

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. FB-00475

☐ Contract
☐ Re-Bid ☐ Other – Access of Other Entity Contract LIVING WAGE APPLIES: ☐ YES ☐ NO

Requisition No./Project No.: FB-01924 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Real Time Open and Closed Captioned Stenography

Description:

The purpose of this solicitation is to obtain bids for the provision of real time open and closed captioned stenography services for various Miami Dade County (County) departments on an as needed basis.

Issuing Department: Communications Contact Person: Deborah Dean Phone: 786-348-3523

Estimate Cost: \$224,000 GENERAL ☒ FEDERAL ☐ OTHER ☐

Funding Source: X

ANALYSIS

<u>Commodity Codes:</u>	<u>91525</u>	<u>91509</u>			
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>		
Contractor:					
Small Business Enterprise:					
Contract Value:					
Comments:					
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO					

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				
Basis of Recommendation: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>				
Signed: <div style="border: 1px solid black; width: 150px; height: 20px;"></div>		Date sent to SBD: <div style="border: 1px solid black; width: 150px; height: 20px;"></div>		
		Date returned to SPD: <div style="border: 1px solid black; width: 150px; height: 20px;"></div>		

Solicitation FB-01924

Real Time Open and Closed Captioned Stenography

Solicitation Designation: Public



Miami-Dade County

Solicitation FB-01924

Real Time Open and Closed Captioned Stenography

Solicitation Number **FB-01924**
Solicitation Title **Real Time Open and Closed Captioned Stenography**

Solicitation Start Date **In Held**
Solicitation End Date **Jun 18, 2021 6:00:00 PM EDT**
Question & Answer End Date **Jun 9, 2021 12:00:00 PM EDT**

Solicitation Contact **Coleen Christie**
Procurement Contracting Officer 2
ISD - Strategic Procurement Division
Coleen.Christie@miamidade.gov

Solicitation Contact **Princess Brown**
Procurement Contracting Officer 2
ISD - Strategic Procurement Management
Princess.Brown@miamidade.gov

Contract Duration **See Bid Documents**
Contract Renewal **See Bid Documents**
Prices Good for **See Bid Documents**

Solicitation Comments **The purpose of this solicitation is to obtain bids for the provision of real time open and closed captioned stenography services for various Miami Dade County (County) departments on an as needed basis.**

Item Response Form

Item **FB-01924-01-01 - Real Time Open and Closed Captioned Stenography**
Quantity **1 each**
Unit Price
Delivery Location **Miami-Dade County**
No Location Specified

Qty 1

Description

Real Time Open and Closed Captioned Stenography



MIAMI-DADE COUNTY, FLORIDA

I N V I T A T I O N T O B I D
(I T B)

GENERAL TERMS AND CONDITIONS:

All General Terms and Conditions of Miami-Dade County Procurement Contracts are posted online. Bidders that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant contract. These general terms and conditions are considered non-negotiable. The general terms and conditions include important instructions and requirements that affect all bids. By submitting a bid for a Miami-Dade County solicitation a bidder attests to its understanding of these General Terms and Conditions.

All applicable terms and conditions pertaining to this solicitation and resultant contract(s) may be viewed online at the Miami-Dade County, Strategic Procurement Division's webpage by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r20-2.pdf>

NOTICE TO ALL BIDDERS:

Bids are to be submitted electronically through a secure mailbox at BidSync (www.bidsync.com) until the date and time indicated in the BidSync Solicitation End Date published in BidSync and in this solicitation document. It is the sole responsibility of the Bidder to ensure that its bid is in BidSync before the solicitation deadline. There is no cost to the Bidder to submit a bid for a Miami-Dade County solicitation via BidSync. Electronic submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning this solicitation, use the question/answer feature provided within the solicitation by BidSync, at www.bidsync.com. Questions of a material nature must be received prior to the date and time of the BidSync Solicitation Question & Answer End Date specified in the solicitation. Material changes, if any, to the solicitation will be made only by written addendum (see Addendum Section of BidSync site).

Bidders must allow sufficient time to complete online forms and upload all bid documents. All information and documents must be fully entered, uploaded, acknowledged ("Confirm") and recorded into BidSync before the date and time of the BidSync Solicitation End Date, or the system will stop the process and the submission will be considered late and will not be accepted.

