

**Brian Sandoval**  
*Governor*



**James R. Wells, CPA**  
*Director*

**Greg Smith**  
*Purchasing Administrator*

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Purchasing Division*

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July 6, 2015

**MEMORANDUM**

**To:** All State Agencies, the Nevada System of Higher Education, the Court System, the Legislative Counsel Bureau and all Political Subdivisions within the State of Nevada

**From:** Greg Smith, Administrator

**Subject:** Transcription Services

The Purchasing Division is pleased to announce new contracts for Transcription Services. Three new contracts have been written with Always On Time LLC; AV Tronics Inc. dba AVTranz; and ZyDoc Medical Transcription LLC. Vendor contact information can be obtained from the Purchasing Division website at <http://purchasing.state.nv.us> by clicking first on the "Contract Information" link and then "Transcription Services".

These new contracts became effective July 1, 2015 and will continue through June 30, 2019. State agencies needing this type of service must use these contracts; use of these contracts by other governmental entities is not required but is encouraged.

If you have any questions, comments, or concerns regarding this contract, please contact Annette Morfin at (775) 684-0185 or via email at [amorfin@admin.nv.gov](mailto:amorfin@admin.nv.gov).

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