

RFQ # 26CDVSA1112C

Amendment # 1

Issued: February 3, 2026

This amendment serves to answer questions. All other terms and conditions of RFQ # 26CDVSA1112C shall remain the same. Bidders must sign and return this amendment with their quote, or they may be considered non-responsive.

Question 1: “Will CDVSA provide complete audio recordings for all meetings requiring transcription, or is the contractor expected to attend meetings and/or perform audio recording services?”

Answer 1: Yes, CDVSA will provide complete audio recordings.

Question 2: “Are the meetings conducted virtually, in person, or a combination of both, and does the format impact contractor responsibilities?”

Answer 2: Most meetings are held via Teams application and done virtually.

Question 3: “Please confirm whether transcription and minute preparation services may be performed remotely.”

Answer 3: I believe that these services can be performed remotely as the majority of meetings are held virtually and recorded using the TEAMS platform.

Vendor Name

Signature of Authorized Representative

Date