



**Request for Proposal # 15056
Translation Services**

**Addendum I
7/10/15**

<i>Changes</i>

Change

From: Proposals will be accepted until **11:00** a.m. on **July 16, 2015.**

To: Proposals will be accepted until **11:00** a.m. on **July 23, 2015.**

<i>Clarifications</i>

The correct RFP # is 15056.

<i>Questions</i>

1. Can companies from outside the USA submit proposals?
 - a. Yes
2. Will the awarded vendor need to be available for onsite meetings?
 - a. Yes
3. Can the tasks be completed outside the USA?
 - a. *Interpretation no; translation yes*
4. 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?
 - a. *Quantity of on-site interpreters needed during Parent Conferences. Some nights may require more than 140 Spanish interpreters.*

- b. Tulsa PS has a resolution agreement with the Office of Civil Rights that requires all interpreters/translators to have documentation of advanced language proficiencies in target language and English as well as annual training.*
- 5. What is the expected volume of this contract?
 - a. We used in excess of 2200 hours of on-site interpretation services during the 2014-2015 school year.*
- 6. Would you like the sample documents translated and included with the bid, or would you like us to provide other samples?
 - a. Translations of the sample documents provided by Tulsa PS should be included with the proposal submission.*
- 7. We can include resume samples but will redact the names and contact information because of proprietary purposes. Is it acceptable to release this information upon contract award?
 - a. Yes*
- 8. Is this RFP open to out of state vendors?
 - a. Yes*
- 9. Is this a multiple source award contract?
 - a. No*
- 10. Is this an existing or new contract?
 - a. This is to provide continuation of services for which there has been an existing annual contract for multiple years.*
- 11. Can you provide information on historical usage by language (either by word count, revenue or number of requests), or if none is available on projected usage?
 - a. We used over 2200 hours of interpretation in Spanish during the 2014-2015 school year. We also had less frequent interpretation requests in Hmong, Vietnamese, Russian, Arabic, Burmese, and Zomi.*
 - b. We had multiple documents translated from English into Spanish, Arabic, Vietnamese, Chuukese, Hmong, Russian, Urdu, Burmese, and Zomi.*

- c. *We had multiple student school records, immunization records, birth certificates, and legal documents translated from Spanish, Bengali, Russian, Vietnamese, Chinese, Romanian, and Portuguese.*
- 12. Can you provide information on total contract revenue for previous years, and/or anticipated revenue for the new contract?
 - a. *Approximately \$160,000 was spent in the 2014-2015 school year.*
- 13. Does Tulsa Public Schools have a preference for Oklahoma-based vendors?
 - a. *No.*
- 14. What mechanism exists for the contractor to resubmit pricing if additional contract years are granted?
 - a. *TPS will consider all pricing proposals in the evaluation*
- 15. In the interests of environmental conservation, can proposal responses be submitted by email?
 - a. *No*
- 16. Are you able to provide us with historic data of average monthly utilization for document translation? What is the average monthly word count for document translation?
 - a. *See answer to question 14 for all volume info available.*
- 17. "Volume: No guarantee is made as to the volume or quantity of services that will be requested. Work will be submitted to the contractor on an as-needed basis." Can TPS please provide an estimate of how many words may be required in one day, as well a turnaround expectation?
 - a. *See answer to question 14 for all volume info available.*
- 18. Would you accept and consider document translation rates based on tier pricing based on volume?
 - a. *Yes*
- 19. What scoring percentage (if any) will be allocated for MBE participation?
 - a. *None*

20. Are you currently in a reciprocal relationship with national recognized MBE certifications such as the Women's Business Enterprise National Council (WBENC)?

a. No.

21. Should Attachment C be completed & submitted with our proposal? If yes, should we change the <State> and <County> designations?

a. Yes, Yes.

22. Must vendors be registered to do business in Oklahoma? If so, would registration be required for bidding purposes or only in the event of an award?

a. No.

23. Section 8 (Requirements), proposal section C1, would TPS accept a project minimum, as is standard in the industry?

a. TPS will consider all proposals.

24. Section 8 (Requirements), proposal section C (general), does TPS anticipate the use of other language services, such as interpretation or transcription? If so, should we include this pricing?

a. *Yes, pricing should include rates for interpretation and translation. Transcription is not needed.*

25. We understand that we are to include the cost for each sample document shown in Exhibits 1-3. Shall we have Exhibits 1-3 translated into Spanish and include the Spanish translations as a part of our response to this Bid?

a. Yes.

26. Where would you like the translated sample documents to be placed in the response? We have not found a designated location within the RFP document.

a. *At the end*

27. The RFP requires the Attachment C, Felony Affidavit, be submitted with our proposal. Reading the Affidavit it states the undersigned -has a contract with the School District or is the duly authorized representative of a business (entity) having a contract with the School District. Since neither of these choices is true and we currently do not have a contract with the School District and are only submitting a proposal for a new contract. I don't understand how we could sign

and have it notarized as a true statement. Can you advise? Will our proposal be rejected if this affidavit is not included?

- a. The Felony Affidavit can be completed by the provider receiving the award and before a contract/PO is issued.

28. *Attachment B – Non-Collusion Affidavit* is geared towards American companies/individuals with blanks for to enter one's state and county. Is there an alternative document or can you send an editable version of Attachment B so that Canadian details can be entered?

- a. The Felony Affidavit can be completed by the provider receiving the award and before a contract/PO is issued.

29. Is there any preference toward translators who operate within the US versus those who operate within Canada?

- a. All proposals will be considered.

30. Can TPS specify how many translators it would like to see proposed in the submission?

- a. No.

31. Under 7.1 "Interpreter/Translator Requirements", does TSP require translators with interpretation experience?

- a. Yes

32. If so, will translators be required to interpret at any time during the duration of this contract?

- a. Yes

33. If interpretation is required, since interpretation charges differ from those of translation, does TPS require rates for consecutive interpretation?

- a. Yes

34. "Proposal Section B, Approach: B4. Will one employee from your agency work from beginning to end on a project sent to your agency to ensure continuity and consistency in terminology, syntax and style? Would this person's native language be Spanish?"

Is TPS referring to the actual translator in this case or a project coordinator/manager who would be a single point of contact for TPS to receive requests, response to questions/concerns, and deliver final documents?

a. *The intended questions, phrased differently, would be –*

Is a final review performed on the given project to ensure accuracy, consistency in terminology, syntax and style before the project is considered complete?

Yes

Is the final reviewer performed by someone whose native language is Spanish?

The reviewer will be fully qualified but may have a different native language.

35. Under section General Terms & Conditions, Page 6; 10.5 MANDATORY USE OF FORM AND MODIFICATION OF TERMS AND CONDITIONS: Where it says: "Return of the complete document is required". Does it mean we need to send all 16 pages of the PDF, in addition to the Offeror's Proposal and Attachments A, B, C & D; and Exhibits?

a. Yes.

Proposal responses must include a copy of this page, signed by the vendor, confirming receipt of same. We hope this information is helpful in developing your response and we appreciate your participation.



Linda L. Phillips, C.P.M.
Director of Purchasing

Vendor Acknowledgement Signature