

Statement of Requirement

Provision of Recording and Transcribe Service for Ministry of Defence Police (Misconduct Hearings and Interview Transcripts)

Recordings service

1. Notice of a hearing will be given to the contractor at least 7 days in advance of a hearing. Should the hearing be cancelled the organisation will inform the contractor immediately. Less than 24 hours incurs cancellation fee.
2. The contractor will provide a representative fully trained in the audio recording of misconduct hearings.
3. The contractor will supply all equipment and paperwork required to make the recording of the hearing.
4. The contractor will attend location normally MDP HQ Wyton or any other location as determined by MDP.
5. The duration of the hearings can be from one to ten days, the day starting no earlier than 0900hrs and finishing usually no later than 1900hrs.
6. The contractor will record a log throughout the hearing.

Transcribe Service

7. 10 days after the hearing the organisation will advise the contractor on the type of transcript required.
8. Either provision of log of notes and audio.
9. Or full transcript of hearing
10. Provision of record within 6 working days of notification.
11. The transcripts shall be provided electronically and/or hard copy.
12. If requested by the organisation the Contractor shall make amendments to the transcripts and return the amendment transcript within 3 days. There will be no charge to the Authority for amendments due to Contractors errors.

Audio Transcribe Service (Interviews)

13. Audio Transcript of Interview recordings – Interviews are held with 2 Investigators and are recorded on MDP provided equipment CDs are produced of these recordings
14. Recordings to be uploaded by MDP in digital format to allow for the transcribing of recording
15. Transcripts shall be provided electronically
16. If requested by the organisation the Contractor shall make amendments to the transcripts and return the amendment transcript within 3 days.
17. Provision of transcript within 6 working days