

**ALBUQUERQUE PUBLIC SCHOOLS  
PROCUREMENT DEPARTMENT  
ADDENDUM # 1 FOR RFP NO. 13-053GR-AM  
TRANSLATION AND INTERPRETATION SERVICES  
JULY 2, 2013 – 11:00 AM**

June 21, 2013

Please note the following changes/corrections:

- Responses to written questions on the following pages.

Thank you for your interest in Albuquerque Public Schools

**ACKNOWLEDGE ADDENDUM WITH RFP:**

**Addenda not signed and returned may deem 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**

**Gustavo Rossell, CPPB  
Procurement Manager**



**REQUEST FOR PROPOSAL  
RFP #13-053GR-AM  
TRANSLATION AND INTERPRETATION SERVICES**

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

**TECHNICAL QUESTIONS**

- 1) Can you elaborate on the nature of the translation and interpretation requests?

*Answer: Requests for translation and interpretation services involve any communication between families (parents) and schools to facilitate communication with non-English speaking parents. The information conveyed may include any documents or meetings of an educational nature such as special education meetings and documents, academic performance meetings or documents, health and wellness meetings, disciplinary issues, etc.*

- 2) Are the translation requests generally one-page documents or larger files.

*Answer: Translation request can be as short as a paragraph or as long as a handbook that is 50 + pages. On any given day the documents are 1 to 2 pages in length.*

- 3) And is it possible to just submit our quote for the translation portion of this RFP and not the interpretation.

*Answer: Yes.*

- 4) In Attachment 1, Question 10. It asks if contractors outside of NM can submit proposals, and it says yes, but only for translation. MWS is located in Houston, TX, but has existing contracts in NW for some ISD's and are able to provide local resources to fill the needs of APS. Are we able to bid for interpretation, given this info or only for translation?

*Answer: You can bid for interpretation and translation services from out of state as long as you provide direct contact information for the person(s) who will be providing the service and who will be the contact person for our department. The Service Capability and Desirable Specifications sections detail the information that is necessary.*

- 5) Please, let us know the word count for addendums and IEP Docs, since a flat rate per document is requested. The flat rate per document is based on the word count per each individual document, therefore if the word count is the same for all addendums and IEP Docs, please advise so we can quote accordingly.

• I have experience interpreting IEP'S to parents while in conference. On my experience, IEP's can be as short as a one page document or as long as it can get. Furthermore, my second question is, on appendix "D", it says that the Flat rate for translating IEP's is \$150.00 and for an addendum is \$40. Does it matter how long these are? Or is it the same pay no matter how many pages?

*Answer: Addenda and IEP are a flat rate price regardless of the word count.*

6) For interpretation, at what level of education, yrs. of experience and/or certifications do you consider paying the higher rates? Do you have a set criteria since there are 4 ranges?

- How does APS determine interpreter's pay?

*Answer: Please, refer to page 34 Area 3 - Interpretation Services.*

7) For flat-rate documents: can you provide the typical number of words for an addendum (\$40) and for an IEP (\$150)?

*Answer: Since the translation is paid by a flat rate price agreement regardless of length, we do not track the "typical" word count for a particular document type.*

8) Is this RFP for translation and interpretation services for in-person services only or will you consider over the phone interpreting services to meet your needs?

*Answer: We have received some sporadic requests for phone interpretation but the primary needs are for in-person services.*

9) Can you please provide an indication of the total volume that this contract represents in number of words? Page 43 states that "approximately 3000 Spanish translations were received for the year 2011/2012." Can you please provide the average number of words in a typical translation request?

*Answer: For school year 2012-2013 there were 2277 translation requests. The average number of words translated per request is 433.66.*

10) The date listed in the RFP for testing/interviews of finalists is listed as June 23, 2013, which is a Sunday and precedes the RFP closing date; should it be July 23<sup>rd</sup>? Can you give an indication of what testing will be required of bidders for written translations only, and does it need to be onsite?

*Answer: Yes, the date for testing/interviews is July 23, 2013 times still to be determined. The sequence of events has the correct dates. In the translation evaluation you will be given 30 minutes to translate a document into Spanish. For out of state translators, at the time of testing, a document will be sent via email to people requiring the test. That same day an interview can be conducted over the phone for out of state translators only. Please see section 2.3.2 Incurring Cost regarding cost incurred in preparation of this RFP.*

11) On page 16, section 4.1.2, it states that "The Translation and Interpretation Coordinator(s) or designee at each department, school and/or various locations will provide work space, telephone, utilities and support services for translation and interpretation related assignments for the translator or interpreter to use as part of this contract". Should it only say "interpreter?"

*Answer: For services performed for the Translations and Interpretations Services Department, yes, this only applies for interpretation. All of the translation of documents for Special Education will be done online, so we assume translators will work from their home. All work is done over a secure site on the internet, with a user name and password assigned to each translator (provided by Special Education). Assignments and training are described in question #11 in RFP's Attachment 1 Frequently asked questions.*

## PROCUREMENT QUESTIONS

- 1) Will this be awarded to one vendor or split among several?

*Answer: This solicitation will result in multiple awards (Section V, 5.0.1, pg.24)*

- 2) Section 2.3.4 – Our company does not directly employ the linguists we use to provide services. We use contractors. Would they be considered as our sub-contractors?

• according to your RFP, your establishment hires directly individuals to perform the interpretation. We would like to know if a company could bid on this RFP and if it's a yes, could we attach a separate rate sheet with our proposal?

*Answer: No, they would not be considered your subcontractors. APS would pay your company for services rendered and you company, in turn, would pay your "contractors". Note: You must include with your Offer the resumes and all required qualifications of every translator and interpreter your company intends to use with APS.*

- 3) In the "alternate contact" section of Appendix H, is it possible to use a member of my family such as my wife?

*Answer: Yes. APS is not responsible if a third party does not relay information sent (intended) to you.*

- 4) Can the information required in the various appendices be printed in pen, or must this be typed as is required for the Proposal Format in section 3.3?

*Answer: Legible handwriting for the appendices only will be acceptable. Typed form is preferred.*

- 5) I plan to submit a résumé in support of my candidacy. Both sections 4.5.9 (mandatory) and 4.6.1 (desirable) call for a résumé as an option. Am I assuming correctly that just 1 original résumé is required (plus necessary copies) for this section?

*Answer: Submit one resume for each section plus the required copies.*

- 6) My first question is, appendix "A" and appendix "B" are written as if I was working for a company. I am representing myself, I do not work for anybody. With this being said, this is how I filled the documents. Please let me know if I made a mistake or if I misunderstood the directions.

FIRM: [your name here](#)

REPRESENTED BY: [SELF](#)

TITLE: [MR. / MRS.](#)

*Answer: This would be correct*

- 7) On Appendix "B", items 1 to 4 are all filled up with my personal information. Is this correct?

*Answer: Yes*

8) Background check up is now or after selection?

*Answer: After being awarded a contract and only for interpreters and/or translators who will be contact with students (see Section II, 2.3.5, pg. 9)*

9) W-9 form shall be sending now or later?

*Answer: Submit your W-9 form with your Offer / RFP submission.*

10) How to get an APS vendor number?

*Answer: only those vendors who are awarded contracts will be assigned APS vendors numbers.*

11) Regarding item 9) in Appendix I, since I am only applying for translation services (provided online), is it necessary for me to submit auto liability insurance documents?

*Answer: No, it will not be necessary.*