



**REQUEST FOR QUALIFICATIONS
No. DL151501RFQu**

**PROVIDE REMOTE REALTIME TYPEWELL
TRANSCRIBING SERVICES**

QUALIFIED POOL

For the time period:
November 2010 – October 2013

SUBMITTAL LOCATION:

Oregon State University
Procurement and Contract Services (PaCS)
644 SW 13th Street
Corvallis, Oregon 97333
(541) 737-4261

1.0 INTRODUCTION

1.01 Introduction:

This Request for Qualifications (RFQu) is to establish a Qualified Pool of Remote Real-time TypeWell Transcribing Services. Consultants accepted into the pool are prequalified to provide Transcribing Services to Oregon State University (OSU) in support of OSU's mission campus-wide. Real time transcribing service requests have steadily increased over the past eight years at Oregon State University. Remote real-time transcribing services will be used when on-site transcribers are unavailable for classes

Acceptance into the Qualified Pool only signifies prequalification and does not obligate OSU to issue a contract. Contracts will be issued on a case by case basis as projects occur. The Qualified Pool process was designed to create a group of vendors who are prequalified to do the work described in this RFQu. As projects come up within departments they can request a list of those vendors who have prequalified and they may choose to contract with a vendor based on interviews, specific experience, cost, and availability, etc.

1.02 Background:

Oregon State University is one of only two American Universities to hold the Land, Sea, Sun and Space Grant designations and is the only Oregon institution recognized for its "very high research activity" (RU/VH) by the Carnegie Commission on Higher Education. OSU is comprised of 11 academic colleges with strengths in natural resources, earth dynamics and sustainability, life sciences, entrepreneurship and the arts and sciences. OSU has facilities and/or programs in every county in the state, including 15 regional experiment stations, 36 county extension offices, and a branch campus in Bend, a major marine science center in Newport, and a range of programs and facilities in Portland. OSU is Oregon's largest public research University, conducting more than 60 percent of the research funded throughout the state's University system. OSU is located in Corvallis, a community of 53,000 people situated in the Willamette Valley between Portland and Eugene. Ocean beaches, lakes, rivers, forests, high desert, the rugged Cascade and Coast Ranges and the urban amenities of the Portland metropolitan area are all within a 100 mile drive of Corvallis. Approximately 15,700 undergraduate and 3,400 graduate students are enrolled at OSU, including 2,600 U.S. students of color and 950 international students.

2.0 SCOPE OF WORK AND REQUIRED QUALIFICATIONS

2.01 Sample Contract.

Contractors selected from the Qualified Pool to perform services will be issued a separate contract. A sample contract, including OSU's terms and conditions, is included as Attachment A.

2.02 Required Qualifications.

Due to the scope of work and the nature of this Qualified Pool the minimum required qualifications are as follows:

- All transcribers registered with the Proposer's company must have taken and successfully passed the TypeWell real-time transcriber course.
- All transcribers must be able to quickly, accurately, and completely capture the meaning of lectures in courses to which the transcriber is assigned.
- All transcribers must have the ability to troubleshoot software and hardware in order to provide uninterrupted service to students receiving the service.
- Proposer must possess TypeWell version 5 software, a high-speed internet connection, and the necessary equipment required to provide remote services.
- Proposer must have the ability and staff to respond to last minute, evening, and weekend requests for transcribers
- Proposer and staff must understand and follow the Transcriber Code of Ethics
- A minimum of two years experience providing services to institutions of higher education
- Ability to provide technical assistance to on-site personnel

2.03 Qualified Pool Time Period.

The Qualified Pool will be open for the period November 2010 – October 2013. At any point during this time period, entities who wish to participate in the Qualified Pool may submit their qualifications and will

be notified upon acceptance into the pool. Once accepted into the Qualified Pool, the participant does not need to reapply during the time period the pool is open unless rejected from the pool. Acceptance into the pool does not obligate OSU to issue a contract.

