

**ALBUQUERQUE PUBLIC SCHOOLS
PROCUREMENT DEPARTMENT
ADDENDUM #1 FOR RFP NO. 12-041SS-AM
TRANSLATION AND INTERPRETER SERVICES
JUNE 26, 2012 – 11:00 AM**

June 15, 2012

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:

Addendums not returned and signed will be considered non-responsive and rejected.

COMPANY/FIRM NAME

SIGNATURE

DATE


Sandra Sanchez, Procurement Manager



**REQUEST FOR PROPOSAL
RFP #12-041SS-AM
TRANSLATION AND INTERPRETER SERVICES**

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

TECHNICAL QUESTIONS

1. Volume- Translations Questions

Approximately what volume of translations do you require on an annual basis?

Please provide the anticipated volume for translation services.

What is the expected volume of this contract? Is there any historical data?

Approximately 3,000 Spanish translations were received for the 2011/2012 school year.

2. Volume – Interpretations Questions

Approximately what volume of interpretations do you require annually? What is the mix of consecutive versus simultaneous assignments?

An estimated 2,600 -3,000 Spanish interpretations were received for the 2011/2012 school year.

Translation and Interpretation Services does not have the capability to keep a statistics of the mix of simultaneous and consecutive mode of interpreting. Although, our services use both modes of interpretation and sporadically, the contractor might encounter the sight mode if interpretation. There are many variables that affect the usage of a particular mode of interpretation, the skills of the contractor, the preference of the person in charge of the meeting, etc. There are some sessions that only require simultaneous interpretation with the usage of equipment provided by our office.

What is the approximate annual dollar amount for this contract?

APS uses only one account for all languages and does not have the capability to determine the dollar amount for just Spanish at this time. The estimated dollar amount for this contract We are not able to give an amount at this point. We need to wait until all proposals are received. This depends on many factors, for example how many contractors we will be using for the next years, second on the rate that we will decide based on a scale and the incoming requests from schools.

Please provide the anticipated volume for in person interpreting services.

Again, we cannot give an estimate. It depends on the requests made by schools.

3. What are the most frequently requested languages?

Spanish

4. For translations, what document formats are utilized?

Mainly Microsoft Word. Contractors might encounter very sporadically Excel spreadsheet information or a document in publisher.

5. What are the formatting requirements for translations? Do you require the formats of the originals to be maintained in the translation?

We prefer the translator to translate the document in the same format that is provided by the schools.

6. Desktop Publishing Questions

Please advise if desktop publishing will be required for translation services.

If formatting is required, this often requires extensive desktop publishing efforts. Can those services be charged separately and if so how should we indicate those charges on the Cost Response Form?

Desktop publishing is preferred but not required. No, include formatting charge in the rate.

7. Can you tell me if the above listed RFP includes Sign Language for the Deaf and Hard of Hearing?

Sign Language for the Deaf and Hard of Hearing is not included in the RFP.

8. Incumbent Names and Rates

Please provide the incumbent name and rates for translation and interpreting services.

Is there an incumbent vendor for these services? If yes, who is the vendor(s) and what rates do they provide for the services?

If some incumbents are working with APS right now what are the rates for these services i.e. translation and interpretation?

There are fifty (50) plus or minus incumbents. Time does not allow APS to research and provide the incumbents names at this time.

*The rates range from \$20 to \$35 per hour for interpretation services
The rates range from \$0.11 to \$0.18 per word for translation services.*

9. Please advise if other languages besides Spanish should be quoted on the pricing sheet

No. This RFP is only for Spanish.

10. Please advise the average lead time for scheduling in person interpreting and translation services

We encourage schools to submit their request at least a week in advance, but there are many cases that their requests are made in short notice, meaning that we can ask an interpreter or translator to provide their services with one day in advance or the same day.

11. Are you considering proposals dealing exclusively with translation?

Yes.

12. On Site Work

In regards to translation work, will it ever be necessary to work on site?

Are the translation services to be performed on site? Or APS will provide the documents electronically to provide translation services?

No. Our office sends the document electronically for translation purposes.

13. What has been the biggest challenge for fulfilling services under this contract, or if this is a new contract, are there any challenges that you anticipate?

The biggest challenges could be short notice requests. Contractor might need to perform the work in the same day as requested. This is not a new RFP.

14. Is Oral Presentation/interview by the new offerors is a MUST? Can it be done by remote means like video conferences/Skype etc.?

If you are only applying through this RFP as an interpreter, the contractor must appear in person for the interview/oral presentation. If you are only submitting your proposal as a translator, we can make accommodations.

15. Can offerors submit Proposal for only one service i.e. for interpretation only?

Yes. Offerors may submit a proposal for just translation, interpretation services or both.

