



7/13/21

The following (Q&A) will serve as Amendment #1 to NYSIF's Request for Proposals (RFP) for Stenography Services, bid number 2021-18-INS. Material in this Amendment supersedes any contradictory material in the RFP.

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

All bids are due 7/30/21, by 2:00 p.m.(eastern).

Sincerely,

A handwritten signature in black ink that reads "Alicia Jemmott". The signature is written in a cursive, flowing style.

Alicia Jemmott

**Name- Stenography Services**  
**RFP # 2021-18-INS**  
**Amendment 1**

Question#	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
1			I would like to confirm these are all telephonic WCB Hearings; yes?	Confirmed.
2			13,000 hearing/year = 50/hearing a day? Is this correct?	NYSIF anticipates multiple awards so the total estimated number of 13,000 depositions will be divided among the awardee's as outlined in the RFP Section 1.7 Method of Award/Distribution of work. No amount of work is guaranteed. (page 9) Per Section 2.2 Services to be provided, the highest scoring awardee shall be able to cover twenty-five (25) simultaneous depositions. The second highest scoring awardee shall be able to cover fifteen (15) simultaneous depositions. The third highest scoring awardee shall be able to cover ten (10) simultaneous depositions. (Page 14)
3			How does the NYSIF pay?	NYSIF pays invoices by check. Each check may contain payment for up to individual 10 invoices. Attached to each check will be a list of all the invoices paid and the amount paid for each invoice. An explanation will be provided when payment is reduced below the billed amount.
4			What is the set payment schedule for the court reporting invoices?	Payment will be made within 45 days of receipt of the invoice.
5			What is the requested turnaround for these WCB Hearings? Normal 8 day turn around?	See Section 2.9 of the RFP for completion requirements.
6			Does the NYSIF require hard copies or will digital (PDF) copies suffice? (To a dedicated email?)	See Section 2.7 of the RFP for transcript specifications.
7			Does the NYSIF require emailing/uploading these WCB Hearings directly to the Workers' Compensation Board? (As we do now for many clients)	See Section 2.7 of the RFP for transcript specifications.
8			Do you upload to a WCB board?	No, as per Section 2.4 & Section 2.7 "The Awardee shall electronically submit transcripts to NYSIF AND to the Workers' Compensation Board eCase electronic file in electronic format (PDF)"
9			How many attorneys do these hearings?	Each deposition that should have a minimum of two representatives present. One representative from NYSIF and one representative on behalf of the claimant's counsel. Occasionally, additional representatives will be present. Roughly 95% of depositions will have two representatives present. Roughly 4% of depositions will have three parties present. The remaining depositions will have more representatives present.
10			How long do they typically run?	See Section 2.9 of the RFP for deposition details.
11	N/A	N/A	Who is/are the current vendor(s) and what is/are their pricing for each of the categories set forth in the Appendix Z, Fee Schedule?	Not material to RFP.
12	N/A	N/A	What was the budget for this contract for each of the 3 prior fiscal years?	Not material to RFP.
13	N/A	N/A	What is the expected budget <i>per year</i> for this upcoming 5 year contract?	Not material to RFP.
14	14	Section 2.2(1)	Are we correct that there is a transcript produced for every proceeding?	Yes, even if all parties are not present, a transcript should be created.