2.04 Contract Issuance.

Oregon State University will issue contracts to those participants in the Qualified Pool that best meet the requirements of the individual departmental projects. Performing work without a fully executed Contract may result in non-payment of work performed, or termination of an impending contract.

3.0 REQUIRED SUBMITTALS, REVIEW AND SELECTION

3.01 Required Submittals:

In order to be considered as a participant in this Qualified Pool, Entities must submit the following

- Introduction letter describing how you or your firm meets the Required Qualifications.
- Resume or curriculum vitae of Key Person(s). Key Person(s) is defined as the individual that would perform the work and work directly with the University.
- If submitting on behalf of a Company, a summary of work experience for the Company as well as education background of the top executives such as the President, VP CEO etc.
- Pricing sheet listing hourly rates and other applicable fees.
- Three professional client references within the last 3 years. Include contact information.
- Completed Attachments B and C.

3.02 Submittal Location:

Completed Submittals may be mailed, e-mailed or faxed to the following:

Oregon State University
Procurement and Contract Services (PaCS)
Attn: Debora Lauer
644 SW 13th Street
Corvallis, Oregon 97333
Fax: (541) 737 - 2170
Telephone: (541) 737 - 7343
E-mail: pacs@oregonstate.edu

3.03 Review

PaCS shall review entities submittals to determine if the qualifications set forth in the RFQu have been met. If the entity meets the qualifications, PaCS will send a letter of acceptance as a participant into the Qualified Pool. If the entity does not meet the qualifications, PaCS will send a letter of rejection including the grounds for rejection and a statement of the appeal rights and deadlines pursuant to OAR 580-061-0130. Acceptance into the Qualified Pool does not entitle the participant to the award of a Contract.

3.04 Selection of Contractors from Qualified Pools.

OSU departments may use a Qualified Pool to make direct appointments, obtain quotes, conduct interviews or request presentations depending on the nature and requirements of the departmental project.

3.05 Termination.

PaCS may discontinue or terminate a Qualified Pool at any time by giving notice to all participants in the Qualified Pool.

4.0 INSTRUCTIONS

4.01 Provisions and Requirements:

This RFQu and resulting contract(s) are subject to the provisions and requirements of the applicable Oregon Revised Statutes, the applicable Attorney General's Model Public Contract Rules and the Administrative Rules of the Oregon University System.

4.02 Right to Reject:

OSU reserves the right to reject any submittal or to reject all submittals at any time prior to OSU's execution of a Contract if it is determined to be in the best interest of OSU to do so.

4.03 Change or Modification/Addenda:

Any change or modification will be in the form of addenda. Only documents issued as addenda by the PaCS serve to change the RFQu in any way. No other direction received written or verbal, serves to change the RFQu. Addenda will be posted to the PaCS website at:

pacs.oregonstate.edu/other/solicitations.cfm?print=true.

Note: if you have received an RFQu you should consult PaCS to assure that you have not missed any addenda announcements. Addenda are not required to be returned, however, prospective participants are responsible to make themselves aware of, obtain and incorporate any changes made in any addenda issued. Failure to do so may cause the submittal to be rejected.

4.04 Preparation and Submission:

Submittals shall be prepared in ink and shall be signed by an authorized representative.

4.05 Withdrawal:

Submittals may be withdrawn in writing on company letterhead signed by an authorized representative and received by PaCS prior to contract issuance. Submittals may also be withdrawn in person prior to contract issuance upon presentation of appropriate identification.

4.06 Agreement to Requirements, Terms and Conditions:

By submission, Entities agree to all requirements, terms and conditions contained in the RFQu.

4.07 Preparation Costs:

OSU shall not be liable for any costs incurred in the preparation of submittals and any subsequent presentations or negotiations.

4.08 Investigation of References:

OSU reserves the right to investigate the references and the past performance of any Entity with respect to its successful performance of similar services and compliance with specifications and contractual obligations. OSU reserves the right to consider past performance, historical information and fact, whether gained from the Entities submittal, question and answer conference, references, OSU or any other source in the evaluation process.

4.09 Notice to Proceed:

Any award of a Contract resulting from this Request for Qualification will be made only by written authorization from OSU.

