

**IFB #20-001: Stenographic/Hearing Reporter Services for Tenured Teacher Hearings
Questions and Answers**

Who are the present contractors for all five regions?

Area I -Ubiquis Reporting Inc.
Area II- Ubiquis Reporting Inc.
Area III- StenoKath Reporting Services Ltd.
Area IV- Associated Reporters International Inc.
Area V- Associated Reporters International Inc.

What is the present page rate and appearance fees for all five regions?

Area I- \$2.20/page in person appearance fee \$120
Area II- \$3.00/page in person appearance fee \$160
Area III- \$4.14/page in person appearance fee \$100
Area IV- \$3.89/page in person appearance fee \$150
Area V- \$4.44/page in person appearance fee \$150

How accurate are the numbers for estimated hearing dates for each region?

The hearing date information in the IFB is from fiscal year 2014. The number of hearing days vary each year.

Are the hearings for Region I all at the same location, if not how many locations?

Region I hearings take place at the NYCDOE offices located at 100 Gold Street, New York, NY 10038.

How many simultaneous hearings transpire per day for Region I?

Region I can have up to 15 different hearings taking place simultaneously on one day. On other days, it may have fewer hearings taking place simultaneously.

Do you anticipate that during the term of this contract period that it will not be necessary to mail invoices/vouchers and you will accept what is uploaded to TEACH?

For the term of this contract period, we anticipate that it will be necessary to mail invoices/vouchers as well as uploading them to TEACH.

Who is the current vendor for Area I and Area II and what is the page rate and appearance fee?

Please refer to the answers for questions 1 and 2.

Are the hearings conducted at certain NYSED offices throughout the five boroughs of NYC?

Area I hearings are conducted at the NYCDOE offices located at 100 Gold Street, New York, NY 10038. Hearings for other areas take place at various school districts throughout New York State.

Is the approximate numbers of hearings listed for Area I based on 2018 numbers?

No, this number is based on estimates from 2014. Hearing dates vary each year depending on the amount of cases. There are no guarantees on the number of hearing dates.

What is meant by “subcontracting” 30 percent? Extra fees we can charge?

Subcontracting refers to services performed by individuals who are not employees of the contractor. Subcontracted work is limited to 30% of the total budget. All work, whether performed by the contractor or any subcontractor, will be reimbursed at the agreed-upon rates for Page Fee and Appearance Fee. No additional fees are allowed.

Whether companies from Outside the USA can apply for this?

Companies from outside the USA are not eligible to apply for this IFB, as confidential information accessed by or provided to the contractor during the course of performing services for New York State must not be stored or accessed outside of the continental United States.

Whether we need to come over there for these meetings?

Some of the prehearing conferences are done via conference call, but all other hearings require a court reporter to be present.

Can we perform the tasks (related to RFP) outside of the USA? (like from India or Canada)

No. The hearings require a court reporter to be present.

Can we submit the proposals via email?

No. Please see Submission Requirements on page 2 of IFB.