PROCUREMENT QUESTIONS

1. We are reviewing your current RFP for APS and would like to know that if the statements below hold true, you anticipate your translation and interpretation vendor to employ and not subcontract the service providers? Or, is the vendor able to subcontract to approved linguists? Most companies in our industry subcontract to give their clients the best rates possible for services.

Subcontracting is not allowed.

2.3.4 Subcontractors: The use of subcontractors is NOT allowed for Translation and Interpretation Services.

Correct

2. **2.3.28 New Mexico Employee Health Coverage Questions**

If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Contractor certifies, by signing this agreement, to have in place and agree to maintain the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than August 1, 2012, if the expected annual value in the aggregate of any and all contracts between Contractor and APS exceed \$250,000.00 dollars.

Clarity 2.3.28 New Mexico Employee Health Coverage.

The New Mexico Employee Health Coverage Form (Appendix C) is a mandatory requirement that must be completed, signed and included in Volume 2.

Is it given to contractors by APS?

No

3. Multiple Vendor Award Questions

Please advise if this proposal is multivendor or sole award

Is this a multiple vendor award contract?

This procurement may result in multiple awards.

4. 1.5 Background Information, Paragraph 4 states that "The successful offeror(s) must share the philosophy of and understand the legal obligation of APS..." Please clarify what is meant by "share the philosophy of... APS" and what that encompasses within a contracted relationship as an interpreter/translator.

Sharing the same attitudes, values, beliefs for the success of the Albuquerque Public Schools.

5. 4.5.1 Authority to Provide Translation and Interpreter Services Questions

What constitutes "legal authority to provide translation and interpreter services to public school districts in New Mexico?"

"Offeror must have the legal authority to provide translation and interpreter services to public school districts in New Mexico as it relates to the needs of this RFP. A statement of concurrence required."

Do you have specific stipulations for what the statement of concurrence must include?

That Offer has not been disbarred from doing business in the State of New Mexico and has appropriate licenses.

6. New Mexico Automobile Liability Insurance Coverage Questions, Page 21

We will be working out of state. Is the auto insurance still necessary?

The Contractor will be working in the confines of New Mexico, it will be necessary to only have automobile liability insurance in New Mexico.

4.5.6 requires that the Offeror "submit a copy of current auto insurance coverage certificate." I am a sole proprietor who does not own a motor vehicle, commuting instead by bicycle and public transportation. Is auto insurance still a requirement in my case, as I would be utilizing means other than a personally owned motor vehicle to go to my assignments?

No, please note that in your RPF response. Reliable transportation is preferred as interpreters may be required to go from one assignment to another with limited time in between to get to next assignment.

7. RFP Eligibility Questions

Is this RFP open to out of state vendors?

Are translations companies outside NM State are eligible to apply for this RFP?

Yes

8. How much is the duration of this contract? Are there any extension periods?

One year, Contract may be extended for up to three (3) additional one (1) year periods, or any portion thereof at the discretion of APS pursuant to funding availability and satisfactory service provision, as determined by APS. (See 4.3. Scope of Procurement, page 18, paragraph 1 and 2).

9. *Should the Table of Contents include Volumes 2 & 3 or just Volume 1?

Include a Table of Contents for each volume.

10. What is the Optional Proposal Summary?

Optional Proposal Summary pertains to Volume 3, page 16. Include any supporting material or additional information not otherwise covered in the RFP. Note: this volume will not be scored.

11. The sections where we need to write a narrative or include something besides the Appendixes are sections 4.5.1, 4.5.6, 4.5.7, 4.5.8, 4.6.1 and 4.6.2? Are there any I missed?

Refer to the Mandatory Specifications Page 20-21 and Desirable Specifications Page 22 of the RFP.

12. **2.3.5 Fingerprints and Background Checks Questions, Page 8**

\$33 for fingerprints is only if we have unsupervised access to children?

Correct.

I am resigning as an Educational Assistant for APS effective in August and had fingerprints taken last fall. Would those be valid for my first year of working with APS as a language contractor as well?

Fingerprints and Background Checks is standard boiler information. Fingerprinting and Background checks only apply if Contractors has unsupervised access to the students. Should Fingerprinting and Background checks be required, Contractor will be notified.

13. If I make a bid at a certain price but have points that put me in a higher category, which amount will be the correct one.

See 5.1 Evaluation Points Summary: Translation Services, Page 24 and Interpretation Services Page 24 for points assigned to each area.

14. What happens if equipment for interpretation is stolen?

The Contractor would be responsible for replacing any and all the equipment with like kind and quality. Translation and Interpretation has a logging system for checking out and returning equipment that will be given when checking out equipment.

15. Will the amount per hour be the same for four (4) years? Is there a possibility of revision after one year?

Yes. No, the RFP does not allow for price escalation.