

***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: 03/10/2017**

**RFP TITLE: Transcription Services RFP 170007304**

**AMENDMENT 2**

**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: Any contradicting language between amendment 1 and amendment 2, amendment 2 will supersede. 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 between February 25-March 1; and includes the states response to the questions.**
- 2. This amendment addresses changes to Sections;**
  - Amendment to section 1.1: Section 1.1 has been removed and replaced in its entirety with this amendment.**
  - Amendment to section 1.4 Additional Language added.**
  - Amendment to section 4.1 Alter, remove and add additional language.**

**Amendment to section 1.1**

The State of Alaska, Division of General Services (Lead State) is requesting proposals for Transcription Services in furtherance of the NASPO ValuePoint Cooperative Purchasing Program. The purpose of this solicitation is to establish master agreements with qualified Offerors to provide all transcription services for medical or legal/general records to convert speech; either live or recorded, into written or electronic text document for all Participating States. The objective of this solicitation is to obtain best value, and in some cases, achieve more favorable pricing, than is obtainable by an individual state or local government entity because of the collective volume of potential purchases by numerous state and local government entities. The master agreement(s) resulting from this procurement may be used by state governments (including departments, agencies, institutions), institutions of higher education, political subdivisions (i.e., colleges, school districts, counties, cities, etc.), the District of Columbia, territories of the United States, and other eligible entities subject to approval of the individual state procurement director and compliance with local statutory and regulatory provisions. The initial term of the Master Agreement will be two (2) years with three (3) one (1) year renewal options as outlined in Section 2 of the NASPO ValuePoint Master Agreement Terms and Conditions (Attachment A).

It is anticipated that this solicitation may result in Master Agreement awards to multiple Contractors, at the Lead State's discretion.

This solicitation is designed to provide interested Offerors with sufficient information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are encouraged to expand upon the specifications to add service and value consistent with state requirements.

This will be a new Master Agreement for the State of Alaska and NASPO ValuePoint.

While the primary purpose of this solicitation is to select Offerors, who can provide Medical, Legal, and General Transcription service for all members participating in the NASPO ValuePoint Cooperative Purchasing Program, Offerors are permitted to submit a proposal for limited services. Limited services shall be limited to either medical only **or** Legal/General only, all other services may be offered under Optional Transcription Services. In order to submit a proposal, Offeror must supply their proposed services in **all** of the 50 states, the District of Columbia and the territories of the United States to all state governments, (including departments, agencies, institutions), Institutions of higher education, political subdivisions (i.e., colleges, school districts, counties, cities etc.), the District of Columbia, territories of the United States, and other eligible entities. Offerors proposing on limited services, i.e. medical only or legal/general only, will not be allowed to add additional services following award or at any time during the term of the contract or any renewals.

The Lead State/sourcing team, with the assistance as deemed advisable of the relevant participating state (or relevant group of Participating States), may evaluate and select an Offeror for award in more limited geographical areas, (e.g. a single state) where judged to be in the best interest of the state or states involved.

#### **Amendment to section 1.4**

**Subcontractor** is any person or business entity employed to perform part of a contractual obligation under the control of the principal contractor. Any supplier, distributor, or firm that furnishes supplies or services to a prime contractor and another subcontractor.

#### **Amendment to section 4.1**

**Minimum Experience:** Offeror must have been in business for a minimum of three (3) years and performed services similar to the complexity of work listed in the scope of work, such as providing transcription services with complex medical terminology or legal and general on a regional or nationwide basis.