No part of a bid can be submitted via hardcopy, email, or fax.

SECTION 2

SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to obtain bids for the provision of real time open and closed captioned stenography services for various Miami Dade County (County) departments on an as needed basis.

2.2 TERM OF CONTRACT

This Contract shall commence on the first calendar day of the month succeeding approval of the Contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The Contract shall expire on the last day of the 60th month.

2.3 METHOD OF AWARD

Award will be made to the lowest priced responsive, responsible vendor who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all line item prices are added in the aggregate. If a vendor fails to submit an offer on all items, its offer may be deemed nonresponsive. The County will award one (1) contract to a single vendor. If the awarded Bidder fails to perform in accordance with the terms and conditions of the contract, the Bidder may be deemed in default of the contract.

If the awarded Bidder defaults, the County shall have the right to negotiate with the next responsive, responsible Bidder.

2.4 CERTIFICATIONS

Certified Realtime Reporter (CRR) or a Certified Realtime Captioner (CRC) issued by the Secretary of the State of Florida or the National Court Reporters Association is required for each individual providing this service to Miami-Dade County.

2.5 SUBMITTAL REQUIREMENTS

Bidder(s) shall comply with each requirement below:

- a) Bidder(s) shall submit three (3) signed references on the referenced company's letter head, to demonstrate that services similar to those described in this solicitation have been provided to these companies during the last five (5) years.

These references should ascertain to the County's satisfaction that the Bidder has sufficient experience and expertise providing real time open and closed captioned stenography. The County, at its sole discretion, may request additional information in order to assess the Bidder's responsibility.

- b) Bidder (s) shall provide copies of certifications and name of personnel with the following certifications: Certified Realtime Reporter (CRR) or a Certified Realtime Captioner (CRC) issued by the National Court Reporters Association for each individual providing this service to Miami-Dade County. Proof of certification shall be returned with the Bidder's submittal. If not provided with submittal, the Bidder must submit within three (3) business days of the County's request.

The County may, at its sole discretion and in its best interest, allow the Bidder to complete, supplement, or supply the required documents during the evaluation period. Failure to provide all requirements may render the Bidder's bid submittal non-responsible.

2.6 PRICES

If the bidder is awarded a contract under this solicitation, the prices proposed by the bidder shall remain fixed and firm during the term of contract, including any extension periods.

2.7 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS AND/OR AGENCIES

It is hereby agreed and understood that any County department and/or agency may purchase any and all services specified herein from the Awarded Bidder at said contract price(s) established herein. The County shall notify the Awarded Bidder when a County department and/or agency has been added to this contract. A separate purchase order shall be issued by the County department, which identifies the requirements of the County department(s) and/or agency

2.8 ADDITIONAL SERVICES/ ADDITION/DELETION OF GROUP(S)

While the County has listed all major services within this solicitation which are utilized in conjunction with its operations, there may be similar services that may be purchased by departments or agencies during the term of any contract resulting from this solicitation. Under these circumstances, a County representative may obtain a price quote for the similar services. The County reserves the right to award these similar services to the Awarded Bidder based on the price quoted, to negotiate pricing or to acquire the services through a separate solicitation. The County reserves the right to add or delete Group(s) of services within this solicitation in the best interest of the County at any time

during the life of the contract. The County reserves the right to re-solicit for Group(s) of services not initially awarded in the solicitation.

2.9 INSURANCE REQUIREMENTS

Section 1.22, Insurance Requirements of the General Terms and Conditions, are amended to replace Paragraph A with the following language:

A. Bidder shall furnish to Miami-Dade County, Risk Management Division 111 NW 1st Street Suite 2340 Miami FL 33128-1987, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

1. Workers Compensation Insurance for all employees of Bidder as required by Florida Statute 440. Failure to maintain such insurance throughout the term of the contract shall be a cause for debarment under Section 10-38 of the Code of Miami Dade County.
2. Commercial General Liability in an amount no less than \$1,000,000 per occurrence \$2,000,000 in the aggregate. Miami-Dade County must be included as an additional insured.
3. Automobile Liability Insurance covering all owned, non-owned and hired vehicles in an amount not less than \$1,000,000 combined single limit.
4. Professional Liability/Errors and Omissions in an amount no less than \$1,000,000.

