

STANDARD AGREEMENT FORM FOR PROFESSIONAL SERVICES

The parties' contract comprises this Standard Agreement Form, as well as its referenced Articles and their associated Appendices

1. Agency Contract Number 170007304	2. Contract Title Transcription Services	3. Agency Fund Code N/A	4. Agency Appropriation Code N/A
5. Vendor Number VS001325	6. IRIS GAE Number (if used) N/A	7. Alaska Business License Number	

This contract is between the State of Alaska,

8. Department of Administration	Division General Services	hereafter the State, and		
9. Contractor Bureau of Office Services hereafter the contractor				
Mailing Address 115270 S Jackson Street, Suite 106	Street or P.O. Box	City Burr Ridge	State IL	ZIP+4 60527-6818

10.

ARTICLE 1. Appendices: Appendices referred to in this contract and attached to it are considered part of it.

ARTICLE 2. Performance of Service:

2.1 Appendix A (General Provisions), Articles 1 through 16, governs the performance of services under this contract.

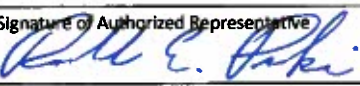

2.2 Appendix B sets forth the services to be performed by the contractor.

ARTICLE 3. Period of Performance: The period of performance for this contract will be for two years, with three one-year renewals.
The first term begins on 05/23/17 and ends on 05/21/19

ARTICLE 4. Considerations:

4.1 Consideration of the contractor's performance under this contract, shall be in accordance with the provisions of Appendix C.

4.2 When billing, the contractor shall refer to appendix C for instructions.

11. CONTRACTOR		13. CERTIFICATION: I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alterations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-.820. Other disciplinary action may be taken up to and including dismissal.	
Name of Firm Bureau of Office Services			
Signature of Authorized Representative 	Date MAY 23, 2017		
Typed or Printed Name of Authorized Representative RICHARD E. PASECKI			
Title PRESIDENT			
12. CONTRACTING AGENCY		Signature of Head of Contracting Agency or Designee 	
Department/Division Department of Administration, Division of General Services	Date	05/23/17	
Signature of Project Director		Typed or Printed Name Linda Polk	
Typed or Printed Name of Project Director		Title Contracting Manager	
Title			

NOTICE: This contract has no effect until signed by the head of contracting agency or designee.

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Appendix A

GENERAL PROVISIONS

Article 1. Definitions.

- 1.1 In this contract and appendices, "Project Director" or "Agency Head" or "Procurement Officer" means the person who signs this contract on behalf of the Requesting Agency and includes a successor or authorized representative.
- 1.2 "State Contracting Agency" means the department for which this contract is to be performed and for which the Commissioner or Authorized Designee acted in signing this contract.

Article 2. Inspections and Reports.

- 2.1 The department may inspect, in the manner and at reasonable times it considers appropriate, all the contractor's facilities and activities under this contract.
- 2.2 The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

Article 3. Disputes.

- 3.1 If the contractor has a claim arising in connection with the contract that it cannot resolve with the State by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.

Article 4. Equal Employment Opportunity.

- 4.1 The contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, disability, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position(s) do not require distinction on the basis of age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood. The contractor shall take affirmative action to insure that the applicants are considered for employment and that employees are treated during employment without unlawful regard to their race, color, religion, national origin, ancestry, disability, age, sex, marital status, changes in marital status, pregnancy or parenthood. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting out the provisions of this paragraph.
- 4.2 The contractor shall state, in all solicitations or advertisements for employees to work on State of Alaska contract jobs, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.
- 4.3 The contractor shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' compensation representative of the contractor's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.
- 4.4 The contractor shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor. For the purpose of including those provisions in any contract or subcontract, as required by this contract, "contractor" and "subcontractor" may be changed to reflect appropriately the name or designation of the parties of the contract or subcontract.
- 4.5 The contractor shall cooperate fully with State efforts which seek to deal with the problem of unlawful discrimination, and with all other State efforts to guarantee fair employment practices under this

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contract, and promptly comply with all requests and directions from the State Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.

