



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
WEH13008

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES
 WELCH COMMUNITY HOSPITAL

 454 MCDOWELL STREET
 WELCH, WV
 24801 304-436-8710

DATE PRINTED
10/18/2012

BID OPENING DATE: 10/25/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	YR		961-72		
ADDENDUM NO. 2 1. TO ATTACH A PAGE CONTAINING VENDOR QUESTIONS AND THE AGENCY RESPONSES INADVERTENTLY OMITTED FROM ADDENDUM NO. 1. 2. TO MOVE THE BID OPENING FROM 10/23/2012 TO 10/25/2012. BID OPENING TIME REMAINS AT 1:30 PM. 3. TO PROVIDE THE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID. END OF ADDENDUM NO. 2 BLANKET CONTRACT FOR DICTATION/TRANSCRIPTION SERVICE ***** THIS IS THE END OF RFQ WEH13008 ***** TOTAL:						

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: WEH13008
Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as WEH13008 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

To provide an additional page of vendor questions and responses inadvertently omitted from Addendum No. 1 and move the bid opening date.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

1. See attached page inadvertently omitted from Addendum No. 1.

2. The bid opening has moved from 10/23/2012 to 10/25/2012. The bid opening time remains at 1:30 pm.

A.10. See attached revised Cost Proposal sheet. Same pricing structure as previously. Vendor must provide all dictation and transcription services as required for the quoted price per line which is defined as 65 text characters with spaces. The current contractor is: Bureau of Office Services, Inc.

Q.11. If there are any shipping charges, who would incur those?

A.11. The vendor will incur those as Item 3.1.1.1 states "Vendor shall provide all supplies, postage, shipping and dictation equipment necessary for transcribing and dictating, and be responsible for all cost associated with the providing of said services within their office location, including a toll-free telephone number or local telephone number to receive dictation, providing access for a maximum 30 users."

Q.12. How will dictations be made? 800 number? Digital Recorders? Tapes or CD's sent to us?

A.12. The vendor will provide an 800 number as Item 3.1.1.1 states "Vendor shall provide all supplies, postage, shipping and dictation equipment necessary for transcribing and dictating, and be responsible for all cost associated with the providing of said services within their office location, including a toll-free telephone number or local telephone number to receive dictation, providing access for a maximum 30 users."

Q.13. It is our experience that outsourcing of transcription overseas significantly lowers the quality of the final transcripts. Do you allow such outsourcing of the transcription, either completely or partially, to vendors, subdivisions, or individuals located outside of the 50 states of the United States?

A.13. The successful vendor will be solely responsible for all work performed under the contract. The vendor shall not enter into subcontracts for performance or work under the contract without written permission of the Agency. Vendor must guarantee that employees who perform transcriptions will be available on-site within 24 hours, as needed, for various administrative and legal proceedings.

Q.14. Does Welch Community Hospital have a verification process of US vs Global?

A.14. Yes, vendors must be registered with the office of the West Virginia Secretary of State.

Q.15. Who is the current vendor; What is the current per line rate that the facility pays?

**A.15. Bureau of Office Services;
 Transcription Reports provided within 24 hours \$0.0975
 Discharge Summaries provided within 48 hours \$0.0955
 STAT Reports provided within 90 minutes \$0.0995
 H & P Reports were not included on previous contract.**

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: WEH13008

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
 Revised 6/8/2012