

Portfolio Title: Transcription Services

Lead Entity: State of Colorado

Master Agreement: #197247

End Term: April 30, 2027

PORTFOLIO SNAPSHOT

OVERVIEW:

This Transcription Services portfolio includes general transcription, medical transcription, legal transcription, law enforcement transcription, financial transcription, academic transcription, and live transcription in formats such as Zoom, Teams, or Blue Jeans. Transcription Services suppliers shall provide a word error rate of less than 1.0%, provide an annual error rate report to each Purchasing Entity, and provide a quality report annually to each Purchasing Entity.

To offer this contract nationwide, RFXPremier has partnered with the State of Colorado to incorporate RFXPremier's terms and conditions, transforming it into a cooperative contract accessible across the country. This partnership ensures transparency, fosters healthy competition, and legal compliance, all under the rigorous standards set by the State of Colorado.

KEY BENEFITS:

1. This portfolio will provide a wide array of transcription services in various categories and capacities, please see Master Agreement Pricing section below.
2. Accessing this portfolio through RFXPremier's eMarket place allows purchasing entities to request quotes and negotiate additional terms to satisfy their procurement requirements.

Initial Term: May 9, 2022, through April 30, 2025

Renewals: Two (2) additional one (1) – year renewal option

Total Term Possible: April 30, 2027 (5 total years)

RFxP Term: April 1, 2025, through April 30, 2027

SOLICITATION INFORMATION:

- ❖ **Type:** Request for Proposals (RFP)
- ❖ **RFP #:** SPCO-AR-22-02
- ❖ **Date Released:** January 11, 2022
- ❖ **Date Closed:** February 14, 2022
- ❖ **Number of Amendments Posted:** One (1) Amendment
- ❖ **Days Publicly Posted:** 35 days



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AWARD CATEGORIES:

1. Transcription Service Type:

- General
- Court/Legal
- Medical



PRICING:

Master Agreement pricing reflects “per page” transcription service pricing by category
Below is the pricing description. Please see below:

MASTER AGREEMENT PRICING

Service Type	Per Page*	Number of people speaking											
		2 people		2 people		2 people		3 people		3 people		4 people	
		1 day	3 days	5 days	10 days	1 day	3 days	5 days	10 days	1 day	3 days	5 days	10 days
General Transcription	1	\$3.30	\$2.55	\$2.30	\$2.20	\$3.80	\$3.55	\$3.30	\$3.05	\$3.80	\$3.55	\$3.30	\$3.05
Court/Legal Transcription	1	\$3.30	\$2.55	\$2.30	\$2.20	\$3.80	\$3.55	\$3.30	\$3.05	\$3.80	\$3.55	\$3.30	\$3.05
Medical Transcription	1	\$3.55	\$2.55	\$2.55	\$2.55	\$3.80	\$3.55	\$3.30	\$3.05	\$3.80	\$3.55	\$3.30	\$3.05

Additional Transcription Service Charges	Per Page*	1 day	2 days	3 days	4 days	5 days	10 days
Audio Time Coding	1	\$0.80	\$0.80	\$0.80	\$0.55	\$0.55	\$0.55
Burnt-in Timecode	1	\$0.80	\$0.80	\$0.80	\$0.55	\$0.55	\$0.55
Speaker Tracking	1	\$0.80	\$0.80	\$0.80	\$0.55	\$0.55	\$0.55
Non-American Accent	1	\$0.80	\$0.80	\$0.80	\$0.55	\$0.55	\$0.55
Noisy Background	1	\$0.80	\$0.80	\$0.80	\$0.55	\$0.55	\$0.55
Strict Verbatim	1	\$0.80	\$0.80	\$0.80	\$0.55	\$0.55	\$0.55
Subtitle File	1	\$0.80	\$0.80	\$0.80	\$0.55	\$0.55	\$0.55
High Difficulty Level	1	\$0.80	\$0.80	\$0.80	\$0.55	\$0.55	\$0.55

Optional Transcription Services	Per Page*	1 day	2 days	3 days	4 days	5 days	10 days
Law enforcement	1	\$3.80	\$3.55	\$3.55	\$3.30	\$3.30	\$3.05
Academic	1	\$3.80	\$3.55	\$3.55	\$3.30	\$3.30	\$3.05

EVALUATION AND SCORING:

The State of Colorado did an initial assessment of all proposals to determine if each Offeror met all of the mandatory qualification requirements outlined in the RFP. This determination was made on a Met/Not Met basis, and only those proposals which met the requirements were eligible to move onto the next phase of the evaluation.

DISCLAIMER: This document is provided by RFxPremier and is for informational purposes only. While RFxPremier has worked to ensure the validity of the information provided, the user should not rely solely on the information contained in this document. Official records are maintained by the procurement office of the entity that led the solicitation and should be reviewed prior to making any decision.

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During the next phase of the evaluation, proposals were evaluated by the Evaluation Committee using the evaluation criteria listed below. The evaluators considered whether the Scope of Work requirements in the solicitation were addressed, and they reviewed the capabilities of the Offeror, as well as the quality of the approach proposed, the price, and any other aspect determined relevant. The evaluation criteria used in evaluating the proposals were as follows (listed in no particular order):

- Technical Proposal
- Demonstrated Experience and Capabilities
- Cost Proposal

AWARD: The State of Colorado received 14 proposals during the open solicitation period and then evaluated, and the result was that five (5) total vendors were awarded. Of those awarded vendors, contract negotiations were only successful with 4 of them. For the RFxP partner contract amendment, Ditto Transcripts is the only vendor (out of 4) that elected to participate in the partner contract and amended their State of Colorado contract to incorporate RFxPremier Master Agreement language to be a supplier under this cooperative portfolio.

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