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The services requested are real time open and closed captioned stenography for the Board of County Commissioners (Board) meetings and other similar meetings. Miami-Dade County's Community Information & Outreach (CIAO) manages an audio/video system located in the County's Chambers. The captioning will be available on Miami-Dade Television's closed circuit internal building, cable television broadcast feeds and webcast. These services benefit the hearing impaired and deaf community, as well as provide the Board with an immediate text file of the proceedings.

3.2 OPEN AND CLOSED CAPTIONS

- a. Open captions are captions decoded, and become an integral part of the television picture (example, subtitles in a movie).
- b. Closed captions are hidden in the video signal, and are not visible without a special decoder.

3.3 SERVICES TO BE PROVIDED

The selected Bidder shall provide prompt and efficient services with minimum errors, as defined below:

- a. The selected Bidder shall furnish all labor, equipment (except as provided below) and materials necessary for satisfactory contractual performance.
- b. The selected Bidder shall provide real time closed captioning in accordance with CEA-608 (CC1) and CEA-708 (S1) closed captioning standards of County Board meetings and other meetings utilizing real time steno captioning hardware and software. The County will allow access to the encoder via an IP address and will provide audio monitoring over a dial-up Comrex\Gentner phone interface or by using an AoIP type of internet player. The selected Bidder shall provide a compatible captioned signal feed.
- c. A translation rate of 90% accuracy, or better, for a Board meeting is required.
- d. Imbed Closed Caption in videos that are uploaded.

NOTE: The County reserves the right to reject the Bidder for future meetings if they do not perform at a 90% accuracy rate.

3.4 **SCHEDULED MEETINGS**

The Board generally meets four (4) times each month, on Tuesdays and Thursdays, commencing anywhere between 8:00 a.m. to 9:00 a.m. Scheduled meetings generally average about ten (10) hours with no scheduled breaks. (The Board may or may not take breaks.) Breaks may be determined during the meetings. There will be about forty-four regularly scheduled meetings annually. The only exception to these times is during the month of August, when the Board is in recess.

There are six (6) Board Committees. Each Committee meets once per month. Committees normally are scheduled for 9:30 a.m. and 2:00 p.m., taking place Monday through Wednesday. Most committees are in session for less than 3 hours.

Special Board and other meetings may be scheduled accordingly.

CIAO will provide a single point of contact to coordinate all meeting schedules and will also work with the selected Bidder to schedule captioning.

NOTE: One (1) written schedule of the meetings will be provided to the selected Bidder. However, the County will provide a 48 hour notice for unscheduled, special Commission and other meetings, as required.

3.5 **RECORDINGS**

Miami-Dade TV will utilize the selected Bidder for closed caption studio productions and recorded programs. The selected Bidder will be given a 48 hour notice for studio productions and will be provided with a videotape or CD to be captioned.

Miami-Dade TV will also utilize the selected Bidder for real time captioning of TV studio production, utilizing the real-time closed-captioned method used for live meetings. All studio productions are scheduled in advance and generally do not exceed three (3) hours.

NOTE: Selected Bidder shall deliver to the County the captioned tape or CD within five (5) working days of receipt of videotape or CD of studio productions from the County.

3.6 **TRANSCRIPTS**

The County may require the selected Bidder to provide transcripts of a captioned meetings. If the County requests the transcript, the selected Bidder must adhere to the following:

- a) The selected Bidder shall maintain steno captioning report notes, clearly marked and stored in chronological sequenced meeting dates.
- b) The file must be delivered in an electronic format via email or File Transfer Protocol(FTP) site within three (3) working days.

3.7 **HOURLY RATE**

The hourly rates will be paid based on the actual hours worked. Should the individual providing the services work any fraction of the hour, the selected Bidder will then be paid the specified hourly rate prorated into 15 minute intervals.

