



April 22, 2022

ADDENDUM NO. 4 TO ALL OFFERORS:

Request for Proposal: RFP NO. 1946

Description: Translation and Interpretation Services

RFP Dated: March 25, 2022

For Delivery To: Alexandria City Public Schools (ACPS)

RFP Proposals Due: May 6, 2022, 11:00 AM EST

THE RFP IS HEREBY BEEN MODIFIED AS FOLLOWS:

- ANSWERS TO THE FOLLOWING QUESTIONS

Note: A signed acknowledgment of this addendum should be received at the location indicated on the RFP either prior to the due date and hour or attached to your response. Signature on this addendum does not substitute for your signature on the original RFP document. The original RFP document must be signed.

Best Regards,

Kimberly Young, CPPB
Assistant Director

Name of Firm/Contractor

Authorized Signature/Title

Date

1. What is the anticipated and/or historical volume per month for phone interpretation and video interpretation?
Answer: The historical volume per month for Interpretation is approximately 380 hours a month and for telephone interpretation approximately 21,000 minutes a month.
2. What is your historical volume and spend for written translation?
Answer: The volume is approximately 70 documents. For example, last school year ACPS spent \$73,820.
3. What is the anticipated contract value?
Answer: The contract value is estimated at \$500,000 to be shared with all the awarded Offerors.
4. How much did your organization spend on written translation in 2021?
Answer: \$73,820 in total during SY 20-21.
5. How much did your organization spend on remote interpretation (phone/video) in 2021?
Answer: \$277,921 during SY 20-21.
6. What is the contract start date/contract length?
Answer: The contract start date shall commence upon execution of the Agreement for one year with an option of four (4) one (1) year renewal periods.
7. Who is the incumbent? If multiple, how many incumbent vendors are there?
Answer: We currently have eight incumbent vendors
8. What is the current rate?
Answer: Interpretation \$55 per hour for consecutive, \$82.50 for simultaneous and telephone interpretation \$0.70 minute. Written translation varies but on average between \$0.17-\$0.25.
9. Based on page #2 (H) we understand that our ACPS can take multiple awards. Our business line solely performs SPANISH Translation & Interpretation Services. Therefore, our proposal will focus only on SPANISH. Please confirm this is acceptable.
Answer: Offerors must submit Proposals that reflect Translation & Interpretation Services for all languages.
10. Page 2 #C closes the door to small businesses to participate in the RFP by requesting three references in which the offeror was awarded a contract. Our company has never got a contract awarded, but we have a large portfolio and extensive years of professional experience. We haven't gotten a contract awarded. We can submit references of the clients we support and offer services. We became SWaM Certified in the state of Virginia three years ago to be able to compete for public bids so we find that this requirement closes the door to local certified small businesses. This requirement perpetuates the dominant position of the same three LARGE companies that control the industry, and keep getting contracts awarded year after year. Please let us know if professional references from clients from the private sector are acceptable.
Answer: Offerors are required to provide three references in which the Offeror was awarded a Contract within the last five (5) years.
11. We are a SWaM Certified in the state of Virginia (Small, Women, and Minority-Owned Business) and we are seeing no preference given or points awarded to SWaMs in the

evaluation process/criteria. I see that your procurement process follows the law in the State of VA which enhances procurement opportunities for SWaM businesses participating in state-funded projects. Please indicate what actions or considerations are going to be given during the procurement process aimed to support SWaM businesses.

Answer: ACPS does not have preference program for SWaM businesses.

12. As a California-based company, are we required to submit the ID number issued by the Virginia State Corporation Commission with our proposal or can we submit at the moment of award?

Answer: The State Corporation Communication (SCC) requirement should be submitted with the Proposal.

13. What is the name of the incumbent?

Answer: TransPerfect, Liberty Language Services, Court Interpreting Services, Language Line, Latitude Prime, Schreiber Translations and Global Arena, HIS Sign

14. If multiple awards are made, how will the work be apportioned?

Answer: It will depend on the services offered.

15. What percentage of the requests are Consecutive as opposed to Simultaneous interpreting?

Answer: 56% consecutive and 44% simultaneous.

16. Will you also need interpreting equipment?

Answer: ACPS will not need interpreting equipment.

17. What formats are the documents to be translated in? Are there InDesign files?

Answer: Word, InDesign, Excel, Publisher and PowerPoint.

18. Did the incumbent cover every single assignment successfully?

Answer: Yes.

19. What challenges have you faced with similar scope of work from vendors you worked with?

Answer: The quality of the translations.

20. May the vendor be out of state or use out of state and/or out of country translators?

Answer: Yes

21. Can we bid partially for this contract, for example just for the remote interpretation or translation?

Answer: Offerors are required to provide in-person and remote interpretation or translation services.

22. We are certified minority / small business enterprise headquartered in Secaucus, NJ, US. We got the above-mentioned RFP from Bidnet portal and we are planning to respond to it. Can we respond to only the translation part of the RFP?

Answer: Yes.

23. Section 6., 3rd Paragraph - "A proposal shall contain the original signature..." Will electronic signatures be accepted?

Answer: Electronic signatures will be accepted.

