

**INVITATION TO BID (ITB)
FOR
COURT REPORTING SERVICES**

**CONTROL No. 2920000184
AMENDMENT No. 1**

ISSUE DATE: 11/12/13

DEADLINE: 11/22/13 AT 2:00 PM EST

This addendum is being issued to clarify some sections of the ITB as well as to answer questions submitted by the question deadline.

ANSWERS TO SUBMITTED QUESTIONS:

Q1. Are hearings always transcribed, or only transcribed as needed? If not all are transcribed, what percentage of meetings are transcribed?

A1. The vast majority of court reporter services are required for meetings of the DEQ Board and advisory councils and a transcription will always be required except in very unusual circumstances.

Q2. If a court reporter appears and records/reports a matter but it is not transcribed, would we charge for that time under "Off-the-Record/Waiting Fee (No Transcription) (one rate for all)"?

A2. No; if a court reporter is asked to appear, the DEQ will need a transcript of the meeting in all but the most unusual circumstances. The "Off-the-Record/Waiting Fee" is for those times during the meeting when nothing is happening that requires 'transcription' (recording) or when nothing is happening that could be recorded, but transcription (recording) is expected to resume shortly.

Q3. Please define "Certified *Electronic Original*". Is the original transcript delivered strictly electronic, or does it include a physical original? Does this definition mean both physical and electronic?

A3. "Certified Electronic Original" The original transcript is delivered strictly electronic with the court reporter's certification attached and physical original is not provided.

THIS AMENDMENT MUST BE ACKNOWLEDGED ON THE BID FORM IN THE ITB