



Florida's Dynamic
Waterfront Community

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

RFP 2022-01

TRANSCRIPTION SERVICES

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NOTICE IS HEREBY GIVEN that the Riviera Beach Community Redevelopment Agency (CRA) is seeking sealed proposals for Transcription Services RFP #2022-01. Proposals from respondents will have extensive and professional experience with transcription services of Board Meeting minutes, Court Reporting, and or Group Meeting minutes.

The Riviera Beach Community Redevelopment Agency will be accepting sealed proposals up to 4:00P.M. on August 19, 2022 delivered the Riviera Beach CRA Office located at 600 W. Blue Heron Blvd., Suite C-225, Riviera Beach, FL 33404. **Proposals received after August 19, 2022 at 4:00 P.M. will not be considered.**

Proposals will be ranked on a combined qualification and pricing for RFP 2022-01 Transcription Services. A contract will be awarded to the proasper that best meets the needs of the Agency. The contract will be an agreement for a three (3) year term with the option to extend agreement for an additional two years. Request for Proposal documents may be obtained at the Riviera Beach Community Redevelopment Agency located at 600 W. Blue Heron Blvd., Suite C225, Riviera Beach, FL 33404 or may also be obtained by visiting www.rbkra.com.

Requested submittals will include one (1) original printed proposal, three (3) printed copies, and one (1) electronic copy on an USB. Items received must be in a sealed envelope titled **“TRANSCRIPTION SERVICES- RFP 2022-01”** and hand delivered or mailed by the due date of August 19, 2022 at 4:00PM to Riviera Beach CRA, Attn: Sherley Desir, 600 W. Blue Heron Blvd., Suite C-225, Riviera Beach, FL 33404. **E-mailed and faxed proposals will not be accepted.**

Scope of Services

The Riviera Beach Community Redevelopment Agency invites qualified firms to provide both equipment and labor required to provide verbatim transcription services for the Agency.

1. Selected vendor will provide accurate in-person transcription services of both electronic and hard copy minutes of all CRA Board Meeting, Workshop Meetings, Special Meetings, Budget Meetings and any other request meetings pertaining to the Board of Commission. The vendor is required to transcribe, pickup, and deliver transcription or provide acceptable method of receiving/delivering completed hardcopies of transcription to the Riviera Beach Community Redevelopment Agency (CRA).
2. Transcription turn-around times to consist of general/standard turnaround time will be 7-10 working days. Emergency turn-around time will be 3-5 working days.
3. Performance of work will be offsite. Vendor will need to carry work to their office location and return completed work to the Agency via FedEx or personal delivery.
4. Vendor will submit a complete packet to include an introduction page that incorporates the following items:
 - (a) **Business Name**
 - (b) **Owner Name**
 - (c) **Business Address and contact information (phone number & email)**
 - (d) **Number of years of experience**
 - (e) **Detailed Pricing**
 - (f) **A Florida Certificate of Good Standings**
 - (g) **Proof of Insurance**
 - (h) **Three (3) completed Performance Reference Verification Survey Forms (Attachment A)**



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**ATTACHMENT A
PERFORMANCE REFERENCE VERIFICATION SURVEY FORM**

RFP 2022-01

TRANSCRIPTION SERVICES

Reference for (Vendor Name): _____

Agency Name: _____

Agency Contact: _____

E-mail: _____

Phone Number: _____

Please rate your experience with the vendor listed above.

Ratings: 1-Poor 2- Good 3-Exceptional 4-Not Applicable

1. Rate the level of commitment when performing work. ____

2. Rate the competence and accessibility of the personnel performing the work. ____

3. Rate the vendors knowledge and experience to produce required work. ____

4. Rate the vendors ability to meet deadlines. ____

5. Rate the overall performance of the vendor. ____

Additional comments:

Name: _____

Title: _____

Signature: _____ Date: _____