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15	14	Section 2.2(2)	How far in advance would the vendor know how many court reporters are needed for a specific day?	Approximately five calendar days.
16	14 & 18	Section 2.2 and 2.9	<p>Can you please provide more information regarding volume and frequency of depositions? For example:</p> <p>(a) Are there generally depositions every day, 5 days a week, each month of the year?</p> <p>(b) On average, how many depositions are there per day, per month and per year?</p> <p>(c) Understanding there could be (i) 25, (ii) 15 and (iii)10 depositions at a time respectively, on average how many depositions per day and per week do you reasonably expect will be handled by (i) the highest ranked bidder; (ii) the second highest ranked bidder and (iii) the third highest ranked bidder?</p> <p>(d) Is there any other volume/frequency information you can provide?</p>	<p>a. Yes, generally, depositions occur five days a week excluding holidays.</p> <p>b. Depositions are generally evenly distributed throughout the week/month. We anticipate approximately 13,000 depositions per year. Note that there is no guarantee of volume.</p> <p>c. We have approximately, 13,000 depositions per year that are generally evenly distributed.</p> <p>d. The vast majority of depositions will occur during normal business hours. On occasion there will be exceptions.</p>
17	N/A	N/A	<p>In light of the shortage of stenographic court reporters, and with an objective of achieving the most competitive pricing, while maintaining the utmost professional, accurate and on-time court reporting and transcription services, would the NYSIF consider any of the following efficiencies that are currently being used by other NYS and NYC agencies (*see highlightedNote below):</p> <p>(a) Utilization of the digital court reporting method, which means a qualified, professional court reporter appears at the proceeding, takes notes, manages exhibits and obtains a digital audio recording of the proceeding. The audio recording of the deposition is the official record of the proceeding. The transcript is reduced to written form by deferring to the audio recording and producing a verbatim transcript of what is spoken on the audio recording.</p> <p>(b) The use of a separate notary, who is not the official court reporter, that can swear in witnesses if the official court reporter is not a NYS notary?</p> <p>(c) Allow the court reporter attending the proceeding to be someone who resides outside of the State of New York?</p> <p>(d) Allow the court reporter to be someone who is licensed or certified outside of NY?</p>	<p>NYSIF will allow C provided that the oath of office and signature of the notary must be filed in the office of the county clerk of the county in which the office or place of business is located. A, B &amp; D are not acceptable.</p>
18	15	Section 2.4	How often do assignments get cancelled with less notice than 24 hours, as described in Section 14.8?	Approximately 5%.
19	17	Section 2.7	How often are printed hard copies of transcripts requested and is there a place on the Fee Schedule to enter a fee for printing and mailing?	Less than 1% of depositions require hard copies to be printed. There is not a place on the Fee Schedule for printing and mailing. Each bidder must complete the Appendix Z as provided which should include an all inclusive cost for all direct and indirect fees associated with this contract.

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20	14	Section 2.2	If the vendor provides the platform, would NYSIF be willing to utilize video instead of telephone for the depositions?	No
21	14 of 33	2.2 Services to be Provided	Will depositions occur simultaneously on a given day or will they be staggered, where one reporter might be able to cover multiple depositions in a day? If so, typically how many depositions does one reporter cover on a given day?	Depositions are scheduled based upon the availability of the deponent. NYSIF does not have any data on the number of depositions handled per individual stenographer.
22	14 of 33	2.2 Services to be Provided	How many NYSIF attorneys or representatives per day are assigned to cover these depositions?	Not material to RFP.
23	8 of 33	1.7 Method of Award/Distribution of Work	How many agencies are covering this work on your current contract?	Not material to RFP.
24	Appendix Z	Fee Schedule	By "Standard Completion Rate for 20 pages" are you looking for a per page rate or a Minimum Rate? Also, by "Standard Completion Rate x 80% Frequency", are you looking for us to take the rate we enter on the line above and multiply it by 80% of the 13,000 estimated depositions? Please clarify.	NYSIF is seeking the cost for a standard completion rate for 20 pages of transcripts. Bidders are only required to type in the rates for (Standard Completion Rate (5 days) for 20 pages, (2) Expedited Completion Rate (3 days) for 20 pages, (3) Overnight Completion Rate (next day) for 20 Pages (4) Immediate Completion Rate (same day) for 20 Pages and (5) Cost Per Additional Page above 20 pages, the spreadsheet will auto populate the frequency rates in yellow based on a formula developed by NYSIF.
25	26	Section 4 Bid/Proposal Format - 4.2.5 References	What timeframe can we tell our references to expect a call? (i.e. in the first 2 weeks of August)	Yes, within the first 2 weeks of August.
26	24	Section 4 Bid/Proposal Format - 4.1 Bid Preparation	This refers to an Administrative Proposal (in addition to the Technical and Cost proposals). We do not see details of what should be included in the Administrative Proposal. Can you please clarify what is to be included in the Administrative Proposal?	The Administrative Proposal are the Appendices found in Section 4.2.8 of the RFP.