



**Addendum No. 3
Transcribing Services
TU 2406**

June 21, 2024

Procurement
8000 York Road
Towson, MD 21252-0001

Ladies and Gentlemen:

Amendment # 3 is being issued to amend and clarify certain information contained in the above referenced solicitation. All information contained herein is binding to all bidders/Offerors who respond to this solicitation. Specific parts of the solicitation have been amended. The following changes/additions are listed below; new language has been underlined and marked in bold and (i.e., **word**) and language deleted has been marked with a ~~strikeout~~ (i.e., ~~word~~).

1. Exhibit M: Onsite Services is revised to as follows. See revised bid sheet.

WEEKEND/HOLIDAY RATE	
Saturday Morning to Sunday Evening and all Federal Holidays	
SINGLE PROVIDER - Hourly Rate Per Transcriber	
REMOTE CAPTION TYPEWELL	\$ -
REMOTE CAPTION CART	\$ -

WEEKEND/HOLIDAY RATE	
Saturday Morning to Sunday Evening and all Federal Holidays	
SINGLE PROVIDER - Hourly Rate Per Transcriber	
ONSITE CAPTION TYPEWELL	\$ -
ONSITE CAPTION CART	\$ -

2. **Section IV.D.5.**, is revised as follows:

The contractor must have at least two (2) qualified transcribers within a 45-mile radius of the University. (Identify these transcribers on Exhibit L, Key Personnel.)

The contractor must have at least two (2) qualified transcribers within a 45-mile radius of the University for Onsite services. (Identify these transcribers on Exhibit L, Key Personnel.)

3. **.Section III.B.6.**, Exhibit L, KEY PERSONNEL FORM is revised as follows:

Provide the names and complete a separate Exhibit L for each key personnel to be assigned to this project, if awarded, to include qualified transcriber for Typewell, C-Print, CART, and remote captioning services, and a brief resume on each, including educational background, work experience with bidder, previous work experience with other firms, specific experience similar to the current project and their location (City and State) to confirm they are located with the 45-mile radius requirement.

Provide the names and complete a separate Exhibit L for each key personnel to be assigned to this project, if awarded, to include qualified transcriber for Typewell, C-Print, CART, and remote captioning services, and a brief resume on each, including educational background, work experience with bidder, previous work experience with other firms, specific experience similar to the current project and their location (City and State) to confirm they are located with the 45-mile radius requirement for **Onsite services**.

3. **Section III.B.7.**, is revised as follows:

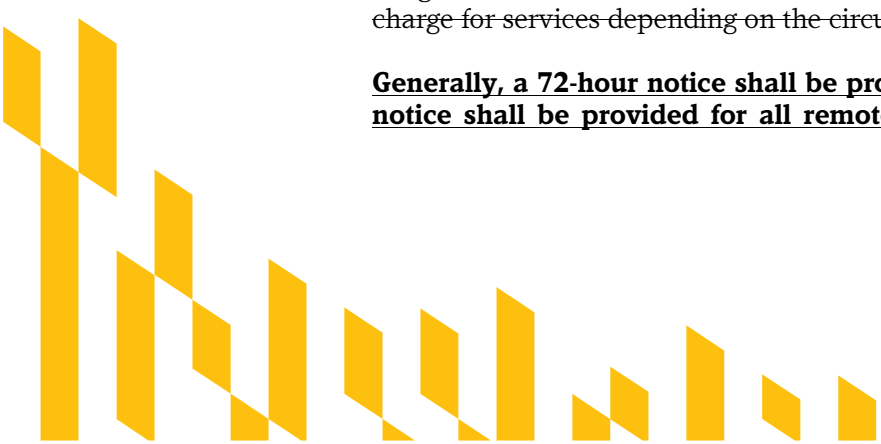
Contractor must provide proof of **TypeWell and CART training** for all Key Personnel identified in Exhibit L.

Contractor must provide proof of TypeWell and CART training for all Key Personnel identified in Exhibit L. This training can be substituted for Stenography training.

4. **Section IV.G.4., CANCELLATION & PAYMENT** is revised as follows:

Generally, 48-hour notice shall be provided where it is known that a class, meeting, or assigned event will not be held. Failure to provide notice as specified may result in charge for services depending on the circumstances.

Generally, a 72-hour notice shall be provided for all onsite services and a 48-hour notice shall be provided for all remote services where it is known that a class,



meeting, or assigned event will not be held. Failure to provide notice as specified may result in charge for services depending on the circumstances.

All addenda will be incorporated into the final contract documents and will be binding on all bidders/offerors responding to this solicitation. Each bidder/offeror submitting a bid/proposal must acknowledge receipt of all addenda by completing and forwarding Exhibit K (included in bid package) with the response. Failure to acknowledge addenda may result in the bid/proposal rejection.

Issued by: Destiny Young
Name, Procurement Officer

