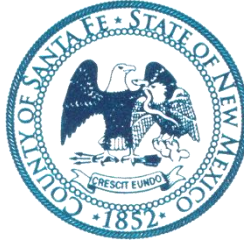


**Henry P. Roybal**  
*Commissioner, District 1*

**Anna Hansen**  
*Commissioner, District 2*

**Robert A. Anaya**  
*Commissioner, District 3*



**Anna T. Hamilton**  
*Commissioner, District 4*

**Ed Moreno**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

February 15, 2018

**SANTA FE COUNTY**  
**IFB# 2018-0241-PW/KE**  
**STENOGRAPHY AND**  
**TRANSCRIPTION SERVICES**

**ADDENDUM #2**

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the IFB as identified in this Addendum No. 2. This documentation shall become permanent and made part of the departmental files.

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**ATTACHMENTS:** NONE

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**NOTICE:** Santa Fe County has made the determination that it may offer multiple awards to qualified vendors.

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QUESTION 1: What is the value of the contract?

**ANSWER 1:** The primary purpose of the Invitation for Bid (IFB) is to obtain the best cost and value for the County. The IFB will define the current market value of the listed services.

QUESTION 2: Who is the current vendor?

**ANSWER 2:** Santa Fe County is currently contracted with two vendors. Stenography Services, Inc. and Wordswork.

QUESTION 3: What are the rates currently being paid for transcription and stenography?

**ANSWER 3:** Santa Fe County would like to receive bids that support the current market. The purpose of this IFB is to obtain the best obtainable value for the County for the service required.

QUESTION 4: Will there be multiple awards?

ANSWER 4: The County has made the determination that it may offer multiple awards to qualified vendors.

QUESTION 5: Is the County aware that steno and transcription are two different and very distinct services? For example, looking at the scope of work, it is unclear to us why steno services would be required and why transcription services only would not suffice since the transcripts are due 7 days after the meeting. Can you please explain the rationale for requiring steno and why this is not an IFB for transcription services only? It appears that transcription services without steno would accomplish the goals set out in the scope of work and deliverables section.

ANSWER 5: Santa Fe County's approach to the public record keeping for open meetings is multifaceted. We utilize stenography, transcription, videography, radio and an electronic filing system which serves the public at the highest level for accountability, access and backup. Therefore, this IFB is specifically tailored for both stenography and transcription services based on our needs/experience for a stenographer skilled in stenography who conducts in person shorthand writing, later transcribes and delivers a hard copy for final corrections/approval, signatures, attestation and filing/recording.

QUESTION 6: The above question also raises concerns over pricing steno and transcription (two distinctly different services) at one uniform rate.

ANSWER 6: Santa Fe County has no concerns regarding pricing for stenography and transcription being bundled together because this has been a customary approach for our needs and the best obtainable value for Santa Fe County's service requirements.

QUESTION 7: Is it allowable for a vendor to make a proposal for only transcription and not steno services?

ANSWER 7: No.

QUESTION 8: Would the County be open to the option of recording their meetings and sending the recording to a vendor to be transcribed, thereby bypassing the steno service option while still achieving the goals set out in the scope of work and deliverables sections?

ANSWER 8: No.

QUESTION 9: On page 10 it says "Accurate, **real-time** and word-for-word transcription of the proceedings, preparation of minutes of each meeting, and transcription." And again on Page 11 it says "Providing "real-time captioning" is also repeated in the MQs". *Real-time is defined as using real-time text technologies to deliver computer text screens within a few seconds of the words being spoken;* Is the County requiring this service?

ANSWER 9: Santa Fe County is requiring "Accurate, real-time word-for-word transcription of the proceedings, preparation of minutes of each meeting and transcription" via stenography and

transcription based on our needs/experience for a stenographer skilled in stenography who conducts in person shorthand writing, corrects real-time board approved changes to the record, later transcribes and delivers a hard copy for final corrections/approval, signatures, attestation and filing/recording.

QUESTION 10: The necessary industry standard stenographic equipment cables, software, computer and personnel trained in stenography with additional specialized training to provide the **instant verbatim of the spoken word into English text**.

*“Instant verbatim of the spoken word into English text” is usually created by speaking English phonetically into a computer where it is converted into English text and displayed on a computer screen or television monitor in real time; Is the County requiring this service?*

ANSWER 10: No.

QUESTION 11: The Vendor shall be required to provide the deliverables to the County or County Department **no later than seven (7) days from the date of the meeting**.

*According to the New Mexico Open Meetings Act: A draft copy of the minutes is required to be prepared **within ten working days of the meeting**; Is the County requiring early submission of the minutes?*

ANSWER 11: No. Santa Fe County is requiring submission of the original minutes seven (7) days from the date of the meeting to make a draft copy of the original minutes to ensure that the draft copy is prepared within ten working days of the meeting.

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Please add this Addendum #2 to the original bid documents and refer to bid documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect.

Bidders are reminded that any questions or need for clarification must be addressed to Karen K. Emery, Senior Procurement Specialist at [kkemery@santafecountynm.gov](mailto:kkemery@santafecountynm.gov).