



Fulton County, GA

Department of Purchasing & Contract Compliance

May 22, 2013

Re: Request for Quote # 13CR88524B-Hourly Real-Time Closed Captioning Services

Dear ***Bidder:***

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced Request for Quote # 13CR88524B-Hourly Real-Time Closed Captioning Services

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Except as provided herein, all terms and conditions in the Request for 13CR88524B-Hourly Real Time Closed Captioning Services remain unchanged and in full force and effect.

Sincerely,

Cynthia Richardson

Cynthia Richardson
Procurement Officer

Winner 2000 - 2009 Achievement of Excellence in Procurement Award • National Purchasing Institute



**Request for Quote # 13CR88524B
Hourly Real-Time Closed Captioning Services
Addendum No. 1
Page Two**

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

Below are questions regarding RFQ# 13CR88524B-Hourly Real-Time Closed Captioning Services

QUESTIONS and RESPONSES

Question: I am wondering about the six-hour run time addressed in the RFQ – is this the meetings' average run time?

Answer: Yes.

Question: What are the maximum and minimum run times?

Answer: Meetings could range from 4 to 8 hours.

Question: Would Fulton County be open to a minimum hourly charge for those meetings?

Answer: We expect the vendor will bill for the actual hours worked.

Question: Additionally, the RFQ indicates a 12-month period for the contract, however, the term of agreement indicates that the contract would end at the end of 2013 (about 6 months). Would this be a 12 month contract, or will there be fewer than 24 meetings?

Answer: The County's fiscal year runs on a calendar year cycle. We are halfway through the 2013 fiscal year and there is funding until 12/31/13. Therefore, there will be fewer than 24 meetings for the duration of this agreement.

Question: We also noticed that Fulton County issued a similar RFQ in March that mentioned both offline and realtime work. We asked a similar question last time about length of the meetings requiring realtime captioning and got this answer from you:

“We expect the vendor to bill us for the actual hours worked. The meeting times vary. We chose six hours because that is generally the norm. There is a lunch break that the board takes during the meeting. We can't predict the when the meetings will be shorter or longer than six hours.”

Question: We interpreted this to mean that Fulton County would not pay the caption provider for lunch breaks. Since the Captioner does not know when these will end, she has to stand by and is unavailable for other captioning work. Will Fulton County pay the caption provider for lunch breaks?

Answer: We anticipate that the Captioner will take his/her lunch break when the Board takes its lunch break. We cannot anticipate the length of time of these breaks. Normally Board lunch breaks are at least 30 minutes but could go longer. We regard this time as paid work time for the Captioner.

Question: On page four, item four, there is a sentence that reads, "Services must be provided by a person, speech recognition and captioning software cannot be used at any time for services." Please explain. Should this sentence read, "Services must be provided by a person- speech recognition and captioning software cannot be used at any time for services."? Does this imply that you prefer the captioner use a steno machine as opposed to speech recognition software?

Answer: This line should say, "Services must be provided by a person and it's permissible for them to be assisted by speech recognition and captioning software to ensure accuracy."

Question: On page four, item four, it states, "Fulton County will provide the encoder to insert captioning into the broadcast stream..." What is the model of closed caption encoder being used?

Answer: We are currently reviewing the evertz 8084D Analog & SD-SDI Encoder

Question: Will Fulton County need the closed captioning files after live captioning is complete? If so, how soon will they need them after broadcast, and in which formats?

Answer: Yes, we will need the captioning file by the next day in order for us to encode the recorded meeting for playback on the following Monday.

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ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the Quote due date and time May 28, 2013., **2:00 P.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2013.

Legal Name of Bidder

Signature of Authorized Representative

Title