

**STATE OF NORTH CAROLINA  
DEPARTMENT OF ADMINISTRATION  
PURCHASE AND CONTRACT DIVISION**

**7450-1B, March 17, 2011  
Supersedes  
7450-1A, November 7, 2006**

**PRODUCT QUESTIONNAIRE**

**NOTE:** Complete this questionnaire for the product offered to determine compliance with the Standard Specifications.

<b>CLASS 1 - DIGITAL, PORTABLE HAND-HELD DICTATION RECORDER</b>	
<b>Complete a separate questionnaire for each product bid.</b>	
<b>Bidder's Name</b>	_____
<b>Brand / Manufacturer</b>	_____
<b>Model and Part # (if applicable)</b>	_____
<b>Specification Requirements</b>	<b>Response</b>
1. Recorder can recharge battery pack through cradle while downloading voice files, and through the USB connector. AA or AAA dry cells can be used as an alternative	<input type="checkbox"/> Yes, <input type="checkbox"/> No
2. Recorder includes a minimum 512MB removable media and is expandable to a minimum of 8GB. Recorder shall provide DS2, and DSS for the native voice file formats. Recorder is provided with a minimum recording time of 36 hours in QP mode with 512 MB memory installed.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
3. Recorder is provided with a minimum of two record and playback modes, Quality Play (QP) and Standard Play (SP).	<input type="checkbox"/> Yes, <input type="checkbox"/> No
4. Provided with the following accessories: (1) battery pack or rechargeable batteries, (2) at least one removable flash memory, (3) PC connectivity software for file download and format conversion, (4) recorder cradle with a USB interface connection, (5) rechargeable battery charger / ac adapter, and (6) instruction manual or compact disk. Optional accessories include foot pedals for use with the software provided with the recorder. Programmable foot pedals connect to provide a remote record switch.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
5. Provided with slide switch controls for record and edit functions, built-in microphone, two sensitivity modes, and connectors for earphones, external microphone, and USB port.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
6. Provided with insert, append, overwrite and partial erase functions after recording. Features includes rewind or fast forward playback review in adjustable time increments, and an automatic up voice or recording level control on recorder display.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
7. Provided with a minimum of 4 folders with a minimum of 99 files per folder or a similar structure. Edit functions include (a) add indexing and denote priority recordings, (b) add verbal comments or annotations to the file header, and (c) add author id and time stamp. Provides record and playback of HIPAA compliant encryption, with both device-level and file-level passwords	<input type="checkbox"/> Yes, <input type="checkbox"/> No
8. Provided with PC software with recorder of identical manufacturer, with compatibility to download native files, with or without conversion to WAV or WMA formats. Download files are compatibility to speech recognition software, including Dragon Naturally Speaking Preferred and Professional Software, Versions 10 and 11.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
9. Connectivity software provided is compatible with 32 bit and 64 bit versions of Windows XP, Vista and 7 operating systems. Software for Class 1 recorders shall also be compatible with Apple MAC OS X Version 10.3.9 or later operating systems. Recorder and connectivity software shall have a minimum 60 Mbits per sec USB download speed.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
10. Recorder is complaint with all other requirements, including warranty and delivery in the Standard Specification #7450-1S?	<input type="checkbox"/> Yes, <input type="checkbox"/> No

