

CONTRACT SUPPLEMENT  
SP-37 - Rev. 11/14/19  
Prev. Rev. 10/24/19

Michael Baczewski  
Contract Specialist  
860-713-5169  
Telephone Number

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES  
PROCUREMENT DIVISION  
450 Columbus Boulevard, Hartford, CT 06103

CONTRACT AWARD NO.:  
17PSX0058

Contract Award Date:  
1 September 2017

Bid Due Date:  
31 May 2017

SUPPLEMENT DATE:  
25 March 2020

## CONTRACT AWARD SUPPLEMENT #2

**IMPORTANT: THIS IS NOT A PURCHASE ORDER. DO NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.**

DESCRIPTION: **Transcription Services**

FOR:  
**All Using State Agencies, Political Subdivisions, and Not-for-Profit Organizations**

TERM OF CONTRACT:  
**September 1, 2017 through September 30, 2022**

AGENCY REQUISITION NUMBER: 0000004698

CHANGE TO IN STATE (NON-SB) CONTRACT VALUE	CHANGE TO DAS-CERTIFIED SMALL BUSINESS CONTRACT VALUE	CHANGE TO OUT OF STATE CONTRACT VALUE	CHANGE TO TOTAL CONTRACT AWARD VALUE

**NOTICE TO CONTRACTORS:** This notice is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made. INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

**DISCLAIMER OF VALUE:** The total Contract Award amount stated is intended solely as an estimate, and does not constitute a representation of the actual value of the Contract.

**CASH DISCOUNTS:** Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.

**PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

### PLEASE NOTE:

Contract Award Supplement 2. Is to inform all Using State Agencies, Political Subdivisions, and Not-for-Profit Organizations that Post Reporting Service, Inc. is no longer accepting new purchase orders effective 3/25/2020. The company has informed DAS that it will close effective April 17, 2020 but will complete all current purchase orders received prior to 3/25/2020.

All Using State Agencies, Political Subdivisions, and Not-for-Profit Organizations can still utilize all other contracted suppliers.

All terms and conditions not otherwise affected by this supplement remain unchanged and in full force and effect.

DEPARTMENT OF ADMINISTRATIVE SERVICES

By: \_\_\_\_\_  
(Original Signature on Document in Procurement Files)

Name: Michael Baczewski

Title: Contract Specialist

Date: 03/25/2020