

**Questions and Answers for Invitation for Bids # 18712- Hearing Reporter Services for the New York State Department of Health: Office of Professional Medical Conduct and Bureau of Adjudication**

1. Will any of these hearings be held in person or will they all be done on a remote platform such as WebEx or Zoom?

A: These hearings are currently being held remotely pursuant to the Governor's Executive Order No. 202.1. Once this order has been lifted, ALL hearings are expected resume in person in compliance with Public Health Law 230.

2. Would the NYS Department of Health consider the use of remote court reporters for service of this contract even when in-person hearings resume?

A: No.

3. If in-person, where will the hearings be held?

A: Regions 1-4. This includes **New York City**: 90 Church Street, New York, NY 10007, **New Rochelle**: 145 Huguenot Street, New Rochelle, NY 10801, **Central Islip**: 320 Carleton Avenue, Central Islip, NY 11722, **Albany/Menands**: Riverview Center, 150 Broadway, Albany, NY 12204, **Buffalo/Rochester**: 584 Delaware Avenue, Buffalo, NY 14202, 335 East Main Street, Rochester, NY 14604 and **Syracuse**: 217 South Salina Street, Syracuse, NY 13202.

4. If awarded this contract, will DOH pay our invoices via direct deposit or will we be paid with a State P-card? Do we have the option of choosing direct deposit?

A: Invoices will be paid either through direct deposit or through a P-Card.

5. Are there any exhibits at these hearings that would need to be processed?

A: Yes.

6. Do you have any sort of estimate on how many exhibits are on an average hearing?

A: No.

7. Is it possible for you to provide a sample transcript?

A: No, transcripts contain confidential information.

8. What was the budget for these contracts in 2019 and 2020?

A: \$70,500

9. What is the expected budget for the first year of this upcoming contract?

A: That information is not available.

10. Would the NYS Department of Health consider the use of certified digital court reporters for service of this contract?

A: No.

11. Will the approximate expected length of the hearing be provided when it is scheduled?

A: Yes.

12. My question references Paragraphs 4.5, 4.6 and 4.7 in this IFB relating to hard copy and/or CD for the transcript delivery. Since the pandemic began, we have been delivering our transcripts electronically. Is this an option for the Department of Health?

A: Use of electronic delivery may be substituted for CD's, if allowed by the Presiding Officer.

13. Who holds the current contract(s) and what is their pricing?

A: Precise Court Reporting Services, Inc.- Region 1  
Hilda Finer d/b/a M&F Reporting Services - Regions 3 & 4

| <b>Region 1</b>      |               | <b>Region 3</b> | <b>Region 4</b> |
|----------------------|---------------|-----------------|-----------------|
| <u>Delivery Type</u> | <u>Rates</u>  | <u>Rates</u>    | <u>Rates</u>    |
| Normal               | \$ 4.25 /page | \$ 4.25 /page   | \$ 4.50         |
| Priority             | \$ 5.25 /page | \$ 5.00 /page   | \$ 5.00         |
| Overnight            | \$ 5.75 /page | \$ 5.50 /page   | \$ 5.50         |
| Immediate            | \$ 6.25 /page | \$ 6.00 /page   | \$ 6.00         |
| Evening Rate         | \$ 5.00 /page | \$ 0.00 /page   | \$ 0.00         |
| Copy Rate            | \$ 0.40 /page | \$ 0.00 /page   | \$ 0.00         |

14. I am not able to open Attachment 9, (References) in this IFB. It is a link that says "File not Found" when I click on it. Please provide this document or a working link.

A: This document is provided in a separate link on the NYSDOH website under Grants and Funding Opportunities; IFB #18712 for Hearing Reporter Services.

15. Will there be a need for remote depositions and the technology that goes along with them?

A: Yes, these hearings are currently being held remotely pursuant to the Governor's Executive Order No. 202.1 and requires the contractors to have the necessary technology for these hearing reporter services. Once this order has been lifted, ALL hearings are expected to resume in person in compliance with Public Health Law 230.

16. What are the present requirements for remote hearing reporter services?

A: All requirements are the same except attending the hearing remotely.