

**RETURN THIS AMENDMENT TO THE ISSUING OFFICE AT:**



Department of Administration  
Division of General Services  
7<sup>th</sup> Floor State Office Building  
PO Box 110210  
Juneau, AK 99811-0210

**THIS IS NOT AN ORDER**

**DATE AMENDMENT ISSUED: 2.27.2017**

**RFP TITLE: Transcription Services RFP 170007304**

**AMENDMENT 1**

**IMPORTANT NOTE TO OFFERORS:** Only the following items referenced in this amendment are to be changed. All other sections of the RFP remain the same.

**NOTE:** *it is the proposer's responsibility to review and accept all amendments to this solicitation.*

- 1. This amendment lists questions submitted by potential bidders as of February 24, 2017; including the states response to the questions.**
  - a. NOTE the Question answer period end date did not change, the state is still accepting questions until the due date listed in section 1.3 Schedule of Events.**
  
- 2. This amendment addresses changes to Sections;**
  - Amendment to section 1.6 Additional language added**
  - Amendment to section 2.21. Additional language added**
  - Amendment to section 4.1 Additional language added**
  - Attachment A Section 24 (a) Additional language added**
  - Amendment to attachments G-J additional state's T & Cs added**
  - Amendment to attachment C cost sheet matrix:**

**(NOTE: Vendors must use amended cost sheet matrix when submitting their proposals< Vendors that do not use the amended cost sheet matrix may be found non-responsive)**

**Amendment to section 1.6**

Additional states requesting to be named in this solicitation as potential users are **Rhode Island** and **Illinois**.

**Amendment to section 2.21**

By signature of this solicitation, the bidder/offeror certifies that their company is resident and organized inside the United States and all their services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

**Amendment to section 4.1 Mandatory Administrative and Technical Response Requirements.**

Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal, the names of the subcontractors and the portions of the work the subcontractors will perform.

Subcontractor experience may be considered in determining whether the offeror meets the requirements set forth in **section 4.1 minimum experience**:

If subcontractors are being used to meet the minimum requirements, the subcontractor must satisfy such minimum requirements for such work on its own merits and without regard to, or in combination with, the experience of Offeror. The Offeror must also provide three letters of references for such subcontractor in accordance with Section 4.5.3 with respect to such subcontractor's scope of work.

Where a subcontractor is being used to meet the minimum requirements, Offeror's Proposal shall describe:

- i) the process used to assess the Subcontractor's ability to perform their scope of work;
- ii) the current and/or past work experience the Bidder has with the Subcontractor and any projects the Bidder and the Subcontractor have teamed together on in the past; and,
- iii) any teaming, co-development and integration (or similar) types of agreements with the Subcontractor, including the term thereof.

In addition: the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- complete name of the subcontractor;
- complete address of the subcontractor;
- type of work the subcontractor will be performing;
- percentage of work the subcontractor will be providing;
- A written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract and that all services rendered will be completed in the united states.

An offeror's failure to provide this information, within the time set, may cause the state to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project director.

**Attachment A section 24 (a)**

- (a) **Awarded** contractor shall not assign, sell, transfer, **change or add** subcontractors or sublet rights, or delegate responsibilities under this Master Agreement, in whole or in part, without the prior written approval of the Lead State

**Amendment to Attachment G-J**

Additional Participating States Terms and Conditions have been added at attachment J-2 for Rhode Island.