**ATTACHMENT A
CONTRACT**

The following Personal Services Contract is applicable to this Request for Qualification.

[Remainder of this page left intentionally blank]

Oregon State University
PERSONAL/PROFESSIONAL SERVICES CONTRACT (PSC)

Department Contract #

This agreement is entered into by and between the State of Oregon acting by and through its Board of Higher Education on behalf of Oregon State University for its Department ("OSU") and ("Contractor").

Whereas OSU has need of the services which Contractor is competent to provide; now therefore, in consideration of the sum not to exceed \$ to be paid at the rate of \$ /hour to Contractor by OSU, Contractor agrees to perform between date of last signature and , inclusive, the following personal and/or professional services:

The total consideration of \$ is inclusive of any and all travel and lodging expenses. Contractor shall submit invoices to OSU at the address provided below. OSU shall pay for work performed only. Invoices shall be paid according to OSU's standard payment terms which are Net 30 days upon receipt of correct invoice.

This contract and any amendments to this contract will not be effective and no work shall begin until approved by the Contract Officer of OSU and by the appropriate persons as listed below.

The following attachments are incorporated by this reference and made a part of this contract: Attachment A, OUS Standard Contract Provisions and Attachment B; Attachment C; Other Attachments _____.

INSURANCE: the minimum limit is \$ Type required: CGL AUTO Professional

OSU AND OTHER SIGNATURES

CONTRACTOR

 OSU Department Head Date
 (Typed Name):
 Address:

 Signature Date
 Typed Name:
 Address:

 OSU Contract Officer Date
 (Last signature)

Phone:
 Banner Vendor ID No.:
 U.S. Tax Identification No.:
 Contractor is a: (Check One)
 Resident U.S. citizen
 Resident non-U.S. citizen (Green Card Holder)
 Non-U.S. citizen
 Partnership
 Corporation
 Contractor is also a minority group member

OSU VENDOR NO.	FORM PREPARED BY	PREPARER'S ADDRESS	DATE
			6/8/09

INDEX CODE	ACCOUNT CODE	ACTIVITY CODE	PAYMENT AMOUNT

Place Bar Code Label Here	All payments and reimbursements made on this contract will be 1099-misc. reportable. Rev 8/08
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ATTACHMENT A
DEPARTMENT OF HIGHER EDUCATION STANDARD PERSONAL/PROFESSIONAL SERVICES CONTRACT PROVISIONS

ACCESS TO RECORDS. Contractor shall maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly all costs of whatever nature deemed to have been incurred and anticipated to be incurred in the performance of this contract. The Oregon Board of Higher Education, Oregon Secretary of State, Federal Government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Contractor which are directly pertinent to this contract for the purpose of making audit, examination, excerpts, and transcripts. Such books and records shall be maintained by Contractor for three years from the date of contract expiration unless a shorter period is authorized in writing. Contractor is responsible for any audit discrepancies involving deviation from the terms of this contract and for any commitments or expenditures in excess of amounts authorized by Institution.

ASSIGNMENT. Contractor shall not assign or transfer its interest nor delegate its obligation in this contract without the express written consent of the Institution.

AVAILABILITY OF FUNDS. Institution certifies that sufficient funds are available and authorized for expenditure to finance costs of this contract within its current biennial appropriation or expenditure limitation, provided, however, that continuation of the contract, or any extension, after the end of the fiscal period in which it is written, is contingent upon a new appropriation or limitation for each succeeding fiscal period for the purpose of this contract.

CAPTIONS. The captions or headings in this contract are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this contract.

