



STATE OF RHODE ISLAND

JUDICIAL PURCHASING OFFICE
670 NEW LONDON AVENUE
CRANSTON, RHODE ISLAND 02920
TEL: 401-275-6527 FAX: 401-275-6530

Addendum #1

DATE: 7/29/2022

RFP/LOI#: B2022024

Project Name: Judicial Website

Opening Time & Date: 10:00a.m., August 23, 2022

Place: Purchasing Office, Rm 1014
670 New London Avenue
Cranston, RI 02920

1. **Who is currently doing the transcription work under this contract?**

We do not have a contract in place with any vendor. This is the first solicitation issued for these services.

2. **What are their rates for each of the turnaround times listed in the RFP (next business day, 1-5 bus days, 6-10 bus days and 11-20 business days).**

Please refer to the response to Question #2.

3. **What is the audio format? Is it multi-channel recording? What is the audio quality?**

The audio format is .WAV. It is multi-channel recording. The audio is high quality.

4. **We understand there is no guarantee of certain volumes of work, but so that we can determine pricing, please provide whatever information you can regarding expected volumes, on average. For example, how many courts are included under this contract? How many transcript requests do they have per month on average all together? What is the average number of pages per transcript? How**

many transcript pages are produced on average per month or per year. How many hours of audio files are sent for transcription?

There are two courts currently included under this contract. The Rhode Island Traffic Tribunal has approximately 100 appellate cases in a 12-month period. These types of cases require a certified transcript. Most transcripts are less than 100 pages and involve less than 4 witnesses; however, transcripts of chemical breath refusal cases could be several hundred pages. In the District Court, they average 10 requests for transcripts per month. It is extremely difficult to provide information regarding length of transcript since the length is dependent upon the type of matter heard. Arraignments and pleas average 20 - 30 pages. Trials and bail hearing could be several hundred pages. The average number of witnesses is four, but there is also, the judge and attorneys.

5. Can you please provide a sample transcript please?

<https://share.courts.ri.gov/>

Username: hjtc1

Password: rpd68d

6. I see that there is a sample transcript requirement. Please provide us with the sample audio as soon as possible. How will that sample audio be sent?

Please refer to the response to Question #5.

7. Do the requested insurance documents need to be submitted with the bid or upon award of a contract?

You are not required to furnish insurance documents as the insurance section is boiler plate language and not applicable to this rfp.

8. Where do we obtain the audio to complete the sample from?

Please refer to the response to Question #5.

9. Also, is there a template that I could mimic for the sample transcript that would be permitted to send with the audio?

Please refer to response to Question #5.

10. Respectfully, we ask that you please provide information regarding what is currently being paid for these services.

Please refer to the answer provided in response to Question #1.

11. Whether companies from Outside USA can apply for this? (like ,from India or Canada)

No, all work must be performed in the United States.

12. Do we need to come over there for meetings?

You will not be required to attend meetings in Rhode Island.

13. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

No, please refer to the answer provided in response to Question #11.

14. Can we submit the proposals via email?

Yes, proposals and pricing can be emailed as separate pdf documents to ccicccone@courts.ri.gov.