

THE RETIREMENT SYSTEMS OF ALABAMA
Request for Proposal
TRANSCRIPTION SERVICES

*****PLEASE USE THIS FORM TO SUBMIT YOUR PROPOSAL*****

PURPOSE: The purpose of this Request for Proposal (RFP) is to select a qualified vendor to provide recording and transcription services for the Retirement Systems of Alabama (RSA) in accordance with the specifications, terms and conditions set forth herein.

PRICE: Quoted price must include any and all cost associated with providing the specified services. No additional charges beyond those specifically delineated herein shall be allowed. Travel charges must be included in price.

AWARD: An agreement will be awarded based on the proposed price, professional experience and ability to perform the services, and references. RSA reserves the right to reject any and all proposals and/or to cancel this solicitation at its sole discretion. Discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award, but a proposal may be accepted without such discussions.

Vendors must be registered and active in Alabama Buys prior to RSA paying for any services. Visit www.alabamabuys.gov to register.

TERM: The awarded vendor (Contractor) will provide transcription services for a period of November 1, 2022 through September 30, 2023, with potential renewals for up to four additional years.

BACKGROUND:

The Teachers' Retirement System of Alabama (TRS), the Employees' Retirement System of Alabama (ERS), and the Public Education Employees' Health Insurance Plan (PEEHIP) are soliciting quotes for recording and transcription services of board and committee meetings, to convert speech, both live and recorded, into written electronic text accurately reflecting statements and speakers. The Boards of Control for TRS, ERS, and PEEHIP each have four (4) regularly scheduled board meetings each year (with TRS and PEEHIP often meeting sequentially the same day). There may also be a number of special board meetings called each year, as well as potential meetings of other affiliated boards. In addition, various committees of the ERS Board of Control hold a number of meetings through the year. Regular meetings typically last between one hour and three hours.

The business conducted at these public meetings deals with issues of substantial importance to the citizens of the State of Alabama. Presenters are not required to sign in, and the identification of the presenter, including their name, organization, company, or who they may represent, are – for the most part – provided verbally when the presenter is introduced to the Board during the meeting. Each meeting must be reported verbatim in transcripts prepared of the discussions and statements of all meeting participants. Of prime importance to the RSA is the Contractor’s ability to produce and timely submit a high quality, accurate transcript of meetings with multiple participants/speakers.

SERVICES:

The Contractor must record and transcribe Board meetings and prepare and provide verbatim transcripts of the meetings in a searchable electronic format to be designated by the Contract Monitor (an RSA staff member who will supervise and coordinate with the Contractor).

The Contractor’s employees must arrive at least 20 minutes before the meeting start time. All necessary equipment must be ready before the start of the meeting. A space within convenient hearing distance of the meeting will be designated for the Contractor’s use during the meetings. The Contractor’s employees are not allowed to interrupt the meeting for any reason and must conduct all required work duties without disruption to the meeting.

Meetings are typically held at 201 South Union Street, Montgomery, Alabama. The Contractor is not entitled to compensation for travel or other expenses.

Occasionally, the RSA may call a special meeting on a date not on the published schedule.

The RSA reserves the right to reproduce and publish all transcripts.

DUTIES OF CONTRACTOR:

The Contractor shall:

- Furnish all labor, material and supplies and equipment necessary to perform services.
- Use two reliable and recognized methods of recording.
- Provide at least one employee to be present at each meeting, making all reasonable efforts to provide the same employee consistently. The Contractor’s team shall ensure that the names and titles of board members, staff officials, and other speakers at the meeting are correctly recorded. All Contractor’s personnel shall conduct themselves in a professional manner and shall be appropriately dressed in business attire. The RSA reserves the right to reject any personnel at any time and to require the Contractor to provide a replacement satisfactory to the RSA as soon as reasonably possible. The Contractor is solely responsible

for obtaining parking, and the Contract Monitor will work with the Contractor to reasonably facilitate building access.

- Transcribe verbatim all spoken testimony, argument, comments, instructions, objections, and other verbal statements, ensuring that speakers' names and titles are correctly reflected.
- Prepare transcripts of Board meetings in the following manner:

(1) Each transcript page must be 8½" x 11" in size. Contractor must also create and provide, in searchable electronic format, minuscrit condensed versions with four regular transcript pages per 8 ½" x 11" minuscrit page.

(2) Each transcript must contain a title page or pages showing the meeting date, time and place; the members of the Board in attendance; the presiding officer; the name of each party appearing before the Board and the organization represented; and the names of the reporters responsible for the transcript. Contractor shall ensure the correct spelling of names.

(3) Each page must be numbered and followed consecutively on subsequent pages. The meeting date shall be included at the top in the header of each page. Each regular transcript page (other than the last page) must contain no less than 25 lines of text, with no more than 1.5" left margins and no more than 1" right margins, in a letter quality font and type size that produces no less than 10 letters to the inch (i.e. approximately 63 characters to each line).

(4) If any exhibits or presentation documents are provided during the Board meetings, the Contract Monitor will make reasonable business efforts to provide hard copies of such materials to the Contractor to include with the transcript.

- Ensure accuracy of all deliverables:
 - (1) Ensure testimony is proofread to ensure complete accuracy.
 - (2) Ensure transcripts are free of misspelled words, omitted words, typographical errors, and other similar errors.
 - (3) Provide corrected pages to the RSA the next Business Day after notification of errors, at Contractor's expense.
- If provided exhibits, keep all meeting or hearing exhibits in good order and condition and promptly return them to the RSA with the appropriate transcript.

DELIVERABLES:

Contractor shall, within 15 business days of each meeting, provide the Contract Monitor with a digital transcript of the meeting in a searchable electronic format designated by the Contract Monitor. This delivery period may be extended or reduced at the discretion of the RSA as circumstances may dictate. On request, Contractor will provide said transcript within three (3) business days of a meeting at the increased rates reflected in the quote pricing.

DEADLINE: Your proposal must be received no later than October 28, 2022 at 5:00 p.m. Proposals will be received by email to katelen.allen@rsa-al.gov; or by mail to PO Box 302150,

Montgomery, AL 36130-2150. **If you have any questions, please contact Katelen Allen at 334-517-7130. Please use this form to submit your proposal.**

PRICE PROPOSAL

All price information shall be in the format provided on this page. Do not alter or leave blank any items on this Price Sheet.

Appearance Fee	
First Hour	\$ _____ per hour
Each Additional Hour	\$ _____ per hour
Transcript Per Page Price	
8 ½ x 11	\$ _____ per page
Expedited Rate (3 business days)	\$ _____ per page

Please briefly describe your company’s experience providing transcription services, particularly with respect to formal and/or official proceedings (such as board meetings, court hearings, depositions, etc.):

Please provide at least three references, along with contact information for each: