

## Vendors

Federal Business Opportunities

## R - Verbatim Reporting Services

## RS-ASL-04-315

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➔ Solicitation 01 (Posted on Jul 15, 2004)

Description	Size (Bytes)	File Format
<u>Minimum Security Requirements</u>	662,822	Adobe PDF
<u>NRC Form 187</u>	96,657	Adobe PDF
<u>NRC Form 587</u>	33,476	Adobe PDF
<u>Price Schedule</u>	19,010	Adobe PDF
<u>SF1449 Solicitation</u>	141,244	Adobe PDF
<u>All Files</u>	739,112	Zip Compression

➔ Question and Answers for Solicitation ASL-04-315, NOTE: Bid Date revised 01 (Posted on Jul 29, 2004)

Description	Size (Bytes)	File Format
<u>Q &amp; A to Solicitation ASL-04-315</u>	13,984	Adobe PDF
<u>All Files</u>	10,743	Zip Compression

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A/S

# **Question and Answers for Solicitation ASL-04-315**

**\* NOTE:**

**REVISED PROPOSAL DATE PROPOSALS DUE: AUGUST 4, 2004  
@11.00 A.M.(est)**

**"Sealed offers for furnishing the services in the schedule are due at 11.00 a.m.,  
Washington DC, local time on August 4, 2004" (Late Proposals will not be  
excepted)**

- The due date for receipt of offers is extended (See Above).
  - The Solicitation is revised to reflect the changes shown below.
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## **Questions**

**1. There are significant differences (procedurally and financially) between the procedures for processing "Sensitive Unclassified Information" versus the procedures for processing "Classified Information", yet these categories are undifferentiated on the pricing matrix. Due to the very different amounts of personnel clearance qualification, skill level, manpower time, and contractor resources required for these two types of work, would NRC split these categories into separate pricing schedules on the pricing matrix?**

We have chosen not to split out the classified portion as we expect the majority of the work to be in the "Sensitive Unclassified Information" category.

**2. On the NRC Contract Security and/or Classification Requirements Form (187), which is attached for bidder guidance, there are two main performance categories: "National Security" and "Restricted Data". On the "Minimum Requirements for Handling Classified and Sensitive Unclassified Information" form (also attached for bidder guidance) there are two main handling categories: "Classified Information" and "Sensitive Unclassified Information". Since the terms are so different from one from to the other, how may we understand how the latter "classified" categories relate to the Form 187 "classified" categories?**

NSI and RD are the two categories of Classified information as reflected on the 187. Sensitive unclassified information (SGI, OUO, Proprietary) is addressed in number 5 performance category "D" and is addressed on reverse side of "min requirements for classified and sensitive info card".

**3. The sample NRC Form 587 "Request for Court Reporting Service" does not include a 10-day delivery option or a checkbox option for CD's, miniscripts or audio/video tapes. Will these be added to the forms and if so how will the contractor be paid when any (or all) of these items are checked (required for delivery)?**

The form is being revised to include the 10-day option and miniscript copies. As stated in the contract, miniscripts will be paid at the copy rate per page and audio/video tapes are already included as a line item. NRC Form 587 is a working form, which can be revised anytime during the contract. NRC Form 587 is a communication tool.

4. Under the section DEFINITIONS, 3. Duplicated, a requirement states: "duplication by various processes including, but not limited to photocopy, multiple computer printout, disk/CD copy, video and audio tapes". There is nothing in the pricing schedule to cover the costs of duplicating disks/CD copies, or video and audio tapes. Will a CLIN price for duplicates of these items be added to the pricing schedule? If not, is it the NRC's intent that the contractor not be compensated separately for this duplication service? If the contractor is not to be compensated, then is it contemplated that there is a certain number of duplicates that the contractor is required to provide at no cost or is there no limit? Also, what is the estimated amount of each of the "duplicates"?

Duplications are covered under the DESCRIPTION OF WORK section where it states that "The efforts requirements are listed below and are to be included as part of the unit costs."

5. Under the SCOPE OF WORK, DESCRIPTION OF WORK, (3), the contractor is required to "furnish complete transcripts, minusccripts, electronic files, audio or video tapes, CD ROMs, all inclusive, as ordered. . ." What does "all inclusive" mean in terms of providing these services and in terms of billing? If NRC can order any of these items, where is the pricing evaluation for them and what are the estimated quantities for each of these items?

The third paragraph preceding the above, states "The efforts requirements are listed below and are to be included as part of the unit costs."

6. If an order is changed (different or additional services are requested; different quantities are ordered, etc.) after performance has begun on that order, does that change the delivery time for the order? If so, how does it change the delivery time?

If an order is changed, the quantities and delivery time would be calculated from the date and time the change is requested.

7. Under the SCOPE OF WORK, DESCRIPTION OF WORK, (6), references are made to "other electronic media". What is meant by this phrase? Is this supposed to cover both currently existing unspecified technology and also as yet undeveloped technology which may come on-line during the course of this contract? If so, how is a contractor to be compensated for this service and to offer a price for the possibility of unknown future requirements?

Yes, it is meant to cover as yet undeveloped technology which may come on-line during the course of this contract. The NRC will modify the contract if a (not currently existing technology as of 8/31/04) new technology is mandated and the Contractor at this time reserves the right for a negotiated compensation, via. contract modification.

8. The Performance Section contains a requirement for providing a Spanish speaking reporter/transcriber. There is no CLIN on the pricing schedule for this service. Will NRC add a pricing category for this service? What volume of work does NRC project for this requirement? Will proceedings conducted in Spanish be transcribed in Spanish or translated to English? Is the contractor required to provide

**either simultaneous English to Spanish (and Spanish to English) interpreters or required to translate English to Spanish (and Spanish to English) transcripts during the transcription phase or both or neither and at what CLIN prices? What locations will require a Spanish speaking reporter/transcriber other than "such as Puerto Rico"?**

The need for this has been very limited, occurring only twice in the past 14 months. It isn't expected to exceed four cases per year. An interpreter is not required as the NRC investigator will ask a question in English another participant will pose the question in Spanish to the subject and translate the response to English for the reporter to transcribe only the English. For efficiency, it is best that the reporter understand Spanish. This is not expected to take place in any place other than Puerto Rico. Since it is such a rare occurrence, and we are asking only for an English transcript, we are not adding a separate pricing category.

**9. For unclassified proceedings is the delivery reduction schedule the same no matter where the proceedings are held (CONUS, etc.) and no matter where the delivery point (same location, other locations, etc.) is located?**

Yes

**10. In general, what are the delivery requirements for DAILY delivery when the proceedings are held after (or may run) past 6:00pm?**

For the portion that runs past 6:00 an additional day is allotted.

**11. Is it the intent of the delivery reduction schedule that classified transcripts ordered "daily" be delivered by 8:30am on the next business day?**

Yes, that is the intent.

**12. What provision for secure reporting, transcribing, processing, storage and transport of classified material is being offered by NRC for contractor compliance with security requirements when cleared reporters are required to travel to and from non-DC locations? And for classified material, is the delivery reduction schedule the same no matter where the proceedings are held (CONUS, etc.) and no matter where the delivery point (same location, other locations, etc.) is located?**

It is the responsibility of the reporter/transcriber to supply the necessary reporting equipment and to package the material and transport it properly. If there is a need for storage in a place outside of NRC Headquarters, the NRC will have that responsibility.  
The reduction schedule is the same for all deliveries.

**13. When classified proceedings are held outside the DC metropolitan area, especially in remote locations, is it contemplated that the NRC will pay travel expenses for a cleared reporter to travel to the proceeding?**

No, since very few, if any, classified is expected to be outside of the DC area, it is expected that the contractor structure that expense into the page rate for sensitive unclassified and classified material.

**14. At what rate should work be billed when a proceeding is subjected to a change in the security classification level (higher or lower) during or after the proceeding has been completed, but before the transcript is delivered?**

The security classifications are paid at the same rate whether they are classified or sensitive unclassified- it doesn't matter if the designation is changed. If on the other hand a faster turn-around is requested, it would be paid at the higher rate for that turn-around.

**15. What percentage of public versus non-public proceedings are contemplated?**

This is not something we have specifically tracked. All of the Office of Investigations and Office of the Inspector General interviews and investigations are non-public. Most of the other hearings and meetings are public. The hearings and meetings normally generate many more pages than the non-public meetings although in sheer numbers there will be more of the non-public variety.

**16. For public proceedings, is it the intent of the NRC to post reporter/transcriber texts either on the NRC website or in the NRC reading room for free public access, thereby limiting or obviating the contractor's opportunity to receive revenue by making sales of duplicated copies?**

Yes.

**17. With regard to non-public proceedings, is it NRC's intent to restrict all public access to any or all of this material, thereby limiting or obviating the contractor's opportunity to receive revenue by making sales of duplicated copies?**

Yes.

**18. From among the various goods and services required in the statement of work (original transcripts, transcript copies, CD's, miniscrits, audiotapes, videotapes, electronic files, etc.) what does the NRC intend to include as a basic order?**

A basic order would be an original with anywhere from 1 to 6 copies with either an electronic (email) or disk copy (in for example WordPerfect, PDF, or ASCII format). Miniscrits are requested less often.

**19. Are the amounts indicated on NRC's sheet of estimated pages as "copy" an additional copy to the NRC? For example, if NRC wants an additional copy and minuscrit disk, does that count as two copies? Is this the price you asking for on this line?**

Yes, that would count as two copies - there is no separate pricing for minuscrit copies. However, we don't ask for the minuscrit on disk, just on paper.

**20. What is the percentage of the pages designated in the "Classified & Sensitive/Unclassified (propriety & safeguards) that are actually required to be treated as classified data?**

In the past year, we have had only one transcript designated as classified.

**21. How often do sessions require a notary?**

Not very often. There was one such request in the past six months.

**22. How often are each of the following requested of the 31,000 estimated tape transcription pages? Micro tapes, video tapes, CD ROMs?**

Probably 95% of the tape transcription is regular (full-size) tapes. Occasionally, micro tapes are used, less often CD ROMS and even less, a video tape.

**23. Is there a minimum paid for the short transcripts generated by postponements?**

Yes, the minimum is \$250. The minimum is paid for any short transcript whether there is a postponement or not.

**24. Is the \$2.50 per page penalty in Reduction Schedule (h) in addition to the 10% penalty for late transcripts?**

No.

Section B.1"Statement of Work"/Reduction Schedule/Section (h) is deleted in its entirety.

Section B.1"Statement of Work"/Reduction Schedule/Section (i) is deleted in its entirety and replaced with the following:

" (i) Alternatively, if delivery or performance is so delayed, the NRC may terminate this contract in whole or in part under the Default-Fixed-Price Supply and Service clause in this contract and in that event, the Contractor shall be liable for fixed, agreed, and liquidated damages accruing until the time the NRC may reasonably obtain delivery or performance of similar supplies or services. If the Contractor fails to deliver or perform the services within the time specified in this contract, or any extension, the Contractor shall, following the price reductions set forth herein, pay to the Government as fixed, agreed, and liquidated damages, for each business day of delay the sum of \$2.50 per page. The liquidated damages shall be in addition to excess costs under the Termination clause."

**25. What percentage of the NRC sessions are located outside the Washington Metropolitan Area?**

Of the hearings and meetings that last several days or longer, it's around 40% local and 60% out of town.

Of the shorter duration interviews and investigations (these are normally one on one) probably 90% are out of town. Many of these are the interviews that are taped by the investigators.

Note: NRC estimates these percentages on the current status only.

## QUESTIONS FROM NEAL R. GROSS

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**QUESTIONS FROM, Diversified Reporting Services, Inc.**

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