COMPLIANCE WITH APPLICABLE LAW. Contractor agrees to comply with all federal, state, county, and local laws, ordinances, and regulations applicable to the work to be done under this contract. Contractor specifically agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990 (Pub L. No. 101-336), ORS 659.425, and all regulations and administrative rules established pursuant to those laws. Failure or neglect on the part of Contractor to comply with any or all such laws, ordinances, rules, and regulations shall not relieve Contractor of these obligations nor of the requirements of this contract. Contractor further agrees to make payments promptly when due, to all persons supplying to such Contractor, labor or materials for the prosecution of the work provided in this contract; pay all contributions or amounts due the Industrial Accident Fund from such contractor incurred in the performance of this contract; not permit any lien or claim to be filed or prosecuted against the state on account of any labor or material furnished; pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. If Contractor fails or refuses to make any such payments required herein, the appropriate Institution official may pay such claim to such payment. Any payment of a claim in the manner authorized in this section shall not relieve the Contractor or Contractor's surety from obligation with respect to any unpaid claims.

CONFLICT OF INTEREST. Contractor covenants that it presently has no interest in and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this contract no person having any such interest shall be employed.

DUAL PAYMENT. Contractor shall not be compensated for work performed under this contract from any other entity of the State of Oregon.

EXECUTION AND COUNTERPARTS. This contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

GOVERNING LAW. This contract shall be governed and construed in accordance with the laws of the State of Oregon. Any claim, action, or suit between Institution and Contractor that arises out of or relates to performance of this contract shall be brought and conducted solely and exclusively within the Circuit Court for Marion County, for the State of Oregon. Provided, however, that if any such claim, action, or suit may be brought only in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

HAZARD COMMUNICATION. Contractor shall notify Institution prior to using products containing hazardous chemicals to which Institution employees may be exposed. Products containing hazardous chemicals are those products defined by Oregon Administrative Rules, Chapter 437. Upon Institution's request, Contractor shall immediately provide Material Safety Data Sheets, as required by OAR 437-155-025, for the products subject to this provision.

INDEMNITY, RESPONSIBILITY FOR DAMAGES. Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, the conduct of work under this contract, or from any act, omission, or neglect of Contractor, its subcontractors, or employees. Contractor shall save, defend, indemnify, and hold harmless the State of Oregon, the State Institution of Higher Education, the Institution, and their officers, agents, employees, and members from all claims, suits, and actions of any nature resulting from or arising out of the activities or omissions of Contractor or its subcontractors, officers, agents, or employees acting under this contract.

INDEPENDENT CONTRACTOR STATUS. The service(s) to be rendered under this contract are those of an independent contractor. Contractor is not to be considered an agent or employee of Institution for any purpose, and neither Contractor nor any of Contractor's agents or employees are entitled to any of the benefits that Institution provides for its employees. Contractor will be solely and entirely responsible for its acts and for the acts of its agents or employees during the performance of this contract. If Contractor is providing personal services as an individual, (a) Contractor (1) is engaged as an independent contractor and will be responsible for any Federal or State taxes applicable to this payment; (2) Will not be eligible for any Federal Social Security, State Workers' Compensation, unemployment insurance, or Public Employees Retirement System benefits from this contract payment; (3) Is not an officer, employee, or agent of the State as these terms are used in ORS 30.285 and will not be under the direction and control of Institution; (4) Is not currently employed by the Federal Government and the amount charged does not exceed his normal charge for the type of service provided if payment is to be charged against Federal funds; (5) Is not a member of the Oregon Public Employees Retirement System; or (6) if a contributing member of the Oregon Public Employees Retirement System for which contributions to the retirement system must be withheld, Contractor's contribution to the retirement system will be withheld and a corresponding Institution contribution made; and (7) Must furnish Form IRS Form 6233 in duplicate with this contract if Contractor is a non-resident alien and claims exemption from Federal Withholding tax. (b) The Oregon State Board of Higher Education, acting on behalf of Institution, will report the total amount of all payments to Contractor, including any expenses, in accordance with Federal Internal Revenue Service and State of Oregon Department of Revenue regulations.

INSURANCE. Contractor shall secure at its own expense and keep in effect during the term of this contract general liability insurance. Insurance policies, which cannot be excess to a self-insurance program, are to be issued by an insurance company authorized to do business in the State of Oregon. The State of Oregon, acting by and through the State Board of Higher Education on behalf of the Institution and their officers and employees shall be included as an additional insured in said insurance policy. If any of the liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of this contract for a duration of 24 months.

