



To: All Bidders
From: Hugh Murphy, Director of Finance
Date: January 24, 2019
Re: RFP 19-03 Translation/Interpreter

ADDENDUM 1

VENDOR QUESTIONS & ANSWERS FOR RFP 19-03

1. The pricing item allows for a single rate even though there are several languages involved. Are we allowed to bid a different word rate per language?
You can bid a different word rate per language
2. The format in which the source materials are provided for translation can have an impact in the translation cost and turnaround time. Will the source materials be provided in a fully editable, native format?
The source materials will be provided in Standard English
3. Please confirm that this RFP is for the document translation only, the interpretation services are not needed.
The RFP is for translation only
4. Is this a first time RFP for the document translation services or the district is already using this service?
This is the first RFP for this service
5. Who is the incumbent?
There is no incumbent

6. Could you provide the estimate volume?

The estimated volume is hard to predict as this is a new procedure. Anywhere between 150-500 pages of documents can be expected

7. We need to quote the rate in hours for the large volume, would you please keep it also as per word rate. The per word rate is the best way to quote and it gives the most accurate cost which is in the best favor of both parties.

You can quote only in per word rate to quote with the most accuracy

8. Is it possible to quote different rate for different languages?

Yes, you can quote different rates for different languages