4.6 Full cooperation in paragraph 4.5 includes, but is not limited to, being a witness in any proceeding involving questions of unlawful discrimination if that is requested by any official or agency of the State of Alaska; permitting employees of the contractor to be witnesses or complainants in any proceeding involving questions of unlawful discrimination, if that is requested by any official or agency of the State of Alaska; participating in meetings; submitting periodic reports on the equal employment aspects of present and future employment; assisting inspection of the contractor's facilities; and promptly complying with all State directives considered essential by any office or agency of the State of Alaska to insure compliance with all federal and State laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.

4.7 Failure to perform under this article constitutes a material breach of contract.

Article 5. Termination.

The Project Director, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the State. In the absence of a breach of contract by the contractor, the State is liable only for payment in accordance with the payment provisions of this contract for services rendered before the effective date of termination.

Article 6. No Assignment or Delegation.

The contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Project Director and the Agency Head.

Article 7. No Additional Work or Material.

No claim for additional services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Project Director and approved by the Agency Head.

Article 8. Independent Contractor.

The contractor and any agents and employees of the contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

Article 9. Payment of Taxes.

As a condition of performance of this contract, the contractor shall pay all federal, State, and local taxes incurred by the contractor and shall require their payment by any Subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

Article 10. Ownership of Documents.

All designs, drawings, specifications, notes, artwork, and other work developed in the performance of this agreement are produced for hire and remain the sole property of the State of Alaska and may be used by the State for any other purpose without additional compensation to the contractor. The contractor agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. Nevertheless, if the contractor does mark such documents with a statement suggesting they are trademarked, copyrighted, or otherwise protected against the State's unencumbered use or distribution, the contractor agrees that this paragraph supersedes any such statement and renders it void. The contractor, for a period of three years after final payment under this contract, agrees to furnish and provide access to all retained materials at the request of the Project Director. Unless otherwise directed by the Project Director, the contractor may retain copies of all the materials.

Article 11. Governing Law; Forum Selection

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This contract is governed by the laws of the State of Alaska. To the extent not otherwise governed by Article 3 of this Appendix, any claim concerning this contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

Article 12. Conflicting Provisions.

Unless specifically amended and approved by the Department of Law, the terms of this contract supersede any provisions the contractor may seek to add. The contractor may not add additional or different terms to this contract; AS 45.02.207(b)(1). The contractor specifically acknowledges and agrees that, among other things, provisions in any documents it seeks to append hereto that purport to (1) waive the State of Alaska's sovereign immunity, (2) impose indemnification obligations on the State of Alaska, or (3) limit liability of the contractor for acts of contractor negligence, are expressly superseded by this contract and are void.

Article 13. Officials Not to Benefit.

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

Article 14. Covenant Against Contingent Fees.

The contractor warrants that no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee except employees or agencies maintained by the contractor for the purpose of securing business. For the breach or violation of this warranty, the State may terminate this contract without liability or in its discretion deduct from the contract price or consideration the full amount of the commission, percentage, brokerage or contingent fee.

Article 15. Compliance.

In the performance of this contract, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws, and be liable for all required insurance, licenses, permits and bonds.

Article 16. Force Majeure:

The parties to this contract are not liable for the consequences of any failure to perform, or default in performing, any of their obligations under this Agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this Agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

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APPENDIX B

The terms and conditions of this contract, including the scope of work/services, are contained in the following documents, incorporated by reference:

- **Appendix E: RFP #170007304, Transcription Services, as amended, issued by the Division of General Services, in conjunction with NASPO ValuePoint.**
- **Appendix F: Proposal Submitted by Bureau of Office Services, in response to RFP #170007304.**

Appendix C

Work performed shall be billed at or below services rates proposed by the contractor as shown on the following page.

Payments shall be made in accordance with Attachment A, 12 of the RFP 170007304.