NOTE: All costs incurred by the selected Bidder, to ensure satisfactory services as stipulated herein, must be included in the price offered by the selected Bidder in Section 4, Bid Response Form. No allowances will be granted for additional cost incurred by the selected Bidder

SECTION 4**SUBMITTAL FORM****2.5 Submittal Requirements**

<u>SUBMITTAL REQUIREMENTS</u>		
Refer to Section 2.5, Submittal Requirements to ensure that bid complies with solicitation requirements.		
Reference Section	Requirements	Attached
TO BE COMPLETED BY ALL BIDDERS		
2.5 (a)	Three (3) signed professional references on Company's letterhead	
2.5 (b)	Copies of certifications and name of personnel with the following certifications: Certified Realtime Reporter (CRR) or a Certified Realtime Captioner (CRC) issued by the National Court Reporters Association for each individual providing this service to Miami-Dade County	



Submittal Form

Solicitation No.		Solicitation Title:	
Bidder's Legal Company Name (include d/b/a if applicable): <input style="width: 90%;" type="text"/> *	Bidder's Federal Tax Identification Number: <input style="width: 90%;" type="text"/> *		
If Corporation - Date Incorporated/Organized: <input style="width: 90%;" type="text"/>	State Incorporated/Organized: <input style="width: 90%;" type="text"/> *		
Company Operating Address: <input style="width: 90%;" type="text"/> *	City <input style="width: 90%;" type="text"/> *	State <input style="width: 90%;" type="text"/> *	Zip Code <input style="width: 90%;" type="text"/> *
Miami-Dade County Address (if applicable): <input style="width: 90%;" type="text"/>	City <input style="width: 90%;" type="text"/>	State <input style="width: 90%;" type="text"/>	Zip Code <input style="width: 90%;" type="text"/>
Company Contact Person: <input style="width: 90%;" type="text"/> *	Email Address: <input style="width: 90%;" type="text"/> *		
Phone Number (include area code): <input style="width: 90%;" type="text"/> *	Company's Internet Web Address: <input style="width: 90%;" type="text"/>		
<p>Pursuant to Section 2-8.6 of the Code of Miami-Dade County (County), any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.</p> <p><input type="checkbox"/> Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.</p>			
<p>LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "local business" is a business located within the limits of Miami-Dade County that has a valid Local Business Tax Receipt issued by Miami-Dade County at least one year prior to bid submission; has a physical business address located within the limits of Miami-Dade County from which business is performed and which served as the place of employment for at least three full time employees for the continuous period of one year prior to bid submittal (by exception, if the business is a certified Small Business Enterprise, the local business location must have served as the place of employment for one full time employee); and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder meets the requirements for Local Preference. Failure to affirm this certification at this time may render the Bidder ineligible for Local Preference.</p> <p>IN ACCORDANCE WITH CFR 200.319(b), LOCAL PREFERENCE SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASE.</p>			
<p>LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder meets the requirements for the Locally-Headquartered Preference (LHP). Failure to affirm certification at this time may render the Bidder ineligible for the LHP.</p> <p>The address of the Locally-Headquartered office is:</p> <input style="width: 90%;" type="text"/>			
<p>IN ACCORDANCE WITH CFR 200.319(b), LOCALLY-HEADQUARTERED BUSINESS PREFERENCE SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASE.</p>			
<p>LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County; and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.</p> <p><input type="checkbox"/> Place a check mark here only if affirming Bidder is a Local Certified Veteran Business Enterprise. A copy of the certification must be submitted with the bid.</p> <p>IN ACCORDANCE WITH CFR 200.319(b), LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE PREFERENCE SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASE.</p>			

SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (if applicable):

A Small Business Enterprise (SBE) must be certified by the Division of Small Business Development (SBD) for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact SBD at (305) 375-3111 or access <http://www.miamidade.gov/smallbusiness/certification-programs.asp>. The SBE must be certified by the solicitation's submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE Program during the contract may remain on the contract.

☐ Place a check mark here **only** if affirming Bidder is a Miami-Dade County Certified Small Business Enterprise.

IN ACCORDANCE WITH CFR 200.319(b), SMALL BUSINESS ENTERPRISE MEASURES SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASE

SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST, THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST, OR THE SCRUTINIZED COMPANIES THAT BOYCOTT ISRAEL LIST:

By executing this bid through a duly authorized representative, the Bidder certifies that the Bidder is not on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, as those terms are used and defined in Sections 287.135, 215.473, and 215.4725 of the Florida Statutes. The County shall have the right to terminate any contract resulting from this solicitation for default if the Bidder is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List, or the Scrutinized Companies that Boycott Israel List.

