



STATEWIDE TRANSCRIPTION SERVICES

NON-MANDATORY FOR STATE AGENCIES

AVAILABLE TO POLITICAL SUBDIVISIONS

Contract Award #: 2023-200-5226
IRIS MA #: 230000034
Initial Term: October 10, 2022 through September 30, 2024
Renewals Remaining: One optional one-year renewal through September 30, 2025

The Department of Administration (DOA), Office of Procurement and Property Management (OPPM), has awarded a contract for Statewide Transcription Service. The purpose of this contract is to provide all transcription services for general, medical, and legal records to convert speech; either live or recorded, into written or electronic text documents.

All other State of Alaska governmental entities may purchase from the contract resulting from this solicitation, including entities such as the Alaska Legislative Branch, the Alaska Court System, the University of Alaska, Boards and Commissions, federally recognized tribal governments, and all State of Alaska political subdivisions, cities, boroughs, and school districts.

Vendor Information



Reference Alaska Contract 2023-200-5226 when requesting transcription services.

Contact	Email	Phone Number
Larry Perrone	AKRequests@anptranscriptions.com	845-893-2859
Eva Smith	AKRequests@anptranscriptions.com	201-297-9344

NOTE: If you have additional questions regarding this contract, please contact the contracting officer listed below.

Joshua Hartman - Contracting Officer
Department of Administration
Office of Procurement and Property Management
(907) 465-5758
joshua.hartman@alaska.gov

APPENDIX D FINANCIAL CONSIDERATIONS

Prices below include all anticipated charges, including but not limited to: freight and delivery, cost of materials and product, transaction fees, overhead, profits and other costs or expenses incidental to the contractor's performance.

1	Service Type	Standard line (65 characters including space)										
		Line Count		2 days		3 day		4 day		5 day		6+ days
	General Transcription	500	66.5	0.12	60	0.1	50	0.095	47.5	0.093	46.5	0.091
	Court/Legal Transcription	500	66.5	0.12	60	0.1	50	0.095	47.5	0.093	46.5	0.091
	Medical Transcription	500	66.5	0.12	60	0.1	50	0.095	47.5	0.093	46.5	0.091
	Total		\$ 199.50		\$ 180.00		\$ 150.00		\$ 142.50		\$ 139.50	
2	Additional Transcription Service Charges	Line Count		2-day		3-day		4-day		5-day		6+ days
	Audio Time Coding	500	\$ 15.00	0.03	\$ 15.00	0	\$ -	0	\$ -	0	\$ -	0
	Burnt-in Timecode.	500	\$ 15.00	0.03	\$ 15.00	0.03	\$ 15.00	0.03	\$ 15.00	0.03	\$ 15.00	0.03
	Speaker Tracking	500	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0
	Multiple Speakers	500	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0
	Non-American Accent	500	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0
	Noisy Background	500	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0
	Strict Verbatim	500	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0
	Subtitle File	500	\$ 15.00	0.03	\$ 15.00	0.03	\$ 15.00	0.03	\$ 15.00	0.03	\$ 15.00	0.03
	High Difficulty Level	500	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0
	Total		\$ 45.00		\$ 45.00		\$ 30.00		\$ 30.00		\$ 30.00	

VALUE ADDED ITEMS:

MEETING MINUTES \$0.20 / line

Meeting Minutes are a summary made from the transcript after it has been typed up. It is then cleaned up to reflect what was said in the meeting rather than a complete capture. It requires a more in-depth process as it is more of an executive summary formed from a transcript. This service is adaptive and ever-changing; modified with the input of each requestor.

Each line can exceed 65 characters, sometimes exceeding 90 characters.

The meeting minutes are additional cost, charged at \$0.20 per line. To create these minutes a transcript must be done first. Meeting minutes are a cleaned up, edited, and fully rewritten summary of the meeting from the raw transcript.

PROMPT PAYMENT FOR STATE PURCHASES

The state is eligible to receive a 5% discount for all invoices paid within 15 business days from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. The discount shall be taken on the full invoice amount. The state shall consider payment being made as either the date a printed warrant is issued or the date an electronic funds transfer (EFT) is initiated.

CONTRACT PRICE ADJUSTMENTS

Consumer Price Index (CPI): Contract prices will remain firm through September 30, 2023.

The contractor or state may request price adjustments, in writing, 30 days prior to the contract renewal date. Requests must be in writing and must be received 30 days prior to the contract renewal date. If the contractor or state fails to request a CPI price adjustment 30 days prior to the contract renewal date, the adjustment will be effective 30 days after the state or contractor receives their written request.

Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items, Urban Alaska.

The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six-month average (January through June 2022); and each (January through June six-month average) thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed.

All price adjustments must be approved by the procurement officer prior to the implementation of the adjusted pricing. Approval shall be in the form of a contract amendment issued by the procurement officer.