

## MEMORANDUM FOR RECORD

SUBJECT: Questions Received from Offerors and Answers for RFP, FA5209-16-R-0007, Medical Translation and Escort Services

1. Number of the staff?  
A: According to the historical data, 12 translators are necessary at a minimum including 1 site manager.
2. Is the manager the one who reads a group of staff, not additional translator?  
A: Yes.
3. Should translator be qualified as a doctor or registered nurse?  
A: No.
4. What is included in CLIN x001?  
A: CLIN 0001 includes, but not limited to, 1) medical translation(written and oral) required in the Yokota hospital (including calls from the local medical facilities), 2) the scheduled escorts to the local medical facilities and 3) emergency transfers to the local medical facilities for 0730 thru 1630 hrs Monday thru Friday excluding US holidays. Transportation costs for all escorts and transfers will be included.
5. Is the Defense Language Proficiency Test a viable for the JLPT score?  
A: No.
6. For CLIN 0003, I will base the lot cost based off of prior years, however, if the transfer rate increases in the coming years and the bid amount is not enough to cover the increased amount of transfers, how will this be reconciled?  
A: This CLIN will be determined by the Government after award. RFP will be modified accordingly by Amendment 0001.
7. Are non Mid-night Hours transport costs to be included? If so, under which CLIN?  
A: Refer to No.4 question. Escorts or transfers will include transportation. If an escort was performed under CLIN x001, its translation cost will be included in CLIN x001.