

**Elizabeth Unger**  
Purchasing Agent

# City of Cambridge

PURCHASING DEPARTMENT

**SHUO WANG**  
Assistant Purchasing Agent for  
Goods & Services

**NATALIE SULLIVAN**  
Assistant Purchasing Agent for  
Design & Construction

**TO:** All Bidders

**FROM:** City of Cambridge

**DATE:** October 2, 2023

**RE:** File No. 11142A Additional Transcription Services for City Clerk's Office -  
Addendum No. 1

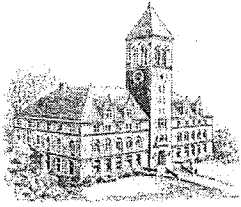
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**This addendum is comprised of:**

**Submitted Questions and Answers:**

- 1.) **Q:** Does the city want all the transcripts in printed format? Or will there be some that are in digital format only? Please provide an estimated breakdown if there are 2 different formats to be delivered.  
**A:** Transcripts shall be delivered in digital (electronic) format only, these should be word documents delivered via email.
  
- 2.) **Q:** Can the completed files be delivered in piecemeal (as they are completed) or does the city want them all delivered at the end of 6 months?  
**A:** Transcripts shall be delivered as they are completed.
  
- 3.) **Q:** Can you provide an exact breakdown of the type of media that these files are stored on? DVD, CD, USB, cassettes, etc?  
**A:** All previously recorded City Council meetings are available online through the open meeting portal: <https://cambridgema.iqm2.com/citizens/default.aspx?>
  
- 4.) **Q:** In the event that certain parts of recordings are muffled or difficult to distinguish who is talking, what is the acceptable way to note this?  
**A:** In the event this occurs, the successful bidder shall communicate with the City Clerk to provide a statement in the transcript.





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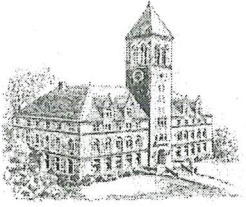
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- 5.) **Q:** Regarding the price sheet on page 7, Please explain the hourly and page rates. Are you asking for prices for both? We typically only charge a page rate for verbatim transcription. Is the hourly rate a charge to convert analog media to a digital format?  
**A:** Please see Price Proposal instructions on page 7.
- 6.) **Q:** How much media is estimated to be analog?  
**A:** All media will be digital. All previously recorded City Council meetings are available online through the open meeting portal: <https://cambridgema.iqm2.com/citizens/default.aspx?>
- 7.) **Q:** Is the bid required to be mailed or via courier? Would email be accepted?  
**A:** Bids shall be delivered via mail or courier.
- 8.) **Q:** Do you have a specific format for the submitted bid?  
**A:** See bid documents.
- 9.) **Q:** Based on the guidelines in 11142A, 22 lines per page and 60 characters per line, do you have a sample to send? Or will that come after the award?  
**A:** No. See bid specifications.
- 10.) **Q:** Would you require an ACORD statement with the bid pack?  
**A:** See bid submission requirements.
- 11.) **Q:** Do the City want “um, hmm, uh, you know” and false starts included in the transcript? Or are you looking for full verbatim?  
**A:** Full verbatim transcripts shall be provided.
- 12.) **Q:** In the pricing section, there is pricing per hour and pricing per page. Are there 2 different requirements?  
**A:** See answer to Question 5.
- 13.) **Q:** Can the transcripts be electronically delivered? And if so, what file type?  
**A:** Please see the answer to question 1.
- 14.) **Q:** Regarding the insurance requirements – do we need worker’s compensation insurance if we do not have employees? We have ICs, independent contractors who get a yearly 1099. Also, I just want to be sure we need the additional auto insurance since driving is not part of the duties for this proposal.  
**A:** The City shall not waive any insurance requirements of this bid.





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**15.) Q:** Can you tell me why there is a rebid for this RFP?

**A:** No bids could be considered and the scope of services was revised.

**All other details remain the same.**

  
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**Addendum No. 1**

