



**ALBUQUERQUE
PUBLIC SCHOOLS**

Accelerate Progress for Students

Rennette R. Apodaca, MPA, CPPO
Executive Director

Raquel Reedy
Superintendent

RFQ 17-061 RA-SS – Translation and Interpretation

ADDENDUM #1

February 1, 2017

- Non-Mandatory Pre-Proposal Location Change:

New Location: Rio Bonito & Rio Grande Rooms – West Tower
6400 Uptown Bld., NE
Albuquerque, NM

- Please see attached questions and responses.

Thank you for your interest in Albuquerque Public Schools

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:

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

COMPANY/FIRM NAME

SIGNATURE

DATE

**Rennette R Apodaca
Executive Director Purchasing**

#	Question	Response
1	Can we call in to the Pre-proposal meeting?	This is a non-mandatory meeting; A call in is not available at this time. Any questions and answers will be posted as an addendum on our website.
2	Will out of state vendors be considered?	yes, if they can meet the requirements of the RFQ.
3	Are you looking for freelancers or a company to fulfill the need?	We have worked with both.
4	Per number 2 in the Terms and Conditions section, will we receive written notice of funds appropriation upon contract award?	There is no minimum guarantee of work associated with this contract; it is "as needed" and "as requested". Funds appropriations may change during fiscal year.
5	Are subcontractors-freelancers considered a third party (pg 9)?	yes
6	Is ASL a part of this RFP? If so, what company is currently handling the schools' ASL needs?	No, ASL is not part of this RFQ
7	Are the languages stated on page 11 the most common languages for both interpreting and translation?	yes
8	Will the interpreters or the translators be provided a work space, telephone, etc. as stated on page 11?	as needed
9	Can we bid on and be awarded for more than one task?	yes
10	For the ATA requirement on page 14, is that referring to the organization translating for 2 years or an individual translating for 2 years?	Individual
11	What is the word count for the flat rate documents on page 14?	It depends on the Individual Education Plan (IEP). IEP Templates already translated, user input is what requires translation.
12	Can you please clarify what you would like included in the Resume on page 19? Is that an organizational resume	Name, address, phone number, email, Qualifications, Education, Experience, Skills, Knowledge, Abilities, Training, Licenses, ETC and anything considered relevant for the scope of work.
13	Do we need to provide a current NM business license?	yes, if you are located in New Mexico and require one
14	Can we submit more than one proposal separately, as in one for translation and one for interpreting?	yes
15	What is the typical length for translations, in words or pages?	Minimum one page and average 3 to 5 pages
16	Under the FOIA, who is Albuquerque Public Schools currently utilizing for language services?	APS has over 60 current vendors providing services in all languages
17	Under the FOIA, how much is Albuquerque Public Schools currently paying for language services?	translation and Interpretation Services spent \$329,790.28 for school year 15-16
18	Is TIS part of the Albuquerque Public School System or is it a subcontracted company tasked to vet out potential vendors for APS?	Albuquerque Public Schools
19	Will the contract be awarded to one or multiple vendors?	Multiple
20	Regarding flat rate translation pricing listed on your scope of work document, could you please specify examples of what you are referring to?	Flat rate for an Individual Education Plan (IEP) and Amendments to IEP
21	Regarding your suggested interpretation pricing guidelines, would APS consider a more cost effective video remote interpretation model that is now being successfully used Education settings?	no not at this point

#	Question	Response
22	When would the awarded contract begin?	Estimate - April 2017
23	Can I request and submit letters of recommendation from APS IEP Specialists and/or Teachers?	yes
24	Page 19 of the RFQ/Submittal Requirements states: Three (3) Letters of Recommendation/Reference from Clients. Please indicate whether you require formal letters of recommendation or references with contact name, email, phone number submitted with the response to the RFQ?	Three formal letters of recommendation
25	We have been a vendor to APS for 4 years – given this, may we utilize an APS staff's letter of recommendation/reference details, as the case may be?	yes
26	before they only asked for Car Insurance. Now, do we need to buy other insurance?	Section 6 states "if applicable"; The RFQ states the requirement of car insurance
27	I have prepared both forms A and B as per the instructions. Besides those and the proof of auto insurance required, what else do I need to present by March 2 ?	Please see page 19 of RFQ; Additionally ensure to check website for addendums (changes). If addendums are posted, you will need to acknowledge receipt of addendums in your submittal.
28	Can I submit the package prior to that date?	yes
29	Where is the public meeting on Feb 10th at 10 am?	Rio Bonito & Rio Grande Room - West Tower 6400 Uptown Blvd. NE Albuquerque, NM
30	Is it obligatory to be there?	no, it is non-mandatory
31	Can a company offer Phone Services in this RFQ?	no, not at this point