

City of Union City

Request for Proposals from Individuals Interested in Providing Recording and Transcription Services for the Union City Boards for the Period March 1, 2014 through June 30, 2014

Introduction

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks proposals from individuals who wish to provide recording and transcription services, as directed by the Corporation Counsel, the Board of Commissioners or other appropriate official within the City for a contract period beginning on or after March 1, 2014 and ending June 30, 2014. The position may also be subject to Department of Community approval. The successful applicant must have significant experience with recording and transcription services. If awarded a contract, the individual/company shall be required to comply with the requirements of N.J.S.A. 10.5-31 et seq. and N.J.A.C. 17:27. The successful applicant will engage in/be responsible for, but not be limited to, the following activities:

1. Shall record and transcribe regularly scheduled sessions and special meetings as scheduled of the Union City Board of Commissioners, Union City Zoning Board, Union City Planning Board and Union City Redevelopment Agency. A list of the regularly scheduled meetings is attached. The schedule of these meetings is subject to change.

The aforesaid times are approximate and may change subject to the board calendar. The recording monitor must attend the complete meeting.

In the event of vacation or unavailability, the recording monitor is permitted to utilize a substitute for a limited period, with the approval of the appropriate board.

The Recording monitor SHALL:

1. Set up and record of each meeting. The recording monitor shall provide equipment necessary to record each meeting. This equipment shall use multi track recorders, or its equivalent, four channels with independent microphones and recording tapes provided by the Consultant. The Consultant shall provide the transcript of the meeting as requested by the specific Board.
2. Any other service necessary to record and transcribe the meetings for the City of Union City.

3. The Consultant shall be required to travel to the various locations throughout the City of Union City as set by the annual meeting schedule, as amended, and accommodate any changes in venue or schedule as may be required by the City.
4. Proceedings shall be logged for speaker identification and changes.
5. Condition of recording environment and sound recording quality shall be monitored throughout proceedings.
6. The Consultant shall have the ability to transcribe tape recorded on a Sony BM 246 Recorder with four channel, independent microphones or Liberty Court Recorder (Version 6.3) Digital Recording System or equivalent. Consultant shall supply recording tapes.
7. The Consultant shall produce the verbatim transcript from current and previous years meeting tapes with the provision that the contract amount not be exceeded.
8. The Consultant shall provide the City with copies of recording as requested and verify that all tapes are kept in compliance with New Jersey Division of Archival Record Standards.

Professional Information and Qualifications

Copies of this standardized submission requirements and selection criteria are on file and available from the Office of the City Clerk. Each interested candidate shall submit the following information:

1. Name of firm or individual;
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which recording monitor will be assigned to work with the City;
3. Description of candidate's education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
4. Experience related to providing recording and transcription services for other public entities;

5. At least four (4) references, three (3) of which must have knowledge of your service to public entities;
6. The candidate's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
7. Cost details of attendance of a monitor at each meeting for three (3) hours including set up time and overtime per hour, verbatim transcript per page(regular turnaround), expedited transcription per page, daily copy turnaround per page, electronic disc, duplication of tapes per tape, reformatting of tapes per tape and any other cost associated with the performance of this service in its entirety; and
8. Any other information which the interested firm deems relevant;
9. Statement of corporate ownership (c.52:25-24.2); and
10. Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L.2004 c. 57).

Selection Criteria

The selection criteria used in awarding a contract for professional services as described herein shall include, but not be limited to:

1. Education, as described in the recording and transcription services.
2. Experience, as described in the recording and transcription services job description.
3. Professional and personal references.
4. Requested costs for services.

Submission Requirements

Sealed proposals and a list of references will be publicly opened by the Union City Acting City Clerk in her offices at Union City Hall, 3715 Palisade Ave., Union City at 11 a.m. on February 3, 2014. Proposals must be received no later than 11 a.m. on February 3, 2014 by: Laura M. Miller, Acting City Clerk

City of Union City
3715 Palisade Avenue
Union City, New Jersey 07087

Kindly mark the outside packaging containing your submission with a notation of the RFP to which you are responding. Please submit one original and three (3) copies of the RFP. Please use white 8 ½" x 11" paper. Please staple the original and three (3) copies in the upper left corner. Please do not bind the submissions in any manner or place each copy in folders.