

STATE OF WASHINGTON
Washington State Patrol
SOLE SOURCE POSTING

The Washington State Patrol contemplates awarding a sole source contract to Transcription Outsourcing, LLC to transcribe digitally recorded audio interviews and other audio communications for and upon request by the WSP. Be licensed to do business in the State of Washington. Have all staff that work on and have access to WSP digitally recorded interviews and transcribed statements complete and pass a background check. Maintain a high level of confidentiality. Provide quality control to ensure statements are transcribed verbatim with a high level of accuracy and are formatted to WSP specifications.

A sole source contract is awarded based upon the needs of the WSP for confidentiality, accurate transcriptions, and knowledge of Washington State Patrol terminology and personnel. Reasonableness of cost and savings to the WSP are far greater when compared to other vendors.

The contract will be issued on or about December 1, 2019 for 12 months and WSP may extend the contract for up to three (4) additional one year terms or portions thereof. Extension of each additional term shall be offered at the sole discretion of WSP and are subject to written mutual agreement. The total term, including the initial term and all subsequent extensions, shall not exceed five (5) years. The dollar value is estimated at \$50,000.

Offerors are required to submit capability statements detailing their ability to meet the state's above requirements by 4:00 pm Pacific Standard Time on November 20, 2019.

In the absence of other qualified sources, it is the state's intent to make a sole source award of the contract.

To submit capability statements or for questions, contact:

Email: Rebecca.Kirby@WSP.wa.gov