

**ALBUQUERQUE PUBLIC SCHOOLS  
PROCUREMENT DEPARTMENT  
ADDENDUM #2 FOR RFP NO. 13-011SS-AM  
TRANSLATION AND INTERPRETER SERVICES  
OCTOBER 9, 2012 – 2:00 PM**

September 28, 2012

Please note the following changes/corrections:

- Responses to written questions are listed on the following pages.

Thank you for your interest in Albuquerque Public Schools

**ACKNOWLEDGE ADDENDUM WITH RFP:**

**Addenda not signed and returned may consider the RFP non-responsive and may be rejected.**

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**COMPANY/FIRM NAME**

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**SIGNATURE**

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**DATE**

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**Sandra Sanchez, Procurement Manager**



**REQUEST FOR PROPOSAL  
RFP #13-011SS-AM  
TRANSLATION AND INTERPRETER SERVICES**

**RESPONSE TO TECHNICAL QUESTIONS SUBMITTED**  
(Similar questions are grouped together)

**TECHNICAL QUESTIONS**

1. Can a vendor bid on just the translation portion of the contract.

*Yes.*

2. Could you estimate the number of words to be translated over the course of a year? Or perhaps the average number of words in a translation, since you mentioned that we could expect around 3,000 translations over the course of a year.

*Currently Translation Services does not have the capability to give a fair and accurate estimate of the number of words of translation over the course of a year. The number of words depends on the type of document we receive from schools that can be newsletters, handbooks, parent information letters, etc., and this varies depending on each school's needs at the time and this can vary from one year to the next.*

*Just for clarification that 3,000 number refers to interpreting assignments.*

3. Is the translation rates of \$0.08 to \$0.14 cents per word mentioned under Appendix D is the “per work in the original document” or “per word in the target (I.e. translated) documented”?

*Per word from the source language and per word from the target language. Both.*

4. How many openings are available for translators and/or interpreters under this RFP?

*We will need at least 30 plus Spanish translators and interpreters.*

5. Please explain what the minimum interpretation and translations requirement for this position?

*Minimum Interpretation Requirements: Minimum of 3-6 months of interpreting experience, mastery of both languages, and or experience in educational setting, and or certification.*

*Minimum Translation Requirements: Minimum of 3 years as a translator, Spanish as primary and/or strong language, and/or Spanish studies and/or as a translator in educational industry, and/or certification and/or best bid.*

6. Is the American Translation Certification Required? If so, not having such certification becomes a disqualification or not?

*ATA certification is a plus. Not having certification, does not mean disqualification. Many other considerations are in play such as experience, turnaround time for the translations, and quality.*

7. Do you have current history of use per area in the school district?

*Our services are requested all over the school district with higher demand in the SW/South Valley, NW, SE areas of Albuquerque.*

8. Are you open to learning about both Face to Face and Telephonic Services?

*The majority of our interpretation services are in person and done by interpreters on site. Occasionally we use phone interpretation. All of our translations are done electronically.*

9. Do you anticipate needing to access services for languages other than Spanish?

*No. This RFP is only for Spanish.*

10. Who is your current vendor?

*There are thirty (30) plus or minus incumbents. Time does not allow APS to research and provide the incumbents names at this time.*

11. What is your current rate?

*The rates range from \$20 to \$35 per hour for interpretation services  
The rates range from \$0.09 to \$0.18 (\$0.16) per word for translation services.*

12. On page 33, under "Area 2 - Interpretation Services", the only accreditation that is mentioned (line 3 of that paragraph) is that of the American Translators' Association. While I understand the relevance of this accreditation for translators, it may not necessarily be the most relevant for interpreters. Will other certifications for interpreters be considered, such as Certified Court Interpreters or Certified Medical Interpreters?

*ATA for translation certification:*

*For interpreters: Yes, we will absolutely consider National Consortium Court Certification and Medical Certification. Any other certification will be weighed depending on issuing institution.*

13. On page 34, the second page of Appendix D, I understand that hourly rates for interpreters will be based on Offeror's level of education, documented years of experience, documented years of experience in an educational setting, and/or current certification, but I don't understand the second table, with headings based on these qualifications, nor the instructions to "check areas that apply." It would seem that a different piece of information, I.e., "MBA," or "12 years," or "Certification, Court Interpreter, NMAOC" would go under each heading, but the way the table is laid out would suggest a relationship between the items in one row, which may not be the case.

*The Offeror needs to specify the areas that apply. For example the Offeror can mark as MBA in the area of level of education, 12 years of interpreting experience in the area of years of experience, for example 5 years of experience in the educational industry in the area of educational setting, certification through the courts in the area of certification. If the Offeror has high school diploma, that's what the Offeror needs to put in the area of level of education. If the Offeror does not have any type of certification, then the Offeror needs to leave the area of certification blank as there are none. Based on the information that the Offeror provides (that needs to be demonstrable or verifiable) will be the rate that it will be assigned and offered.*

## PROCUREMENT QUESTIONS

### 1. Pre-Proposal Questions

I may not be able to attend the pre-proposal conference. Would it be possible to attend by teleconferencing?

