ALBUQUERQUE PUBLIC SCHOOLS

Accelerate Progress for Students

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SUPERINTENDENT

DATE: 11/21/2024
RFP NUMBER: 25-040 KLL
RFP TITLE: Interpretation Services
ADDENDUM NUMBER: 1

See Attached Question and Answers

Question 1: What has the expenditure on interpreting services been within the last 12 months or the last calendar year?

Answer: Approximately $200,000

Question 2: What is the breakdown between On-site and Remote interpreting? Will you require telephonic interpreting as well? If yes, what percentage of usage is estimated?

Answer: Onsite is about 2% or total requests (approx. 5000 requests). We do not need telephonic services.

Question 3: Could you please provide us with a breakdown of usage per language required in this RFP, per category? For example:

- On-site interpreting:
  60% of requests have in in Spanish.
  20% of requests have been in Vietnamese
  10% of requests have been in Swahili
  List of applicable languages

- Virtual Remote interpreting
  60% of requests have in in Spanish.
  20% of requests have been in Vietnamese
  10% of requests have been in Swahili
  List of applicable languages

Answer: On-site interpreting:
90% of requests have in in Spanish.
List of applicable languages – Arabic, Swahili, Dari

- Virtual Remote interpreting
86% of requests have in in Spanish.
4% of requests have been in Vietnamese
4% of requests have been in Arabic
2% of requests have been in Swahili
List of other applicable languages – Dari, Pashto, Farsi

Question 4: Area I – Interpretation found in Form B: Cost Detail establishes a range of hourly interpretation rates. Are we able to propose our language interpreting rates or do we have to comply with the rates established in the RFP?

Answer: Comply with the rates established in the RFP.

Question 5: Do you have an incumbent vendor? If so, would you share their rates with us?

Answer: We work with several independent contractors already and are looking to add to our pool. Current vendors follow rates established in the RFP

Question 6: Could you please indicate if it is permitted to submit partial bids? For example, a bid for the provision of Remote Interpretation Services only?

Answer: Yes, we can have partial bids.

Question 7: Could you please indicate if you have a clear preference for local providers?

Answer: No

Question 8: Are vendors outside the New Mexico State permitted to submit proposals?

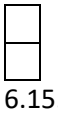
Answer: Yes

Question 9: Is it a mandatory requirement to assign US resources to the projects resulting from this RFP?

Answer: Yes

Question 10: Do you require any certifications for the provision of the services solicited in the RFP? (for example, ISO certifications, certification to do business with state, etc)

Answer: No



Question 11: Have you face any challenges with your current vendors that were not successfully addressed?

Answer: No

Question 12: Since 2018 I have been a Certified Medical Interpreter by the National Board for Certified Medical Interpreters (NBCMI), the certificate expires every 5 years, so, I obtained the renewal of my certificate last year. My question is, do I need to send the two certificates (the one from 2018-2023 or only the last one from 2023-2028)?

Answer: Only submit the one for 2023-2028

Question 13: Last year I moved from Albuquerque to Lubbock TX, so I won't be able to take on-site assignments, do I still need to send my proof of car insurance?

Answer: No

Question 14: I attended college in Monterrey Mexico, and obtained my Bachelor Degree, and some Courses in two Master Degree areas: Education and Business Administration. Since the original documentation is in Spanish, will I need to have it translated into English as well? I have the translations but it will add to the number of pages to send.

Answer: Yes

Question 15: When I submit the RFP, do I need to include the Translation/Interpretation Services Contractor's Manual? And the Attachments A, B, C?

Answer: Yes, you will need to send in Attachments A, B, C. You do not need to include the Translation/Interpretation Services Contractor's Manual.

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:
Addenda not signed and returned may consider the RFP non-responsive and may be rejected.

_____
COMPANY/FIRM NAME

_____
SIGNATURE

_____
DATE