



**ALBUQUERQUE
PUBLIC SCHOOLS**

Accelerate Progress for Students

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Superintendent

RFQ 17-061 RA-SS – Translation and Interpretation

ADDENDUM #3

February 6, 2017

Thank you for your interest in Albuquerque Public Schools

Questions and Answers attached.

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

#	Question	Response
1	Paragraph 5, under "General Instructions", states that: "Any contact during the RFQ evaluation process, or attempt to have contact with the Evaluation Committee, where it is unsolicited by the Evaluation Committee's members, is grounds for disqualification of your offer". May we ask people from APS Translation and Interpretation Service, as well as Special Education Department departments if we can use them as references?	yes, you can ask people from APS Translation and Interpretation and Special Education for a reference.
2	Can we mail the Proposal overnight to the APS "physical address" or is the physical address exclusively for "in-person" drop-offs?	yes, you can use the physical address for overnight
3	Are more than three letters of recommendation allowed to go in RFQ, or just the three you are asking for?	yes, you can provide more than 3
4	Would it be OK if we add "Compliance with Interpreter's Code of Ethics and Expectations for Contractors" right after "Resume" on page #19 list	yes
5	For the cover on the envelope, should it read: "Delivered to: Sandra Sanchez..." (as it was in the previous RFQ back in October, 2012) or should it be: "Delivered to: Procurement Department..." ?	Please see page 4, item 8 of the RFQ for delivery instructions.
6	Regarding Form A above- as we are intending to bid on Translations only (Area 2 and 3), do we need to fill out this form and if so, since we are an agency with many translators on staff, can we just insert agency with the requisite years of experience, certifications etc.?	yes and see additional requirements for agencies in Addendum #2
7	Does this mean that the bidders can write to teachers, or to other departments?	Bidders may ask for a letter of reference by emailing an individual, calling an individual or asking an individual in person.