

ADDENDUM 1

September 13, 2017

**SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

Scott R. Muri, Ed.D. Superintendent of Schools

**PURCHASING DEPARTMENT**

1031 Witte Road, Building T-1A, Houston, Texas 77055-6016  
Phone 713/251-1100 Fax 713/251-1115

**FINAL**

Date: September 13, 2017

**BARBARA A. ROBILLARD**

Director of Purchasing and Contracts

**NOTICE TO OFFERORS**

**ADDENDUM TO REQUEST FOR PROPOSAL**

DATE: September 13, 2017

This Addendum forms a part of and modifies the original Proposal Document, issued by the Spring Branch Independent School District.

Invitation to Proposal entitled: **ANNUAL CONTRACT FOR TRANSLATION & INTERPRETATION SERVICES**

**DUE TO HURRICANE HARVEY THE PROPOSAL DUE DATE HAS BEEN EXTENDED TO THE BELOW DATE & TIME.**

**OLD Proposal Opening Date & Time: September 7, 2017 @ 11:00 AM**

ADDENDUM NO. 1

PROPOSAL NO. 11902

**NEW Proposal Opening Date & Time: September 19, 2017 @ 11:00 AM**

Please make the following additions, revisions, and/or deletions to the Proposal Document:

**Please replace page 34 with the attached.**

The offeror shall acknowledge receipt of this addendum on the Proposal Form.

**See Revisions, Questions, and Answers below.**

**SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**  
**Request for Proposal**  
**RFP#11902—TRANSLATION & INTERPRETATION SERVICES**  
**PROPOSAL COST FORM**

**9.14.0** Please include the turnkey cost for your proposal on this form.

WRITTEN TRANSLATION SERVICES: \$ \_\_\_\_\_ per word / hour / day / project

TRANSCRIPTION SERVICES: \$ \_\_\_\_\_ per word / hour / day / project

ORAL LANGUAGE INTERPRETATION: \$ \_\_\_\_\_ per hour / day / project

SIGN LANGUAGE SERVICES: \$ \_\_\_\_\_ per hour / day / project

Total Cost: \$ \_\_\_\_\_

**NOTE: Proposers shall** identify the Service Resource by job title or role and include the estimated number of hours committed to this project. Expenses related to each function should be included.

**9.15.0** Other costs not covered. Please define in detail.

---

**NOTE: The Service Resources should be identified by the title or description of the individuals your firm is proposing to provide the necessary services to accomplish the objective of this RFP.**

SPRING BRANCH ISD reserves the right to entertain additional products/services available during the life of this agreement that have yet to be developed but would enhance the products/services provided under this agreement. Such considerations should be made available as part of the routine products/services included in this agreement and made available to client similar to SPRING BRANCH ISD at no addition fee.

Should additional fees be required for products/services not yet developed, SPRING BRANCH ISD shall receive a cost justification proposal for the added product or service and shall have the right to accept or reject any such offer independent of the original agreement, to negotiate with the successful vendor for additional value and to counteroffer additional value, which may include pricing, additional warranty, technical support and/or training.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## QUESTIONS AND ANSWERS

### **Question #1:**

Is there a way to offer pricing in an alternative format for Translation services for instance per word by language, with line item pricing for services as desktop publishing, formatting, etc.

### **Answer #1:**

All Deviations must be noted in Section 16.0, Deviation and Proposal Form.

### **Question #2:**

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

### **Answer #2:**

Yes, SBISD has used multiple vendors for these services in the past.

### **Question #3:**

What is the historical volume of each service (telephonic, on-site, document translation) required in this RFP?

### **Answer #3:**

SBISD cannot provide a volume of services used because these services i.e... On-site visits for testing, parent meetings, and ARD meetings have been on an as needed basis.

### **Question #4:**

What is the historical spend (telephonic, on-site, document translation) of each service required in this RFP? A total estimate of the contract value would also be helpful.

### **Answer #4:**

This contract will be used on an as needed basis. Therefore, the contract amount is to be determined.

### **Question #5:**

Is there a primary reason for this RFP? For example: existing quality concerns, reduction to current price, or general contract terms requiring renewal?

### **Answer #5:**

SBISD is interested in receiving competitive pricing on all services in this proposal and places significant value on quality vendors and also desires to solicit for quality services.

**QUESTIONS AND ANSWERS, Continued****Question #6:**

How many minutes per month do you anticipate requiring telephonic interpretation?

**Answer #6:**

Face to face interpretation is preferred, but telephonic interpretation should be made available, if this option is not. These services are on an as needed basis. Monthly usage will vary.

**Question #7:**

What is the estimated volume percentage per language? i.e. Spanish 80% of calls, Mandarin 10%; Other 10%, etc).

**Answer #7:**

The volume percentage is unknown. Requests have been made for, but not limited to Arabic, Vietnamese, Russian, Korean, Sign Language, Urdu, German, Farsi and French.

**Question #8:**

How many words per year are translated, on average?

**Answer #8:**

This information is unavailable.

**Question #9:**

Can vendors only bid on select services? Are only document translation and telephonic interpretation requested?

**Answer #9:**

Please refer to the following sections 2.0 Scope of Proposal & 8.0 Specifications for the complete request for services. Vendors who have services that deviate from the requested specifications must submit those deviations in Section 16.0, Deviation/Compliance Signature Form.

**Question #10:**

Can we provide the school district with a per word rate for document translation?

**Answer #10:**

All Deviations must be noted in Section 16.0, Deviation/Compliance Signature Form.

**QUESTIONS AND ANSWERS, Continued****Question #11:**

Can we provide the school district with a per minute rate for telephonic interpretation in Spanish, and a separate per minute rate for all other languages, if we believe that will save the school district on cost?

**Answer #11:**

SBISD is interested in receiving competitive pricing on all services in this proposal. SBISD places significant value on quality vendors and also desires to solicit for quality services.

**Question #12:**

In the instructions to proposers, it is indicated that we need to submit “An original and two (2) copies of the Proposal, typewritten, printed/written in ink, and/or flash drive must be submitted.” Can you clarify whether the two additional hard copies should be two printed (paper) copies or two electronic (flash drive) copies, or both (i.e. 4 copies, 2 printed and 2 electronic)?

**Answer #12:**

Per the scope of the proposal in section 2.0, SBISD is requesting an original printed/type written and two (2) copies of the Proposal. Copies can be submitted electronically or physically.

**Question #13:**

It was indicated that the current RFP#11902 includes the specifications for what SBISD is looking for that are not in the DIR contract for language services. Besides onsite interpreters, what specifications are you looking for that are not covered in the DIR contracts?

**Answer #13:**

Please refer to the Scope and Specifications Sections of the Request for Proposal.