



Fulton County, GA

Department of Purchasing & Contract Compliance

August 12, 2015

**Re: 15RFP002B-BR
Transcription Services for Real Time Closed Captioning**

Dear Proposers:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced Request for Proposal.

Except as provided herein, all terms and conditions in the RFP referenced above remain unchanged and in full force and effect.

Sincerely,

Brian Richmond
Assistant Purchasing Agent

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



15RFP002B-BR Transcription Services for Real Time Closed Captioning
Addendum No. 1
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This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

1. **Question:** Are the realtime closed captions captured and then transcribed by a transcriber or are the realtime closed captions captured only for deliverance to audience?
Answer: Closed captions must be provided in real time for an audience viewing BOC meetings. Additionally, within 24 hours we must receive a transcription of the entire broadcast.

2. **Question:** Can companies from outside the USA apply for this?
Answer: Yes, Any company can submit a proposal.

3. **Question:** Would the chosen vendor need to come over there for meetings? **Answer:** No, the Office does not anticipate the need for in-person meetings. We can meet via conference call when needed.

4. **Question:** Can we perform the tasks (related to RFP) outside USA? **Answer:** Yes, the closed captioning is performed remotely. However, any technical support needed would have to be immediately available to the Office in real time during regular business hours.

5. **Question:** Can we submit our proposals via email?
Answer: No, all proposals must be mailed to the Fulton County Purchasing Department.

6. **Question:** Is this new RFP a replacement of the RFQ that was previously awarded in 2015, or is the scope of work different?
Answer: The Office recently had an RFQ solicitation to provide closed captioning services through the end of the year. Earlier this year, the Office, with consultation from Purchasing, decided that it would be administratively better to have a renewable contract established for these services through the RFP process (rather than issuing an annual RFQ solicitation for the same services) since the closed captioning services will be continuously provided for the BOC meetings over the coming years. The RFP will allow the Office to have an annual contract and renewable options starting in January 2016 with the chosen vendor.

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 **RFP due date and time of Tuesday, September 1, 2015, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2015.

Legal Name of Bidder

Signature of Authorized Representative

Title