Is there a chance to attend via phone?

*The pre-proposal conference was cancelled due to conflicts and scheduling. See Addendum #1.*

### 2. Although, I wonder if the questions and/or concerns discussed in that meeting will be later on posted for the rest of the participants?

*The answers to all the questions will be posted as Addendum #2 to the APS website.*

### 3. If a vendor plans to bid only on translation and will do the work in a state other than New Mexico, is it necessary to carry New Mexico auto insurance, and provide proof of it in the bid?

*No, automobile insurance only applies to Interpretation Services. Refer to 4.5.6 New Mexico Automobile Liability Insurance Coverage, page 21.*

### 4. The contract term for this RFP is one year. On what date will work start after the final selections are made and the contracts are signed.

*The contract schedule will be determined after award of contract and upon receiving required approvals, whichever is later for a term of one year. See 4.3 Scope of Work Page 18.*

### 5. After the closing date of October 9<sup>th</sup>, what is the latest date you anticipate scheduling testing and/or interviews with selected Finalists?

*Unfortunately, these dates have not been determined at this time.*

### 6. I am wondering if having NM Health Insurance is a requirement for this contract. It is one of the pass/fail items on the point list and I am curious if I don't have health insurance if that eliminates me from being able to secure a contract.

*No. This requirement is if Contractor has, or grows to six (6) or more employees. For additional information, see 4.5.2, 5.22, and Appendix C New Mexico Employees Health Insurance Coverage Form Page 21, 25 and 32. The New Mexico Employee Health Coverage Form (Appendix C) must be completed, signed and included in Volume 2.*

### 7. Section 4.6.2 describes the format to be used for the required three references; in what volume should those be included?

*Volume 1*

## 8. Resident Business or Resident Veterans Preference Questions

I have been a resident of New Mexico since 1982, and I am an independent contractor, but I am not an armed forces veteran. Do I still fill out and sign Appendix H for the Resident Business Preference qualifications? The form does not differentiate between a resident business and a resident veteran contractor.

I haven't applied for any Resident Veteran's Preference for this procurement. Actually, I'm not a veteran nor a resident of the state of NM. Should I still mark the first box or leave all options blank and sign at the bottom of the page? Or should I leave this whole page blank and indicate Not Applicable at the top?

*If you have been issued a Resident Veterans Preference by Taxation and Revenue, fill out the documents in Section 4.6.3 Resident Business or Resident Veterans Preference, Page 23 and include copies in Volume 2; otherwise, leave blank.*

9. I travel overseas about twice a year to do work as an independent contractor for two to four weeks at a time. If I am hired, what are the consequences if APS needs me for a job and when they call, I happen to be traveling overseas, will that be a breach of contract on my part, will my absence reduce my chances of being called the next time?

*No.*

10. Under Volume 1 is the Proposed Summary. Is it brief description of the Table of Contents? What is the content expectation under the proposed summary section?

*No, the Proposed Summary is optional and is for informational overview and will not be scored. See 3.4.1, Page 15-16.*

11. Volume 2 call for the inclusion of all the appendix forms as described under Mandatory Specifications Section 4.5. In addition, Volume 1 calls for Response to Specifications. Does that mean that the Desirable Specifications need be included in Volume 1?

*Desirable Specifications need to be included in Volume 1, with the exception of 4.6.3 Resident Business or Resident Veterans Preference. See Appendix J, Submittals Check off List, Page 42.*

12. Please provide a sample "Statement of Concurrence" that is acceptable to include in this section.

*In the "Statement of Concurrence", provide a brief sentence and/or paragraph as to whether or not your company has the legal authority to provide translation and interpreter services to public schools in the state of New Mexico.*

13. I would like to know what the "Response to Specifications" to be included in Volume 1 should consist of? I understand there are technical, mandatory, and desirable specifications and am not sure what the response should address.

*Respond according to the requirements of the mandatory and desirable specifications as listed in 4.5 Mandatory Specifications through Desirable Specifications, Page 20- 23.*

14. Do we need to present the information in the format of that table? Can we list relevant qualifications for each category in a different format? If not, could you please explain and perhaps give an example of how you wish the table be used?

*Yes, use the same format as the table. Place a check mark or "X" that pertains to your relevant qualifications as listed on the table. Add supporting documentation in the Section for Appendix D, Volume 2. By doing so, the committee will be able to evaluate this area in a timely manner.*

15. Do you need the resumes of our translators and interpreters with the Proposal? We will hire most of them later on.

*Yes. See 4.6.1 Translation and Interpretation Experience.*

16. I hope hiring translators and interpreters in not considered as subcontracting. Right?

*Correct.*