



SOLICITATION ADDENDUM

Solicitation Number: RFP 19-24 Addendum #1 Page 1 of 3

Solicitation Due Date: January 17, 2019, 2:00 p.m. (Local Time)

CITY OF GLENDALE
Procurement Division
5850 W. Glendale Avenue
Suite 317
Glendale, AZ 85301
Phone: (623) 930-2864

RFP 19-24

Meeting Minutes Recorder

As a result of some vendor questions, the following clarifications have been made to Request for Proposals No. 19-24:

QUESTIONS:

1. QUESTION: Approximately how many meetings are held per-week, per-month, or per-year? We understand that there can be no guarantees, of course, but are looking for an estimate, only.

ANSWER: Approx. 5 to 7 per week with 15 to 20 per month

2. QUESTION: How many of the 20 City Boards/Commissions listed on the City of Glendale website are potentially expected to utilize the reporting and minute transcription services described in this RFP?

ANSWER: Out of the 20, about 15 may use the services regularly.

3. QUESTION: Will more than one meeting be scheduled on the same day?

ANSWER: It is possible that this situation could happen.

4. QUESTION: How far in advance will meetings typically be scheduled?

ANSWER: The City post the meetings on the e-board every Friday and hope for at least one week notice but minimum 24-hour notice is required by State Law. Many boards/commissions have regular meeting schedules. (i.e. 1 meeting each month).

5. QUESTION: Section 2.2 (under Scope of Work) states that: "City Staff Representative will be responsible for audio recording of meetings.....Contractor may record audio for transcription....." Does this mean City staff will ALWAYS make a recording of each meeting and Contractor is NOT required to produce the official recording of each meeting.

ANSWER: Audio/Video is a requirement through the City Clerk's Office. Most boards/commissions have a City Staff Representative record the meeting to ensure that they have audio to turn in to the City Clerk since it is ultimately their responsibility.

6. QUESTION: What is the file format of the audio that the city records and makes available and how is it recorded (analog, digital, and using what software)?

ANSWER: Our digital recorders use MP3 format – No software needed.



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7. QUESTION: In order to submit draft meeting minutes in the required Quick Agenda format, is Contractor required to purchase a software license or is access to City of Glendale Quick Agenda program provided to Contractor?

ANSWER: The contractor will not have access to AgendaQuick. Input must be done by the liaison for each group. Sending a Word document would be easiest to transfer.

8. QUESTION: Does City Staff manage the process of finalizing Approved Meeting Minutes, once approved by boards/commissions?

ANSWER: Staff is required to enter the date the minutes were approved in AgendaQuick and make them public on the City's website and submit a copy to the Clerk's Office for permanent record.

9. QUESTION: If corrections/amendments are requested to Meeting Minutes by board/commission members during the approval process and motion to approve the minutes, are those changes to the Meeting Minutes handled by City Staff or by the Contractor?

ANSWER: Contractor should take note of the amendment or changes requested. Any changes will need to be made by the City Staff in AgendaQuick.

10. QUESTION: The Pricing Workbook contains an entry for 'Hourly Rate'. Can you please clarify if that is the Hourly Rate to attend the meeting, or if it is the Hourly Rate to prepare the meeting minutes? Should not those be split out into two separate lines? Or perhaps we are not understanding the price quote structure.

ANSWER: The hourly rate should pertain to both attending the meeting and preparing the minutes (Ex. \$45/hr for a 3-hour meeting = 135 + 30 min for setup and breakdown at (\$22.50) = \$157.50 to attend the meeting. Preparing minutes for a 3-hour meeting at no more than 3 times the meeting length = \$405 maximum may be less depending on how quickly the minutes were prepared. Summary minutes should not take the full amount, verbatim, maybe.

11. QUESTION: Similar to the above, should there be an entry for verbatim transcription (per transcript page) since there are times when a verbatim transcript will be required?

ANSWER: Verbatim minutes haven't been used in a long time. The instance will be rare, if at all. You may add Verbatim costs to Other Services.

12. QUESTION: Who is currently providing these services to the City of Glendale?

ANSWER: Some boards and commissions currently use Denise Kazmierczak and Absolute Perfection.

13. QUESTION: The RFP indicates that the vendor's Commercial General Liability needs to be endorsed to include coverage for sexual molestation and abuse. Would a statement from our broker explicitly stating that the lack of an *exclusion* for sexual molestation and abuse means that those would be covered by our policy?

ANSWER: This item can be ignored in the Exhibits as it does not pertain to this potential contract.



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14. QUESTION: Can you please clarify the submission requirements – In addition to the five hard copy submissions, we need to submit an electronic file on CD or flash drive. Do we need to submit the electronic file through Vendor Self Service as well?

ANSWER: The City is currently working with a new financial system which allows us to accept bid submissions electronically. You can submit with the five hard copies and CD or flash drive or only through Vendor Self Service. This should read as an either-or option.

The balance of the specifications and instructions remain the same. The Offeror must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____