



ATTACHMENT #14: Lot 3 - “Transcription Services”

Instructions for Authorized Users

Please save this PDF document to your computer and fill out using Adobe Reader.

Authorized Users (AUs) **must** use the Request for Quote (RFQ) form to obtain temporary personnel under Administrative Services Award #23246 and must send the RFQ to all Contractors in the applicable Lot/Region. Please be sure to include all necessary information related to the title you are requesting within the RFQ. **For Lots 2, where a background check is not automatically required, the Authorized User should inform the Contractor at this time if one must be performed.** Attach additional sheets with more detailed information if necessary. All documentation with regard to this RFQ should be kept for the Procurement Record.

Quotation Issue Date	Closing Date for Questions	Date for Responses to Questions	Quotation Closing Date
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Work required to be done within the U.S.: Yes No

Certification(s) needed

MWBE Goals: Yes No If yes, enter → **Goals %:**

SDVOB Goals: Yes No If yes, enter → **Goals %:**

Bid remains valid for: 60 Days 120 Days 180 Days

Duration	Location (if applicable)
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The number of Hearings may vary throughout the year. The locations of hearings will be determined upon the request for services. All Authorized Users should include the County name, within location, if applicable.

Contractor’s bid response should be entered on Page 2.

Must be completed by Authorized User

Please forward all questions, resumes and quotes to:

Authorized User Contact Name	Authorized User Email Address	Authorized User Phone #
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Additional Skill Level, Experience or Other Requirements

Authorized User should include as much information as possible, such as additional skill level, experience, qualifications or other requirements, terms or conditions. Attach additional sheets, as necessary. The following should be included in order to fully explain the AU's needs:

- **Job description**
- **Basis for award, such as low price or best value (interview/past performance) or a combination of both.**

Contractor Bid Information

Contractor (Vendor) Name	Contractor PS #
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Contractor to Complete All Applicable Columns

Normal Completion Rate Per Page (7-Business Days)	Priority Completion Rate Per Page (3-Business Days)	Overnight Completion Rate Per Page (Next Day)	Immediate Completion Rate Per Page (Same Day)	Cost Per Electronic Media	Cost Per USB Flash Drive	Cost Per Additional Page/ Copy
Total Background Check Fees (per individual, if applicable)						

TERMS OF QUOTATION:

1. Contractors interested in responding to this request for temporary personnel, please note that all quotes should be received by the Quotation Closing/Due Date. Time for closing is by 9:00 pm EST unless otherwise stated in the requirements.
2. **Quotes cannot be greater than the posted not-to-exceed rates on the Centralized Contract. Contractors should provide your proposed rates for all services requested in the RFQ.**
3. Contractors requiring additional information in order to provide quotes, should submit their questions prior to the closing date for questions.
4. Quotes submitted in response to this RFQ should be complete and timely as quotations received after the closing date will not be considered.
5. All Contractor responses to RFQs must remain open and valid for at least 60 days from the RFQ Response Closing/Due Date, unless the time for selection is extended by mutual consent of the Authorized User and the Contractor.
6. **Proceeding Cancellation:** The Authorized User shall provide the Contractor with a minimum of 24 (twenty-four) hours written notice of cancellation of any proceeding. In the event of proceeding cancellation without specific notification, the Contractor shall be entitled to minimum payment as noted in Minimum Fees.
7. **Minimum Fees:** Contractor shall be entitled to a minimum payment equal to the value of 20 pages at the normal delivery rate (i.e., applies per hearing scheduled or per facility visit). Contractor will not receive payment for wait time. If the Temp appears for the hearing and it has been canceled, the Contractor will be entitled to the minimum fees as stated above (i.e., applies per hearing scheduled or per facility visit).