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**PRODUCT QUESTIONNAIRE**

**NOTE:** Complete this questionnaire for the product offered to determine compliance with the Standard Specifications

<b>CLASS 2 - DIGITAL, PORTABLE HAND-HELD DICTATION RECORDER</b>	
<b>Complete a separate questionnaire for each product bid.</b>	
<b>Bidder's Name</b>	_____
<b>Brand / Manufacturer</b>	_____
<b>Model &amp; Part # (if applicable)</b>	_____
<b>Specification Requirements</b>	<b>Response</b>
1. Recorder can recharge battery pack through cradle while downloading voice files, and through the USB connector. AA or AAA dry cells can be used as an alternative	<input type="checkbox"/> Yes, <input type="checkbox"/> No
2. Recorder includes a minimum 128MB removable media and is expandable to a minimum of 2GB. Recorder shall provide a compressed native file format such as DS2, DSS, ADPCM, or CLEP. Recorder also provides a minimum recording time of 9 hours in QP mode with 128 MB memory installed.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
3. Recorder is provided with a minimum of two record and playback modes, Quality Play (QP) and Standard Play (SP).	<input type="checkbox"/> Yes, <input type="checkbox"/> No
4. Recorder is provided with Provided with the following accessories: (1) battery pack or rechargeable batteries, (2) one removable flash memory, (3) PC connectivity software for file download and format conversion, (4) recorder cradle with a USB interface connection, (5) rechargeable battery charger / ac adapter, and (6) instruction manual or compact disk. Optional accessories include foot pedals for use with the software provided with the recorder.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
5. Provided with slide switch controls for record and edit functions, built-in microphone, two sensitivity modes, and connectors for earphones, external microphone, and USB port.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
6. Provided with insert, append, overwrite and partial erase functions after recording. Features includes rewind or fast forward playback review in adjustable time increments, and an automatic up voice or recording level control on recorder display.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
7. Provides a minimum of 4 folders with a minimum of 99 files per folder or a similar structure. Edit functions include (a) add indexing and denote priority recordings, (b) add verbal comments or annotations to the file header, and (c) add author id and time stamp. Provides record and playback of HIPAA compliant encryption, with both device-level and file-level passwords.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
8. Provided with PC software with recorder of identical manufacturer, with compatibility to download native files with or without conversion to WAV or WMA formats. Download files are compatibility to speech recognition software, including Dragon Naturally Speaking Preferred and Professional Software, Versions 10 and 11.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
9. Connectivity software provided is compatible with 32 bit and 64 bit versions of Windows XP, Vista and 7 operating systems. Recorder and connectivity software shall have a minimum 12 Mbits per sec USB download speed.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
10. Recorder is complaint with all other requirements, including warranty and delivery in the Standard Specification #7450-1S?	<input type="checkbox"/> Yes, <input type="checkbox"/> No

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**PRODUCT QUESTIONNAIRE**

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<b>CLASS 3 - DIGITAL, PORTABLE HAND-HELD VOICE RECORDER</b>	
<b>Complete a separate questionnaire for each product bid.</b>	
<b>Brand / Manufacturer</b>	_____
<b>Model &amp; Part # (if applicable)</b>	_____
<b>Specification Requirements</b>	<b>Response</b>
1. Recorder includes a minimum operating time of 8 hours of continuous playback or recording between battery charging or replacement. Recorder is provided with AA or AAA dry cells.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
2. Recorder includes a minimum 2GB internal or removable media. Recorder shall provide at a minimum WAV or WMA voice file formats. Recorder provides a minimum recording time of 60 hours in SP mode with 2 GB memory installed.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
3. Recorder is provided with a minimum of three record and playback modes, Quality Play (QP), Standard Play (SP), and Long Play (LP).	<input type="checkbox"/> Yes, <input type="checkbox"/> No
4. Provided with the following accessories: (1) batteries, (2) internal or removable flash memory, (3) PC connectivity software for file download and format conversion, (4) USB interface connection, and (5) instruction literature or compact disc.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
5. Provided with record and edit functions, built-in microphone, two sensitivity modes, and connectors for earphones, external microphone, and USB port. Provided with a LCD display for visual indication of recording time reference, battery strength, mode of operation and document or message identification, and recording status.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
6. Functions include start/stop, record, playback, fast forward, rewind, reverse, erase, insert, and append	<input type="checkbox"/> Yes, <input type="checkbox"/> No
7. Provides a minimum of 4 folders with a minimum of 99 files per folder or a similar structure.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
8. Provided with PC software with recorder of identical manufacturer, with compatibility to download native files with or without conversion to WAV or WMA formats. Download files are compatibility to speech recognition software, including Dragon Naturally Speaking Preferred and Professional Software, Versions 10 and 11.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
9. Connectivity software provided is compatible with Windows XP, Vista and 7 operating systems.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
10. Recorder is complaint with all other requirements, including warranty and delivery in the Standard Specification #7450-1S?	<input type="checkbox"/> Yes, <input type="checkbox"/> No