NOTICES AND REPRESENTATIVES. All notices, certificates, or communications shall be delivered or mailed postage prepaid to the parties at their respective places of business as identified in the signature block of this contract, unless otherwise designated in writing. Copies of such correspondence shall also be sent all other contract signatories.

OVERDUE PAYMENTS. Any charges claimed by the Contractor for payment of an overdue amount shall be in accordance with the provisions of ORS 293.452.

OWNERSHIP OF WORK PRODUCT. All work products or any form of property originated or prepared by Contractor which result from this contract are the exclusive property of Institution.

SEVERABILITY. If any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.

SUBCONTRACTS AND ASSIGNMENTS. Contractor shall not enter into any subcontracts for any of the work scheduled under this contract, or assign or transfer any of its interest in this contract, without obtaining prior written approval from the Institution.

SUCCESSORS IN INTEREST. The provisions of this contract shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

TAX COMPLIANCE CERTIFICATION. Contractor hereby affirms, under penalty of perjury, as provided in ORS 305.385(1), that to the best of Contractor's knowledge Contractor is not in violation of any Oregon tax laws named in ORS 305.380(4), including without limitation the state inheritance tax, gift tax, personal income tax, corporation income and excise taxes, amusement device tax, timber taxes, cigarette tax, other tobacco tax, 9-1-1 emergency communications tax, the homeowners and renters property tax relief program and local taxes administered by the Department of Revenue, including the Multnomah County Business Income Tax, Lane Transit District Tax, Tri-Metropolitan Transit District Employer Payroll Tax, and the Tri-Metropolitan District Self-Employment Tax.

TERMINATIONS. This contract may be terminated at any time by mutual consent of both parties, or by either party upon thirty (30) days' notice in writing and delivered by certified mail or in person to the other party. In addition, the Institution may terminate this contract effective upon delivery of written notice to Contractor, or at such later date as may be established by the Institution, if (a) Federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this contract; or (b) Any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this contract is for any reason denied, revoked, or not renewed. This contract may also be terminated by Institution for default (including breach of contract) if (a) Contractor fails to provide services or materials called for by this contract within the time specified; or (b) Contractor fails to perform any of the other provisions of this contract, or so fails to pursue the work as to endanger performance of this contract in accordance with its terms, and after receipt of written notice from Institution, fails to correct such failures within ten days. The rights and remedies of Institution provided in the above clause related to defaults (including breach of contract) by Contractor shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

TERMINATION DUE TO NONAPPROPRIATION OF FUNDS. If sufficient funds are not provided in future legislatively approved budgets of Institution (or from applicable Federal, state, or other sources) to permit Institution in the exercise of its reasonable administrative discretion to continue this contract, or if Institution or program for which this contract was executed is abolished, the Institution may terminate this contract without further liability by giving Contractor not less than thirty (30) days notice. In determining the availability of funds from the Oregon Legislature for this contract, Institution may use the budget adopted for it by the Joint Ways and Means Committee of the Oregon Legislative Assembly.

FOREIGN CONTRACTOR. If Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State, Corporation Division, all information required by those agencies relative to this contract. Contractor shall demonstrate its legal capacity to perform these services in the State of Oregon prior to entering into this contract.

FORCE MAJEURE. Neither Institution nor Contractor shall be held responsible for delay or default caused by fire, riot, acts of God, or war where such cause was beyond, respectively, Institution's or Contractor's reasonable control. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this contract.

WAIVER. The failure of Institution to enforce any provision of this contract shall not constitute a waiver by Institution of that or any other provision.

APPROVALS. In some instances, another state agency may be required to approve this contract before any work may commence under this contract.

RECYCLING. In the performance of this contract the Contractor shall use, to the maximum extent economically feasible, recycled paper.

WORKERS' COMPENSATION. All employers, including contractor, that employ subject workers who work under this contract in the State of Oregon shall comply with ORS 656.017 and provide the required workers' compensation coverage, unless such employers are exempt under ORS 656.126. Contractor shall ensure that each of its subcontractors complies with these requirements.

