9. *A penalty equal to the contractor's minimum charge shall be paid to the License Commission if the contractor fails to appear for a hearing for which they have confirmed they will appear or fails to provide an acceptable transcript within five business days.*
10. The successful bidder will retain the original tapes for a period of 7 years without charge.
11. The successful bidder must provide a telephone number to reach the recorder in the event of an emergency.
12. The transcript must be received bound in a clear, plastic, 3-pronged folder and must be delivered within five business days of the hearing.

**Item No. 1- The License Commission, 831 Mass Ave.**

Approx. Quantity	Unit	Description	Proposal Price	Total
130	Hours	Recording Services at hearing	\$ 27.32 /per hour x 130	\$ 3,551.60
5300	Pages	Charge per page for hearing transcript based on a double spaced typed format containing 22 lines of text of 60 characters/spaces per line.	\$ 3.27 /per page x 4800	\$ 15,696.00
		Minimum Charge (If any)		\$ 125.00
<b>Total for License Commission</b>				<b>\$ 19,372.60</b>

Community Development Scope of Services

The recording of the Planning Board proceedings by stenographer would involve the following. The assumption is that the Planning Board meetings are from 7:30 p.m. to 12:00 a.m., and that the Planning Board meets first and third Tuesday evenings, a total of 26 meetings. Additional meetings on Tuesday evenings may be scheduled.

Recording and Transcription of the Cambridge Planning Board Public Meetings

The Planning Board meets approximately twice a month, first and third Tuesday of the month.

Thirty weeks at four and a half hours of recording services at public hearing and/or meeting, approximately 135 hours.

12,000 pages of hearing transcript based on a double-spaced typed format containing 22 lines of text of 60 characters/spaces per line.

21 Tapes Charge to retain original tapes (tapes to be retained for seven years)

1. The successful bidder must furnish a stenographer, a voice recorder, or a recorder using audiotape to record verbatim what is said at the Planning Board public meetings and hearings, and to identify each speaker.
2. The successful bidder must record and transcribe hearings and shall provide verbatim transcripts of the proceedings at the Planning Board public hearings and meetings.
3. In order to verify the successful bidder's ability to handle volatile, high pressure hearings successfully, the Quality Requirements requires that the successful bidder have one year's experience in recording regulatory hearings at which neighborhood residents regularly speak.
4. The successful bidder must transcribe record and send it to the department within FIVE working days of each such hearing and must be able to handle evening meetings and hearings which may end as late as midnight.
5. The successful bidder will provide a telephone number to reach the recorder in the event of an emergency.

**Item No. 2. - Community Development Department, 344 Broadway**

<u>Approx. Quantity.</u>	<u>Unit</u>	<u>Description</u>	<u>Proposal Price</u>	<u>Total</u>
200	Hours	Recording Services at hearing	\$ <u>27.32</u> /per hour x 200	\$ <u>5,464.00</u>
12,000	Pages	Charge per page for hearing transcript based on a double spaced typed format containing 22 lines of text of 60 characters/spaces per line.	\$ <u>3.27</u> /per page x 12,000	\$ <u>39,240.00</u>
21	Tapes	Charge to retain original tapes (Tapes to be retained for seven years)	\$ _____ /tape x 21	\$ _____
		Minimum Charge (If any)		\$ <u>125.00</u>
<b>Total for Community Development</b>				\$ <u>44,829.00</u>

Name of Bidder: JILL KOURAFAS D/B/A REPORTERS, INC.

Inspectional Services Scope of Service

1. The successful bidder must furnish a stenographer familiar with all procedures of the meeting, a voice recorder, or a recorder using audio tape to record verbatim what is said at Committee hearings and to identify each speaker.
2. The successful bidder must record and transcribe hearings and shall provide verbatim transcripts of the proceedings at the Board of Zoning Appeal Hearings.
3. In order to verify the successful bidder's ability to handle volatile, high pressure hearings successfully, the Inspection Services Department requires that the successful bidder have one year's experience in recording regulatory hearings at which neighborhood residents regularly speak.
4. The successful bidder must transcribe record and deliver it to the Inspectional Services Department within **FIVE WORKING DAYS** of each such hearing. The recorder must be able to handle evening hearings which may end as late as midnight.
5. All transcripts must be bound.

Item No. 3- Inspection Services Department, 831 Massachusetts Ave.

Approx. Quantity	Unit	Description	Proposal Price	Total
250	Hours	Recordings Services at hearing	\$ <u>27.32</u> /per hour x 250	\$ <u>6,830.00</u>
6000	Pages	Charge per page for hearing transcript (based on double spaced typed format containing 22 lines of text of 60 characters/ spaces per line)	\$ <u>3.27</u> /per page x 6,000	\$ <u>19,620.00</u>
40	Tapes	Charge to retain original tapes (Tapes to be retained for seven years)	\$ _____ /tape x 40	\$ _____
		Minimum Charge (If any)		\$ <u>125.00</u>
<b>Total for Inspectional Services</b>				\$ <u>26,575.00</u>

Name of Bidder: JILL KOURAFAS D/B/A REPORTERS, INC.