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**PRODUCT QUESTIONNAIRE**

**NOTE:** Complete this questionnaire for the product offered to determine compliance with the Standard Specifications.

<b>CLASS 1 - DIGITAL TRANSCRIPTION KIT</b> Complete a separate questionnaire for each product bid.	
<b>Brand / Manufacturer</b>	
<b>Model and Part # (if applicable)</b>	
Specification Requirements	Response
1. Provided with headset, USB foot controls, transcription PC software with network connectivity for file transcription, format conversion, archive, email, and sever routing. Kit shall be companion unit/model of identical manufacturer and compatible to the native file formats provided for same class of digital portable recorder, without the use of any supplemental interfacing hardware or software. Software can download native files with or without conversion to WAV or WMA formats	<input type="checkbox"/> Yes, <input type="checkbox"/> No
2. Software provides data transfer and record/ playback functions on PC including volume control, speed control, fast forward, rewind (back space), erase capability, visual display, pitch control and noise reduction. Programmable foot controls provide start/stop, backspace and rewind functions for hands free operation.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
3. Software configures PC computer to provide: download verification by visually, audibly or both, with indication of priority or indexed messages, ability to view the number of files and special instructions, ability to remember where a transcription was stopped in the event operator must start a new transcription and return to the previous file, ability to track dictation and transcription status, ability to random access within a visual display to any timed location within a message or single recording.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
4. Software recognizes file or recorder author ID and automatically download the voice files into the appropriate folder with a unique file ID number. Based upon the author profile, voice files can be routed to predefined locations through PC peer to peer networks, local area network (LAN) directories, and wide area network (WAN) directories.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
5. Software provides a minimum 60 Mbits per second USB download speed with automatic routing to multiple e-mail addresses with voice files as an attachment to any e-mail message.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
6. Software can be pushed out or installed remotely to individual workstations through a server environment. The license id number for the software is readily accessible from the help menu of the installed software. A flash drive or secure device shall not be required to allow operation or confirm licensed use after installation.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
7. Software provides decryption of HIPAA compliant files from digital recorder of identical brand and class recorder and is compatible with 32 and 64 bit versions of Windows XP, Vista and 7 operating systems. Software shall also be compatible with Apple MAC OS X Version 10.3.9 or later operating systems.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
8. Software provides downloads and conversion of voice files for compatibility to the speech recognition software. Voice file formats can be recognized and compatible by Dragon Naturally Speaking Preferred and Professional Software, Versions 10 and 11	<input type="checkbox"/> Yes, <input type="checkbox"/> No
9. Product warranty and delivery provided is in compliance with the Standard Specification #7450-1S?	<input type="checkbox"/> Yes, <input type="checkbox"/> No

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<b>CLASS 2 - DIGITAL TRANSCRIPTION KIT</b> Complete a separate questionnaire for each product bid.	
<b>Model and Part # (if applicable)</b>	
<b>Part # (if applicable)</b>	
Specification Requirements	Response
1. Provided with Headset, USB foot controls, transcription PC software with network connectivity for file transcription, format conversion, archive, email, and sever routing. Kit shall be companion unit/model of identical manufacturer and compatible to the native file formats provided for same class of digital portable recorder, without the use of any supplemental interfacing hardware or software. Software can download native files with or without conversion to WAV or WMA formats	<input type="checkbox"/> Yes, <input type="checkbox"/> No
2. Transcription kit provides data transfer and record/ playback functions on PC including volume control, speed control, fast forward, rewind (back space), erase capability, visual display pitch control and noise reduction. Programmable foot controls provide start/stop, backspace and rewind functions for hands free operation.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
3. Software configures PC computer to provide: Download verification by visually, audibly or both, Indication of priority or indexed messages, Ability to view the number of files and special instructions, Ability to remember where a transcription was stopped in the event operator must start a new transcription and return to the previous file, Ability to track dictation and transcription status, Ability to random access within a visual display to any timed location within a message or single recording.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
4. Software recognizes file or recorder author ID and automatically download the voice files into the appropriate folder with a unique file ID number. Based upon the author profile, voice files can be routed to predefined locations through PC peer to peer networks, local area network (LAN) directories, and wide area network (WAN) directories.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
5. Software provides a minimum 12 Mbits per second USB download speed with automatic routing to multiple e-mail addresses with voice files as an attachment to any e-mail message.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
6. Software can be pushed out or installed remotely to individual workstations through a server environment. The license id number for the software is readily accessible from the help menu of the installed software. A flash drive or secure device shall not be required to allow operation or confirm licensed use after installation.	<input type="checkbox"/> Yes, <input type="checkbox"/> No
7. Software provides decryption of HIPAA compliant files from digital recorder of identical brand and class recorder and is compatible with 32 and 64 bit versions of Windows XP, Vista and 7 operating systems	<input type="checkbox"/> Yes, <input type="checkbox"/> No
8. Software provides downloads and conversion of voice files for compatibility to the speech recognition software. Voice file formats can be recognized and compatible by Dragon Naturally Speaking Preferred and Professional Software, Versions 10 and 11	<input type="checkbox"/> Yes, <input type="checkbox"/> No
9. Product warranty and delivery provided is in compliance with the Standard Specification #7450-1S?	<input type="checkbox"/> Yes, <input type="checkbox"/> No

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## **PRODUCT QUESTIONNAIRES**

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**This signed and dated vendor certification page is to be submitted with the returned questionnaires.**

<b>As an officer of this company, I attest that the information provided for the equipment and software submitted is accurate and truthful to the best of my knowledge.</b>	
<b>Company Name of Bidder - Printed</b>	
<b>Officer of the Bidder Company - Printed Name</b>	
<b>Signature:</b>	
<b>Date:</b>	

-END-