MERGER. THIS CONTRACT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT, OR WAIVER SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. CONTRACTOR, BY THE SIGNATURE HEREOF OF ITS AUTHORIZED REPRESENTATIVE, ACKNOWLEDGES HAVING READ AND UNDERSTOOD THE CONTRACT AND CONTRACTOR AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

ATTACHMENT B

CERTIFICATIONS

REMOTE REAL-TIME TYPEWELL TRANSCRIBING SERVICES QUALIFIED POOL

Each Entity must read and comply with the following sections. Failure to do so may result in rejection. By signature on this certification the undersigned certifies that they are authorized to act on behalf of the Entity and that under penalty of perjury the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS

As required in ORS 305.385(6) the undersigned hereby certifies that to the best of the undersigned's knowledge, the Entity is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 401.792 to 401.816 (Tax For Emergency Communications), 118 (Inheritance Tax), 314 (Income Tax), 316 (Personal Income Tax), 317 (Corporation Excise Tax), 318 (Corporation Income Tax), 320 (Amusement Device and Transient Lodging Taxes), 321 (Timber And Forestland Tax), 323 (Cigarettes And Tobacco Products Tax), and the elderly rental assistance program under ORS 310.630 to 310.706; and any local taxes administered by the Department of Revenue under ORS 305.620. If a Contract is executed, this information will be reported to the Internal Revenue Service under the name and taxpayer I.D. number submitted below. Information not matching IRS records could subject Contractor to 31 percent backup withholding.

SECTION II. AFFIRMATIVE ACTION

The undersigned hereby certifies that they have not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts, pursuant to OAR 580-061-0030 (3).

SECTION III. COMPLIANCE WITH SOLICITATION

The undersigned agrees and certifies that they:

1. Have read, understands and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions contained herein (including any attachments); and
2. Are an authorized representative of the Entity, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the offer or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the solicitation and the contract; and
4. Will provide/furnish federal employee identification number or social security number with offer.

Authorized Signature: _____ Date: _____

Name (Type or Print): _____ Title: _____

Telephone Number:(_____) _____ Fax Number:(_____) _____

FEIN ID# or SSN# (required): _____

Construction Contractors Board (CCB) License Number (if applicable): _____

Business Designation (check one):

- Corporation Partnership Sole Proprietorship Non-Profit Limited Liability Company

Minority, Women & Emerging Small Business (MWESB) Certified Firm: Yes No

If yes, Minority, Women & Emerging Small Business (MWESB) Certification Number: _____

ATTACHMENT C
TRANSCRIBING FUNCTIONS
REMOTE REAL-TIME TYPEWELL TRANSCRIBING SERVICES QUALIFIED POOL

This information will be used by OSU departments to search for entities able to provide services pertinent to their project.

Company Name: _____

√ Check all that Apply	# Yrs
All Transcribers have taken and successfully passed the TypeWell Real-time Transcriber Course	
Ability to trouble shoot software and hardware problems in order to provide uninterrupted service	
Must possess TypeWell version 5 software,; high-speed internet connection	
Have a minimum two (2) years experience providing services to institutions of Higher Education	
Ability to provide technical assistance to on-site personnel	
Must be available to respond to last minute, evening and weekend requests	
Understand and follow the Transcriber Code of Ethics	
Ability to deliver rough edited notes to Client within twenty-four (24) hours	

Supplemental Information:

- 1) Briefly describe your experience working with Higher Education.

- 2) Briefly describe your experience providing Remote real-time TypeWell transcribing services.

ATTACHMENT C (Cont.)

CONSULTING FUNCTIONS

REMOTE REAL-TIME TYPEWELL TRANSCRIBING SERVICES QUALIFIED POOL

- 3) Describe your experience providing last minute transcribing services.

- 4) Describe experience trouble shooting software and hardware problems.

- 5) Describe experience in providing technical assistance to on-site personnel.