OR

In the event that the Bidder is unable to provide such certification, but still seeks to be considered for award of this solicitation, the Bidder shall execute the bid through a duly authorized representative and shall **also initial** this space: _____. In this event, the Bidder shall furnish together with its bid a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 and/or 215.4725 of the Florida Statutes. The Bidder agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception could be applicable.

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.

WAIVER OF CONFIDENTIALITY AND TRADE SECRET TREATMENT OF BID:

The Bidder acknowledges and agrees that the submittal of the Bid is governed by Florida's Government in the Sunshine Laws and Public Records Laws, as set forth in Florida Statutes Section 286.011 and Florida Statutes Chapter 119. As such, all material submitted as part of, or in support of, the bid will be available for public inspection after opening of bids and may be considered by the County in public.

By submitting a bid pursuant to this solicitation, Bidder agrees that all such materials may be considered to be public records. The Bidder shall not submit any information in response to this solicitation which the Bidder considers to be a trade secret, proprietary or confidential. In the event that the bid contains a claim that all or a portion of the bid submitted contains confidential, proprietary or trade secret information, the Bidder, **by signing below**, knowingly and expressly **waives** all claims made that the bid, or any part thereof no matter how indicated, is confidential, proprietary or a trade secret and authorizes the County to release such information to the public for any reason.

Acknowledgment of Waiver:

Bidder's Authorized Representative's Signature: _____*	Date _____*
Representative's Name: _____*	
Representative's Title: _____*	

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BELOW BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY RESPONSE THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.

Bidder's Authorized Representative's Signature: _____*	Date _____*
Representative's Name: _____*	

Representative's Title:

*

SUBCONTRACTING FORM

Solicitation Number FB-01924

*Vendor Name *FEIN #

Complete "A" or "B".

- A. ☐ No subcontractors or direct suppliers will be utilized pursuant to this solicitation.
- B. ☐ The below listed subcontractors and/or suppliers will be utilized pursuant to this solicitation:

Business Name and Address of First Tier Subcontractor/ Subconsultant	Name of Principal Owner	Scope of Work to be Performed by Subcontractor Subconsultant	Subcontractor/ Subconsultant License (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Name and Address of First Tier Direct Supplier	Name of Principal Owner	Supplies, Materials, and/or Services to be Provided by Supplier	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

And

Below and/or attached is a detailed statement of the firm's policies and procedures for awarding subcontractors:

(Duplicate this form if additional space is needed to provide the required information)

When Subcontracting is allowed and subcontractors will be utilized, the Contractor shall comply with Section 2-8.8 of the Code – Fair Subcontracting Practices: (1) Prior to contract award, the Bidder shall provide a detailed statement of its policies and procedures for awarding subcontracts and (2) As a condition of final payment under a contract, the Contractor shall identify subcontractors used in the work, the amount of each subcontract, and the amount paid and to be paid to each subcontractor via the BMWS at <http://mdcsbd.gob2g.com>.

Pursuant to Section 2-8.1(f) of the Code – Listing of subcontractors required on certain contracts, for all contracts which involve the expenditure of one hundred thousand dollars (\$100,000) or more, the entity contracting with the County must report to the County the race, gender, and ethnic origin of the owners and employees of its first tier subcontractors and suppliers via the BMWS at <http://mdcsbd.gob2g.com>. The race, gender, and ethnic information must be submitted via BMWS as soon as reasonably available and, in any event, prior to final payment under the Contract. The Contractor shall not change or substitute first tier subcontractors or direct suppliers or the portions of the Contract work to be performed or materials to be supplied from those identified except upon written approval of the County.

I certify that the information contained in this form is to the best of my knowledge true and accurate.

*Signature of Vendor's Representative

*Print Name

*Print Title

*Date

SECTION 4 – PRICE SCHEDULE

Item No.	Estimated Hours for a 5 Yr. Period	Item Description	Hourly Billing Rate
1		Real Time Open and Closed Captioning (per Hour)	\$ _____
2		Transcripts (per Page)	\$ _____

Question and Answers for Solicitation #FB-01924 - Real Time Open and Closed Captioned Stenography

Overall Solicitation Questions

There are no questions associated with this Solicitation.