

Bellefonte Borough

Request for Proposals – Transcription Services

Bellefonte Borough is seeking an individual to perform transcription services for the Borough. The volume of work may vary but there are approximately eighty (80) meetings per year consisting of Borough Council, Bellefonte Water Authority, Bellefonte Area Industrial Development Authority, Historical and Architectural Review Board, Safety Committee, Planning Commission, and Zoning Hearing Board for which the Borough requires minutes of the meetings.

SCOPE OF WORK

1. The Contractor (individual) shall provide to the Borough transcription services as described herein:
 - a. Contractor shall provide all labor, materials, equipment required to transcribe confidential administrative recordings which will be limited to digital recordings, cassette or a DVR recording of the meeting.
 - b. Contractor must have an established email address for which the recordings can be transmitted.
 - c. Contractor must have the ability to complete and return transcription (minutes) as directed Monday through Friday throughout the year and within:
 - i. 4 hours – urgent transcription
 - ii. 24 hours – non urgent transcription (99.9% of all minutes will be requested)
 - iii. Non-Priority – Delivery within two days or 48 hours.
 - d. Contractor shall provide minutes that are complete, accurate, and reflect the meeting for which they are requested. Minutes must be completed in Microsoft Word.
 - e. Contractor shall perform ongoing quality reviews of transcription consisting of proof listening and reading of reports for content, grammar, spelling and contextual accuracy.
 - f. The Borough's preference is to send the Contractor a digital recording via email within 8 hours of the meeting. The recordings typically range from 25MB to 125MB. It is expected that most minutes will be returned the next day.

PRICING

- 1 Compensation: This is a firm fixed price Contract between Bellefonte Borough and Contractor, as set forth in the Scope of Work

Contractor agrees to accept the specified compensation as set forth in this Contract as full remuneration for performing all services and furnishing all staffing, labor, and insurance, vehicles, equipment, materials, overhead, travel, etc. required for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by Contractor of all its duties and obligations hereunder. The Proposal price must include all fees, shipping, freight, transportation, travel, tax, and any other fees. No other compensation will be allowed.

Contractor shall only be compensated as set forth herein below for work performed in accordance with the Scope of Work.

Fees and Charges: Bellefonte Borough will pay the following fees in accordance with the provisions of this contract.

Annual Contract amount shall not exceed :\$ TBD

Description	Unit	Price per Unit
Transcription (Urgent) - Delivery within 4 hours	Per Page	\$ _____
Transcription (Priority) delivery within 24 hours	Per Page	\$ _____
Transcription (Non-Priority) delivery within 2 Days	Per Page	\$ _____

PAYMENTS and INVOICING

Contractor shall submit invoices on a monthly basis. Invoice shall include total number of pages types, dates, and name of meeting. The responsibility for submitting an acceptable invoice rests with the Contractor. Invoices are to be sent to:

Bellefonte Borough
ATTN: Lori Walker, Finance Director
236 W. Lamb Street
Bellefonte, PA 16823

or they can be sent via email to lwalker@bellefontepa.gov

Please complete the yellow highlighted portion of this page above and also complete the requested information below:

NAME _____

ADDRESS _____

Email Address _____ Phone No. _____

Number of years experience performing transcription services? _____

Please list three references for whom you are currently (or previously provided transcription services and their contact information

1.

2.

3.

Please complete this proposal and sign. If mailed, forward to Ralph W. Stewart, Borough Manager at the following address:

236 W. Lamb Street
Bellefonte, PA 16823

The Borough will be accepting proposals for transcription services until Wednesday, March 1, 2017 at 4:00 PM. Proposals may be mailed to the Borough at the above address with the envelope marked "Transcription Services RFP" or emailed to Kathy Stanton at kstanton@bellefontepa.gov with the subject line stating: "**Transcription Services**"

The proposals will be evaluated based on experience, price, and customer reference satisfaction.

Signature

Advertisement:

Bellefonte Borough is seeking a transcriptionist to record minutes of the Borough's various meetings including but not limited to: Borough Council meetings, Bellefonte Water Authority meetings, Planning Commissions meetings, etc. Interested individuals or contractors wishing to submit an RFP should contact the Borough at 814-355-1501 or go to the Borough's website at www.bellefonte.net to download the proposal form. Request for Proposals are due no later than Wednesday, March 1, 2017 at 4:00 PM EST.