



Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937

Competitive Bid
Request for Proposal
Transcription Services

Addendum 3
23 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 06/23/16

In looking over this RFP, under 3. Fee Structure, you are looking for a per hour fee for the total cost of services requested. The proposal fee should be an hourly rate up to a maximum amount. The maximum amount shall include everything necessary for the execution and completion of the Agreement. In your specs you only give a minimum of 36,000 minutes total or 120 minutes per video lecture. There is no maximum so I am a little confused on how to give you a maximum unless the word "minimum" should be maximum. Can you verify this for me?

Reply #1 – 06/23/16

For reference purposes this question relates to Section 8.0 Preparation of Bids Item 3. Fee Structure. – We are looking for a proposed hourly rate up to a maximum dollar amount. The transcription services needed will be for a minimum of 36,000 minutes of lecture video or an estimated 600 hours of video lecture. Please propose an hourly rate times the estimated time you feel it would take to transcribe and complete 600 hours or 36,000 minutes of video lectures, per the RFP specifications.