Police Review and Advisory Board- Scope of Services

To provide transcription services only. The Police Review and Advisory Board may, on a case by case basis, require Transcription and Recording of hearings. Based on prior year's experience, it is anticipated that annually there would be 5,000 transcribed pages.

The Board envisions approximately 10-12 hearings per year. The Board may require recording services in hearings where the Board decides that a certified transcript is required. Last year, the Board required this level of service for nine hearings.

1. The amount of hours per hearing shall be determined by the Board.
2. Hearings shall be held in Cambridge, and, no extra charge may be made for travel.
3. Hearings may be held at any time, and no extra charge may be made for evening hours.
4. A hearing may last up to five hours at one sitting.
5. The Contractor is able to respond to a 48 hour notice for hearing.
6. The Contractor will not charge a different rate for expediting hearings or transcripts.
7. The Contractor is able to provide at least six sensitive omni-directional condenser microphones or a microphone system of equal range and quality to a dual track machine for each hearing.
8. The Contractor is able to provide a back-up machine for each hearing.
9. The Contractor is able to provide a person who has demonstrated ability to:
  - A. monitor the quality of the recording while it is being made.
  - B. concurrently take notes in order to identify precisely who is speaking.
  - C. remain calm and maintain professional behavior at stressful hearings.
  - D. respond appropriately to ordinary written and oral directives.
  - E. To be flexible in response to changing circumstances, and to advise the hearing's presiding officer when a speaker is not being picked up by the recording machine.
10. The Contractor must record and transcribe meetings and deliver the verbatim transcripts of the proceedings to the Police Review and Advisory Board office **within five working days** of the hearing.
11. The Contractor must demonstrate his/her capacity, expertise and experience recording evidentiary hearings in court or in a quasi-judicial setting and thereafter providing a transcript of such hearings by providing references, complete with telephone numbers and contact names from three clients to whom the Contractor provided similar services.
12. The successful bidder must have demonstrated the ability to be reliable and punctual.
13. The Police Review Board reserves the right to Photostat the transcript for the benefit of the other government agencies and for the benefit of agencies without financial assets.
14. The Contractor is able to provide "condensed" Transcription with index at no extra charge to the Board.

**Item No. 4. Police Review and Advisory Board, 51 Inman Street**

<u>Approx. Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Proposal Price</u>	<u>Total</u>
9	Hearings	Charge per hearing	\$ _____ /per hour x 9	\$ _____
5000	Pages	Charge per page for hearing transcript (based on double spaced type format containing 22 lines of text of 60 characters/spaces per line)	\$ <u>2.78</u> /per page x 5,000	\$ <u>13,900.00</u>
up to 9	Hearings	Charge to retain original tapes and records for up to 5 hearings. (Tapes to be retained for one year).  Minimum Charge (If any )	\$ _____ /per tape x 9	\$ _____  \$ <u>75.00</u>
<b>Total Charge Police Review</b>				\$ <u>13,975.00</u>

**Personnel Department -Scope of Services**

The successful bidder:

1. **Must** record each hearing meeting and handle evening hearings which may end as late as midnight
2. **Will** transcribe and deliver to the Personnel Dept. certified verbatim transcripts, including speaker identity, of recorded hearing proceedings within **five work** days of request.
3. **Will** pick up prerecorded audio cassette tape recordings at City Hall within four hours of request.
4. **Will** make and deliver duplicate copies of audio cassette tape recordings.
5. **Will** return unaltered original recordings to the Personnel Department.

**Item No. 5- Personnel Department, 795 Massachusetts Ave**

<u>Approx. Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Proposal Price</u>	<u>Total</u>
2300	Pages	Charge per page for hearing transcript (based on double spaced type format containing 22 lines of text of 60 characters/spaces per line)	\$ <u>2.78</u> /per page x 2,300	\$ <u>6,394.00</u>
Minimum Charge (If any )				\$ <u>75.00</u>
<b>Total Item No. 5 - Personnel Dep.</b>				\$ <u>6,469.00</u>

Price Proposal Summary

Item No. 1 License Commission	\$ <u>19,372.60</u>
Item No. 2 Community Development	\$ <u>44,829.00</u>
Item No. 3 Inspectional Services	\$ <u>26,575.00</u>
Item No. 4 Police Review	\$ <u>13,975.00</u>
Item No. 5 Personnel Department	\$ <u>6,469.00</u>
<b>TOTAL BID AMOUNT</b>	\$ <u>111,220.60</u>

Total Annual Bid \$ 111,220.60 x 3 years = \$ 333,661.80  
**Total Bid for three years**

Total Bid for three years in words: Three hundred thirty-three thousand, six hundred sixty-one dollars and eighty cents

All prices are to remain firm.

  
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Signature of Bidder