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Attachment C: COST SHEET MATRIX Version 5

Vendor Name: Bureau of Office Services, Inc.

Please provide cost for General, Legal, Medical, and Additional Transcription. Price is based on a standard line of 65 characters including space. Prices provided will be for state (s) vendor is awarded a master agreement. It is required that vendors bid in column labeled "<1 Day" a not to exceed price for the most urgent service need. Services that are not urgent, but are less than a day cannot exceed the urgent price quoted.

Vendor will place pricing in yellow highlighted cells:

Service Type	Standard line (65 characters including space)	1-day	2-days	3-day	4-day	5-day	6-days or +
General Transcription	Line Count	550	550	550	550	550	550
Court/legal Transcription	Line Count	550	550	550	550	550	550
Medical Transcription	Line Count	550	550	550	550	550	550
Total							
Additional Transcription Service Charges	Line Count	550	550	550	550	550	550
Audio Time Ceiling	Line Count	550	550	550	550	550	550
Burn-in Timecode	Line Count	550	550	550	550	550	550
Speaker Tracking	Line Count	550	550	550	550	550	550
Multiple Speakers	Line Count	550	550	550	550	550	550
Non-American Accent	Line Count	550	550	550	550	550	550
Native Background	Line Count	550	550	550	550	550	550
Strict Verbatim	Line Count	550	550	550	550	550	550
Stutter File	Line Count	550	550	550	550	550	550
High Difficulty Level	Line Count	550	550	550	550	550	550
Total							

Cost listed in Optional Transcription Services will not be used in the cost calculation formula and will not be assigned cost points. Awarded contractor will be held to any costs stated in this section if the state chooses to add these services to the Master Agreement.

Optional Transcription Services *	Line Count	<1-day	1-day	2-day	3-day	4-day	5-day	6-days or +
Copy Editing (per line)	550	\$ 0.125	\$ 68.75	\$ 0.125	\$ 68.75	\$ 0.125	\$ 68.75	\$ 0.125
Text to Text transcription (hardcopy to digital) (per hr)	550	\$ 55,000	\$ 30,250.00	\$ 55,000	\$ 30,250.00	\$ 55,000	\$ 30,250.00	\$ 55,000
Notes numbering (per hour per 50 pages)	550	\$ 70,000	\$ 38,500.00	\$ 70,000	\$ 38,500.00	\$ 70,000	\$ 38,500.00	\$ 70,000
Template creation (per template per hour)	550	\$ 125,000	\$ 68,750.00	\$ 125,000	\$ 68,750.00	\$ 125,000	\$ 68,750.00	\$ 125,000
Digital Portable Recorders (per recorder per month)	550	\$ 75,000	\$ 13,750.00	\$ 75,000	\$ 13,750.00	\$ 75,000	\$ 13,750.00	\$ 75,000
HP Printer (per unit per month)	550	\$ 55,000	\$ 30,250.00	\$ 55,000	\$ 30,250.00	\$ 55,000	\$ 30,250.00	\$ 55,000
Remote IT Training (per hour)	550	\$ 165,000	\$ 90,750.00	\$ 165,000	\$ 90,750.00	\$ 165,000	\$ 90,750.00	\$ 165,000
Onsite IT Training (per 8 hour day minimum)	550	\$ 1,097,250.00	\$ 1,097,250.00	\$ 1,097,250.00	\$ 1,097,250.00	\$ 1,097,250.00	\$ 1,097,250.00	\$ 1,097,250.00
Remote IT Help Desk (per hour)	550	\$ 75,000	\$ 41,250.00	\$ 75,000	\$ 41,250.00	\$ 75,000	\$ 41,250.00	\$ 75,000
Audio Conversion (per recording hour)	550	\$ 140,000	\$ 77,000.00	\$ 140,000	\$ 77,000.00	\$ 140,000	\$ 77,000.00	\$ 140,000
Total								

* Pricing for Optional Transcription Services may be quoted in methods other than Line Count.