

Responses to the questions submitted with respect to City of Albany RFP 2010-16 are as follows:

- 1) I don't see a proposal sheet. Should we simply list what we would charge for a deposition, a hearing, cancellation, real time, rough ascii, expedited delivery? Or am I missing a page(s) from the proposal? **There is no proposal sheet. Cost proposal shall be submitted in accordance with Section 6 of the RFP.**
- 2) How much work are you talking about? I appreciate that you would not be necessarily awarding just one company; that is very helpful to know. But how many depositions do you hold in a year, how many administrative hearings? Are we talking an average of one a week or a dozen a week? How many of these are regular delivery and how often do you required expedited delivery or rough ascii's to be provided?  
**Workload varies. Most are regular delivery.**
- 3) Is it standard that the depositions/hearings are held at your offices in City Hall? If not, are they local or are we expected to travel out of the Capital District? **Most depositions/hearings are held in City Hall or within the Capital District.**
- 4) In the spirit of a "green planet," there an option to provide electronic transcripts in lieu of printing everything? We have the ability to provide electronic pdf and txt files as well as a program that condenses the transcripts and provides a word index. **Pursuant to Section 8 of the RFP, proposals may include alternative matters or items not specified or requested in this RFP. However, all such alternative matters or items must be listed separately from the proposal and the cost(s) thereof must be separate and itemized.**
- 5) If there is a deposition, the assumption is –"green planet" notwithstanding, there would be an original and one as standard order. But if there is a hearing, does the City provide the other side with a copy of the proceedings, or would we provide a copy to the hearing officer/arbitrator, one to the City attorney and one to the other side(s)? **Please see Section 4.2, subdivision (3) of the RFP.**
- 6) Are you interested in other services we offer, such as legal video for your depositions and/or hearings? **Pursuant to Section 8 of the RFP, proposals may include alternative matters or items not specified or requested in this RFP. However, all such alternative matters or items must be listed separately from the proposal and the cost(s) thereof must be separate and itemized.**