

1. Who makes the courtroom recording?
 - a. A judicial assistant is employed by the Court to manage and operate the equipment.
2. Is someone present and taking log notes along with the proceeding and are those notes provided the transcriptionist(s) for assistance in locating the proceeding on the CD, for correct spellings, beginning and ending of direct exam, cross-exam, jury voir dire, etc, other pertinent happenings of the case. Or is the machine turned on at the beginning of the day and turned off at the end?
 - a. The judicial assistant keeps a log with the recordings. That log is included with the recording. A transcriptionist may also refer to the Clerk of Court Public Records Online at www.clerk.co.montgomery.oh.us for spellings or similar verifications. Equipment is activated when court is in session.
3. My understanding is the transcriptionist will be paid only for the digital (CD) version of the transcript and one hard copy and we are to bid on that per page rate?
 - a. This proposal seeks a vendor(s) that, for indigent defendant appeals, will produce a single paper transcript for filing with the Clerk of Courts. The vendor will furnish the court with a PDF copy of the transcript on a compact disc, cd/rom/ dvd, or other storage media that may be specified by the court. The vendor will be paid a single per page fee for the preparation of all of these products.
 - b. The vendor will provide a paper transcript and an electronic version in PDF.
4. Is the intent to award the contract to the absolute lowest bidder(s) or is experience, references, support staff capability, other related professional capability taken into account?
 - a. All factors that are legally permissible will be considered.
5. Will the contract winner be added to the list (if one exists) of the vendors who provide transcripts in non-appeal, non-indigent cases so that the public and legal community can contact the 'winner' for transcription services?
 - a. Inclusion or non-inclusion to a list of approved typists is not a part of this request for quotation.
6. If so, is the 'winner' obliged to produce transcripts at the per page rate of the contract or is it set by statute or competitive bid?
 - a. Compensation for transcripts produced outside of the scope of this request for quotation will not be changed at this time.
7. Is the intent to award the contract to a sole vendor to provide all the transcripts for the 13 courts? If several vendors submit identical bids will there be a 'pool' of vendors made available to provide transcripts?
 - a. That will not be determined until proposals are received and evaluated.
8. Are any testing, interview or references required as part of a pre-award procedure?
 - a. Interviews, reference and background checks can be expected.
9. Who makes the final decision on accepting the quotes submitted?
 - a. This has no bearing on submission of proposals.
10. Will the Court be selecting only ONE vendor for all transcription work in the future?
 - a. See question 7.

11. Is the Court going to abolish the current Court list of typists that exists now?
 - a. See question 5.
12. If several quotes are submitted by a number of vendors, will the Court choose the quote they think is best and set that rate for all vendors?
 - a. See question 7. The scope of services requested is contained in the request for quotation.
13. According to Section 5b, this RFQ is only for purposes of indigent defendant appeals, which are paid by public funds. So, therefore, is the vendor then not restricted by the Court anymore on the rates charged for transcripts other than ones paid by public funds?
 - a. Established rates for transcripts other than those defined in the request for proposal will not change at this time.
14. Section 5b also states that the vendor will furnish the Court with a PDF copy on CD/DVD. Who exactly will we be submitting those to and would US mail be acceptable?
 - a. Delivery methods will be considered at a later date.
15. Section 5d, the remuneration allowance, does not include mileage rates or US mail postage rates for returning the transcript and/or CD/DVD to the client or the Court. Can these also be taken into consideration as an allowance in the quote?
 - a. The per page fee will cover all remuneration to the transcriptionist.
16. Is the Court going to continue using VHS tapes anymore? (Note: JAVS no longer provides the VHS transcription equipment for sale).
 - a. VHS tapes are being phase out.
17. Is the Court getting new courtroom equipment and does the Court foresee a vendor having the need to purchase new or additional equipment to stay current with the Court's updates?
 - a. The equipment used by various transcriptionists is unknown to the court. It is anticipated that transcription will be done from digital media and will not be affected by changes in courtroom equipment.
18. Since the Court is gearing toward electronic formats, will the Court be changing their payment practices and enable the vendor to be paid in a more timely fashion, rather than four weeks, by vendors sending invoices electronically to the Purchasing Coordinator, Judges signing them electronically, and electronically sending them to the Bd. Of Commissioners to expedite the process?
 - a. Changes in the payment process are not part of this request for quotation.
19. Why would the Court be entitled to receive monies and financial gain from the vendor's work product? (The written transcript is a work product solely created and owned by the vendor. An attorney requesting a written transcript is the "client" of the vendor. The Court is not the client.)
 - a. This appears to be an observation or opinion and has no bearing on the submission of proposals.
20. How much will the Court be charging for copies of the written transcript from the CD/DVD provided to them by the vendor?
 - a. This has no bearing on submission of proposals.

21. Was this RFQ created and approved by an attorney on behalf of the Court?
 - a. This has no bearing on submission of proposals.
22. The RFQ does not allow for more than one sentence to be typed into the area where you ask for experience, knowledge, skills, etc. It will only let you type one continuous line and will not allow the text to automatically fall to the second line as you continue typing. I have tried everything I can think of to fix it, but I can't seem to do it from my end. Will you please fix that area and re-post it?
 - a. If additional space is required, please attach additional sheets as may be needed.