



## ADDENDUM NO. I

**DATE:** June 28, 2021  
**TO:** All Potential Proposers  
**FROM:** James McKeehan, Assistant Purchasing Agent, City of Knoxville  
**SUBJECT:** Addendum No. I to RFP – Interpreting Services

This addendum is being published to provide clarification regarding the above referenced RFP. This addendum becomes a part of the contract documents and modifies the original specifications as follows:

### Items for Clarification:

1. On RFP page 3, Section III Background, it says “Requests must be made within 72 hours of the meeting or event where an interpreter is required.” Does this mean request must be submitted with at least 72 hours’ advance notice of when an interpreting appointment is needed? If not, please let us know the intended meaning of this sentence.

**A member of the public who needs an ASL interpreter to attend a public meeting, in example on Tuesday June 29 at 6:00 p.m. would need to request an interpreter by 6:00 p.m. on Thursday June 24th in order to give the City time to request an interpreter be present. It is our intent to include in all notices about City public meetings the following statement: "If you are a person with a disability who requires an accommodation in order to attend a City of Knoxville public meeting, please contact the City of Knoxville's ADA Coordinator, Stephanie Brewer Cook at 865-215-2034 or [scook@knoxvilletn.gov](mailto:scook@knoxvilletn.gov) no less than 72 business hours prior to the meeting you wish to attend."**

2. Is there an incumbent on this contract? If so, who is it? What were their hourly rates for interpreting services?

**There is no incumbent.**

3. If there is an incumbent on this contract, what was the approximate historical usage of interpreting services (in hours) under the incumbent contract?

**See Item #2**

4. If there was not an incumbent on this contract, what will be the estimated yearly usage of interpreting services under this contract? (A ballpark figure is perfectly fine. The answer to this question will affect our agency’s cost proposal.)

**The City utilizes interpreting services for most CODI (Mayor's Council on Disability Issues,) meetings, including committee and strategic planning meetings. In 2020, there was an average of 6 meetings--one hour in duration--and one main monthly meeting that may go up to two hours. The public may also request an interpreter for any public meeting (In 2020, there was one request.) In addition, there are two training sessions with the Knoxville Police Department each year where a team of interpreters will be required for**

**approximately five hours total. With these "set" meetings, we estimate but cannot guarantee approximately 101 hours of interpreting needs.**

5. When does the City of Knoxville intend to issue an award from this solicitation (a ballpark date range is fine)?

**There is no timeline for awarding this solicitation.**

6. What is the anticipated period of performance for this contract (i.e. expected start and end date as well as any option years)?

**The terms for this contract will be for one year, with an option to renew for two additional one year periods for a total of three years beginning at the time of contract execution.**

