



July 13, 2026

The following (Q&A) will serve as Amendment #1 to NYSIF's Request for Proposals (RFP) for Stenography Services, bid number 2026-30-INS. Material in this Amendment supersedes any contradictory material in the RFP.

Please note that the due date for the submission of bids **remains unchanged**.

All bids are due August 6, 2026, by 2:00 p.m.(eastern).

Sincerely,

Angela Sgambelluri

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Contract Management Specialist 1

**STENOGRAPHY SERVICES
RFP 2026-30-INS
Amendment 1**

Question	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
1	N/A	Appendix Z (Fee Schedule)	Could you please confirm whether the contract anticipates 10,000 depositions per year or 10,000 transcript pages? I ask because the formula in the Excel file appears to calculate the total using: Rate × 10,000 depositions × 0.65. This calculation does not appear to account for the estimated 25 transcript pages per deposition, which would significantly impact the overall pricing.	NYSIF confirms that the contract anticipates 10,000 depositions per year at an average of 25 pages per deposition. As noted in the RFP, Section 2.9 Deposition Details. The bidders should provide pricing rates per deposition type (Standard, Expedited, Overnight, and Immeditate), based upon each deposition being 25 pages.
2	N/A	Appendix Z (Fee Schedule)	Additionally, our agency charges a minimum transcript fee, and there does not appear to be a field within the spreadsheet to account for this minimum charge. Could you please advise how we should incorporate our minimum transcript fee into the proposal, or if there is an alternate method for providing this information?	NYSIF is not accepting a minimum transcript fee at this time. As noted on Appendix Z, Bidders are not to change, delete, or make any additions to the Appendix Z. Bid prices shall be "all inclusive".