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| **REQUEST FOR QUALIFICATIONS AND QUOTATIONS**  **RFQQ #2022-13** |

**PROJECT TITLE**: Transcription Services

**BRIEF DESCRIPTION:**

ESD has administrative hearings annually concerning unemployment insurance claims and related activities. All hearings are digitally recorded. When a determination from an administrative hearing is sought for review in the Superior Court, a certified transcription of the administrative hearing is required.

**Background**

The Washington State Employment Security Department (ESD), hereafter called "Department," is initiating this Request for Qualifications and Quotations (RFQQ) to solicit Proposals from vendors interested in providing Transcription Services as described herein.

ESD has thousands of administrative hearings annually concerning unemployment insurance claims and related activities. All hearings are digitally recorded. When a determination from an administrative hearing is sought for review in the Superior Court, a certified transcription of the administrative hearing is required. ESD estimates a volume of approximately three (3) to four (4) review hearings per month, or 40 annually. The average number of pages for a transcribed hearing is estimated to be 50 pages but may vary widely.

**Due Date for Submission of Proposals** June 1, 2022 - 5:00 p.m. (Time is local to Washington State, U.S.A.)

**Procurement Coordinator** Andrea Goff – [esdgpbids@esd.wa.gov](mailto:esdgpbids@esd.wa.gov)

The Procurement Coordinator is the sole point of contact in ESD for all matters related to this procurement.

**E-mail Bid Proposals to:** [esdgpbids@esd.wa.gov](mailto:esdgpbids@esd.wa.gov)