

## *Accelerate Progress for Students*

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Addendum #1  
RFQ 18-034SC-RA  
Signed Language Interpreter Services for Special Education  
Questions & Answers

1. For the background check, I already submitted fingerprints in 2015, so my background was good for two years. Do I have to go back in and have my fingerprints documented, or can we just run them through again? Also, do I need specific paperwork to request this?

**Answer: Yes you will have to redo all the paperwork since this is a new Procurement. If awarded a contract you will be notified by Special Education on what extra paperwork you will need**

2. "District may add or delete from the scope of work set forth in this RFQ", Will contractors be notified in writing if there are any additions and/or deletions to the scope of work?

**Answer: You will be notified by the Lead Interpreters in Special Education of any changes. You may ask for it in writing if needed.**

3. "Work shall be coordinated with APS special education representative and the site administrator" once the contract is awarded will we be notified who we are allowed to accept work from?

**Answer: "Work shall be coordinated with APS special education representative and the site administrator" once the contract is awarded will we be notified who we are allowed to accept work from.**

4. If we are assigned ongoing work, what qualifies as an assignment? Are we to wait to the very end of the year to submit paperwork? Is an assignment a daily thing? Are we submitting paperwork daily?

**Answer: You will be guided by the Lead Interpreters. They will have you fill out all paperwork when an assignment is completed**

5. Contractors may not accept students for internship/practicum experiences. Currently there are interpreters who are APS staff who have interns and practicum interpreters. If we are teamed with them are we to ask them to dismiss their practicum students.

**Answer you will only be required to work with the Lead Interpreters not students.**

6. If we have completed our fingerprinting process within the last 6 months will we need to fingerprint again?

**Answer: Since this is a new Procurement you will be required to go through all the paperwork again.**

7. Whether companies from Outside USA can apply for this? (example from India or Canada)  
Whether companies from Outside USA can apply for this? Yes you can put in a response. See question/answer below

Whether we need to come over there for meetings? Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

**Answer: You will have to have staff here at APS to work at the schools for your assignments.**

8. Can we submit the proposals via email?

**Answer: NO we must receive a hard copy here in Procurement before deadline. Email Submissions will not be accepted**

9. If we submitted references, a written narrative, and DVD of signing skills last time we completed a contract, is it required to submit these again? I just want to clarify because it's common for agencies to ask for updated licensure and certifications, but uncommon to be asked to provide another work sample or references.

**Answer: Since this a new Procurement you will required to submit all necessary documents. There is no carry over.**

10. I was recently married and the signed language interpreting licensure board has updated my name in their system, but my paper license still has my maiden name. Some of my other documents like car insurance also have my maiden name (that is the name my current contract is under, but I'd like to set up a contract with my new married name). I just want to check that this would be okay if I include a letter explaining that.

**Answer: Yes you can submit with your response a letter explaining your situation and will update your new contract when new information is available.**

11. It says we need a "copy of certification" then it lists pre-cert on up. I am a pre-cert, so what will I need for my copy of certification? I have taken the EIPA production exam (score of 3.3). Should I have a copy of that? Will I need to have a copy of my college transcripts?

**Answer: A copy of the letter that you passed the exam will work. We do not need your college transcripts.**

12. Is a reference with a list of contact information acceptable or do you require letters of recommendation? The packet seemed to indicate different things in different places.

**Answer: We would like 3 letters of recommendation as well as a list of references. This will help us evaluate the RFQ.**

13. Are you planning to reopen the procurement process again next year if we do not apply for consideration for a contract this year?

Answer: This is an open Procurement so you can submit your response at any time.

14. When you say on call as need arises, how much notice do you give us?

Answer: At least a couple of days to coordinate everything

15. Are the 20 contractors you have from staffing agencies? Or are they actually SLIs?

Answer: We have both

16. You pay the staffing agencies the rates below? Can we Submit our own rates?

- o Pre-certified: \$25 per hour plus NMGRT
- o EIPA 4.0 and above: \$30 per hour plus NMGRT
- o RID CI OR CT: \$35 per hour plus NMGRT
- o RID CT or CI or NIC "Certified": \$40 per hour plus NMGRT
- o RID or NIC "Advanced": \$41 per hour plus NMGRT
- o RID NIC "Master": \$42 per hour plus NMGRT

Answer: Yes these are the rates we pay and these are fixed. You cannot submit other rates.

17. And this is not a competitive award based on value or pricing? The pricing is firm?

Answer: Yes the pricing is firm per Special Education

18. Are the rates noted on page 14-15 the only acceptable rates? As a company, would we be able to propose different rates?

Answer: Those rates are fixed by Spec Ed. You cannot submit other rates.

19. As a staffing firm that would specify the SLI once a request is made, would we need to submit the certifications with our response? Would the video of the signed narrative be requested from us as well? Would we still be considered for award if we did not provide these things with our submission?

Answer: I would submit as many of the documents requested so that we can better evaluate your response. The more information we have the better we can evaluate your response. Some committee members may see your response as incomplete and will not evaluate.

20. Will we be disqualified if we don't submit a video?

Answer: I would send some video example of your work so the committee can evaluate your company