

Request for Proposals No. 2025-29

Addendum 01 – Pre-Bid Conference Q&A

This document is posted to capture the questions received, and agency answers provided, during the Pre-Bid Conference, which was held on April 14, 2025.

All amendments, addenda, and notifications related to this procurement will be posted on the [OSPI website](#) (if this was an open procurement) and on the Washington Electronic Business Solution ([WEBS](#)) website. Additional questions concerning this procurement must be submitted to contracts@K12.wa.us. Communication directed to other parties will be considered unofficial and non-binding on OSPI, and may result in disqualification of the Consultant.

1. **Question:** Many transcription companies are equipped with secure audio transfer tools, allowing them to provide remote transcription of court process hearings, resulting in a much less expensive final bid for court reporting and transcription services. Is the State of Washington interested in remote Court Reporting services?
Answer: If the hearing has an option for attending remotely, the court reporter may provide their court reporting services remotely.
2. **Question:** Licensed court reporter in WA and a licensed RPR – do you really need both
Answer: OSPI has removed the requirement for Register Professional Reporter (RPR) certificate; it is now a desired/optional qualification, and the State of Washington certification remains the main certification requirement. (See Amendment 01.)
3. **Question:** Do we know how many hearings this work will include per year?
Answer: So far in 2025, the Office of Administrative Hearings (OAH) has held 36 days of due process IDEA-related hearings. OAH held 53 days in 2024, and 56 days in 2023.
4. **Question:** Are these hearings in person or virtual
Answer: Approximately 90% of OAH's hearings that require a court reporter are now held virtually. When remote, the court reporter is the Zoom host and is remote. When held in person, the reporter is in person at the same venue as the administrative law judge (ALJ).
5. **Question:** Are we requiring the reporters to be stenographic reporters is that correct?
Answer: Yes, the RFP calls for stenographic reporting.



6. **Question:** Is this the first year of the RFP?
Answer: Yes.
7. **Question:** About how long are the hearings?
Answer: Hearings range from 1 to 8-10 days, and we estimate the average is 4-6 days.
8. **Question:** Virtual meetings/hearings what software are they using?
Answer: Teams and Zoom.
9. **Question:** When will the Q&A be posted?
Answer: Pre-Bid Conference Q&A are posted via this addendum on April 23, and a final Q&A including any additional questions submitted via email, will be posted May 1.
10. **Question:** Many transcription companies are equipped with secure audio transfer tools, allowing them to provide remote transcription of court process hearings, resulting in a much less expensive final bid for court reporting and transcription services. Is the State of Washington interested in remote Court Reporting services?
Answer: If the hearing has an option for attending remotely, the court reporter may provide their court reporting services remotely.
11. **Question:** Could you please confirm if the RFP is only focused on Court reporting and hearing transcription services or is there any scope for remote transcription services as well. If yes, would it be possible to just submit a bid for Remote Transcription services?
Answer: While court reporter services are primarily done remotely, the vendor must be able to attend in-person hearings if necessary.
12. **Question:** My organization has certified stenographers, certified voice writers, and also digital reporters who are nationally certified through the American Association of Electronic Reporters (AAERT). Do you also accept this national certification for your court reporting services?
Answer: At minimum, the reporter must be certificated by the [State of Washington](#) as outlined in [Chapter 18.145 RCW](#).

The answer to Question #2 amends this RFP. Please refer to Amendment 01 posted alongside this addendum.