



Accelerate Progress for Students

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DATE: 7/20/2022

RFP NUMBER: 22-044 RA

RFP TITLE: Signed Language Interpreting Services

ADDENDUM NUMBER: 2

Extending RFP Due Date and Time for proposal submittal from 07/25/2022 at 3:00 PM (local time) to 07/29/2022 at 3:00 PM.

Question: “In regards to the evaluation criteria "Written Narrative and Video of Signed Narrative"- we are a staffing agency and the staff assigned to this contract would not be determined until award. It says "if offerer is a firm, please submit the required information for all personnel". Does this mean that you want a narrative and video for each potential interpreter to be submitted? Can we submit resumes/certifications of potential interpreters in place of this? ”

Response: If your company is awarded a contract with Albuquerque Public Schools (APS) we will require written narratives and a video of signed narrative for each candidate you refer to our school district.

Question: “Please note, I represent an agency, not a sole contractor. I saw that the compensation for contractors was noted in the RPF, however as an agency our rates look different. Should I send our rates as a separate attachment? As for the evaluation criteria, will you want resumes of all our contractors, reference letters for our agency rather than individuals, and how should we handle the narrative section?”

Response: Please use the rates listed on page 25. For the evaluation please provide your qualifications and a list of references for your agency not the individual contractors you intend to refer to our district.

Question: “Who are the current vendors providing services?”

Response: We currently have multiple sole contractors.

Question: “Are your current vendors meeting your needs?”

Response: Yes, however we have determined the need for an agency as well.

Question: “What is the anticipated award date?”

Response: Currently we are looking to award contracts by mid to late August 2022.

Question: “How will vendors be notified of award?”

Response: Award letters will be issued to selected suppliers.

Question: “Do you anticipate awarding one or multiple vendors?”

Response: Multiple suppliers will be awarded.

Question: “What are the current hourly bill rates by vendor?”

Response: Current bill rates are listed on page 25 of the RFP.

Question: “If we provide per evaluation rates, does the district require vendors to provide all of the assessments materials/protocols?”

Response: Evaluations rates will not be necessary.

Question: “How many billable hours are in a school day?”

Response: The regular working hours are listed on page 22 of the RFP.

Question: “What is the anticipated # of full-time or # of part-time positions?”

Response: The school district is looking to fill five full-time and five part-time positions.

Question: “Will services be provided on site or virtually or a hybrid of both for the 22/23 SY?”

Response: Services will be provide as a hybrid of both onsite and virtually as needed by the school district.

Question: “Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools?”

Response: No.

Question: “Will assigned candidates have access to computers/laptops and printers provided by your schools?”

Response: No.

Question: “Do you require resumes of potential contracted candidates to be included in our submission?”

Response: We are looking for your agency’s qualifications and experience for providing qualified signed language interpreters. Once a contract is awarded then a resume, their professional license(s) with a written narrative and signed interpretation of that narrative will be required. That said, sole contractors must provide this information.

Question: “Do you require the candidates license verification to be included in our submission?”

Response: We are looking for your agency's qualifications and experience for providing qualified signed language interpreters. Once a contract is awarded then a resume, their professional license(s) with a written narrative and signed interpretation of that narrative will be required. That said, sole contractors must provide this information.

Question: "Is it the school's expectation to hire the candidates we will include in our proposal response if we get awarded?"

Response: If the candidate is qualified we will interview them for possible hire.

Question: "How many candidates/resumes will you need per discipline?"

Response: 10 total positions.

Question: "Do contractors have to travel between schools during the workday? If so, are they required to clock out during travel between schools OR are they able to stay clocked in during travel between schools?"

Response: The contractor must clock out to travel between schools.

Question: "Does the school district reimburse for mileage?"

Response: No.

Question: "Does the District plan to issue RFPs for other related services?"

Response: Yes.

Question: "Can pricing increase during the term of the contract?"

Response: In the contract we will have a "Yearly Escalation" clause but it will require proof on the vendor's end.

Question: "Does the district require that Agencies bill only the hourly rates listed on page 25, Sign Language Interpreter Compensation? The rates listed are unusually low and not consistent with industry standards for certified Interpreters?"

Response: Agencies must bill according to the hourly rates listed on page 25.

Question: "Could the district clarify the unusual requirement for "a video of the signed interpretation of the written narrative on DVD, thumb drive or other physical form of electronic media" (Evaluation Criteria, page 28)? What content should be included in the video? Does the district require video of an authorized official signing the written narrative, a video of the signed cover of the narrative, a video of someone reading the narrative, or some other content?"

Response: The district requires a written narrative and a video of the signed interpretation for each candidate or sole contractor. This is used to evaluate the interpreter's skills. We will accept the following methods for videos: Unlisted YouTube link, or mailed thumb drive.

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:

Addenda not signed and returned may consider the RFP non-responsive and may be rejected.

COMPANY/FIRM NAME

SIGNATURE

DATE