



**Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937**

**Competitive Bid
Request for Proposal
Transcription Services**

Addendum 1
15 June, 2016

Pursuant to Section 7.0 Interpretation of Contract Documents the following inquiry and reply has been issued in the form of Addendum #1 regarding KVCC's Competitive Request for Proposal Transcription Services, dated 14 June, 2016.

Question #1 – Email received 06/14/16

Based upon the "Project Objectives" listed below, I cannot tell what the required/requested format is. Please advise.

Section 3.2 Scope

Project Objectives. The project objective is to transcribe video lectures into a file format that can be incorporated into captions on video lectures to comply with the Trade Adjustment Assistance Community College and Career Training (TAACCCTIII) grant mandate that online video lectures be in compliance with the American Disabilities Act and Sections 504 and 508 of the Rehabilitation Act of 1973 as amended, and the Web Content Accessibility Guidelines (WCAG) 2.1, Level AA.

Reply #1

KVCC will be able to convert the files into the format necessary. Straight txt files would be preferred.

Question #2-Email received 06/15/16

This is with regard to your requirement for Transcription Services. Could you please help me with the following questions:

1. Whether companies from Outside USA can apply for this?
(like, from India or Canada)

2. Whether we need to come over there for meetings?
3. Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)
4. Can we submit the proposals via email?????

Reply #2

1. KVCC will accept proposals from companies outside the USA. Please note the college will follow Section 4.0 Bid Review and Evaluation when reviewing and evaluating all proposals.
2. If in the review of the proposals, the college needs additional information from the top two proposers to determine the college's best interest (ref. Section 4.0 1a), a meeting may be necessary and can be conducted via conference call, Skype, or in person.
3. Performing tasks outside the USA? We are currently researching the Trade Adjustment Assistance Community College and Career Training Grant to ensure this will not be an issue.
4. Pursuant to Section 9.0 Submission of Bid proposals can be emailed to:
rweeks@kvcc.me.edu