24. Section 3, B. - Can ACPS please clarify what type of training/professional development plan they are looking for? Is this for internal/interpreter development, or is this for training of the vendor's services?
Answer: Each Offeror shall provide details of a sample training/professional development plan for its employees.
25. Can ACPS please clarify if the references as mentioned in Section 4., TAB 4. are the same references/requirements as stated in Section 3., C., or is additional information being required in this proposal response section?
Answer: The references mentioned in Section 4, TAB 4 are the same references/requirements as stated in Section 3, C.
26. The samples being requested for Spanish, Arabic, Amharic, Dari, Pashto, Farsi and Urdu, can ACPS please specify which services (phone/video/onsite/document translation) samples are needed?
Answer: The samples should be provided in the form of document translations.
27. Is this RFP for in-person services only or are we able to make an offer for remote services?
Answer: The Offeror is required to provide in-person and remote services.
28. Can you clarify the historical annual and/or monthly volume of usage by service line?
OPI – over the phone interpretation
Onsite interpretation
Document translation
Answered in question 53, 54 and 62 and also in 91.
29. Can you please confirm that a sample source document will be provided for the written translation sample requested in section 5?
Answer: See attached sample document for translation.
30. Do Offerors need to fill out and submit Sample Contract under Exhibit A?
Answer: No.
31. Do you require the Offeror to attach the Resumes of the interpreters with the Response? If yes, how many Resumes are required?
Answer: Offerors should attach resumes of the interpreters required to perform the work.
32. Can you please let me know if the past vendor for Alexandria City Public Schools provided interpretation services for a minimum of 1 hour or 2 hours?
Answer: Minimum of 1 hour.
33. What have been the biggest challenges for fulfilling services under this contract, and what are the challenges that you anticipate?
Answer: The biggest challenges have been the quality of written translations, interpreters not being on time or attending simultaneous services unsuccessfully.
34. If this contract is a multiple award will work be distributed evenly among the vendors, or will each request be bid out to each of the vendors?
Answer: Distribution of the work will depend on the services offered.

35. Section 2, page 4: emergency after-hours document translation services - What types of documents might ACPS require for such emergency document translation services on nights and weekends?

Answer: Short messages, text messages, documents of around 300 words.

36. Section 2, page 4: emergency after-hours document translation services - What volume or frequency of such emergency document translation services on nights and weekends do you anticipate?

Answer: Approximately 6-10 documents a month.

37. Section 5. describes a process in which ACPS will not directly notify the provider of interpretation services of cancellations of interpretation assignments? Is this correct?

Answer: Yes.

38. Section 5. also states that there will be no standard cancellation policy, meaning that late or last-minute cancellations by ACPS will not be billable. Is that correct?

Answer: Yes.

39. Can Alexandria City Public Schools (ACPS) provide historical data from the past year on: The total number of hours of **American Sign Language (ASL) Interpreting** services

- a. The number of regular all-day (or on-call) assignments (interpreters scheduled 7 or more hours per day on the same days each week)
- b. The number of assignments that were 3 hours or less
- c. The number of assignments that were 7 hours or more
- d. The number of hours of evening/weekend work
- e. The number of short-notice assignments (less than 5 business days' notice)
- f. The number of short-notice assignments (less than 1 business days' notice)
- g. What are the possible locations for services?
- h. The number of "virtual" hours of ASL services provided
- i. The estimated number of "virtual" hours of ASL services expected

Answer: ACPS recently had 17 requests during SY 20-21. All of them were virtual for a duration of 1.5 hours and services were requested 5 days in advance.

40. Will Alexandria City Public Schools allow vendors to submit a bid for a portion of the services, such as ASL Interpretation alone?

Answer: Yes, you can submit a Proposal for ASL alone.

41. Does a vendor have to bid for all services, or can it bid one or two of the services?

Answer: Services required are face to face interpretation, telephone interpretation and translation services. It is not required for Offerors to provide all three services.

42. What type of lead time would we have before going live once we have been chosen as a provider?

Answer: Our contracts will start on July 1st, 2022.

43. What are the rate caps for each of the services?

Answer: Each Offeror is encouraged to submit their best Cost Proposal.

44. Will you require any custom reporting?

Answer: We will need references.

45. Can you please provide the estimated breakdown of spend for Over-the Phone Interpretation (OPI), Video Remote Interpretation (VRI), and On-Site Interpretation (OSI) Services through the duration of the last contract term?

Answer: During SY20-21 we spent \$278,000 in interpretation (all remote), \$194,000 in telephone interpretation and \$73,820 in written translations.

46. Are you able to provide a summary of languages used for Over-the Phone Interpretation (OPI), Video Remote Interpretation (VRI), and On-Site Interpretation (OSI) Services for the duration of the last contract term?

Answer: Spanish, Amharic, Arabic, Dari, Farsi, Urdu, Pashto, ASL, Bengali, Bulgarian, Mandarin, French, Krio, Nepali, Russian, Portuguese, Tagalog, Twi, Turkish and Vietnamese are the main languages required for translation during the last contract term.

47. How many minutes of Over-the Phone Interpretation (OPI) Services were billed in the previous year?

Answer: 278,142 minutes.

48. How many minutes of Video Remote Interpretation (VRI) Services were billed in the previous year?

Answer: 4171 hours: 250,260 minutes.

49. How many hours of On-Site Interpretation (OSI) Services were billed in the previous year?

Answer: There were no billable hours for OSI in the previous year.

50. What challenges do departments currently face with Over-the Phone Interpretation (OPI), Video Remote Interpretation (VRI), and On-Site Interpretation (OSI) Services?

Answer: For over the phone interpretation sometimes it takes a long time to connect for some of the languages. For Video and On-site, at times the interpreters that are sent are not qualified to provide the service (for example not able to provide simultaneous interpretation).

51. What type of data is collected by current vendors?

Answer: ACPS collects the number of services that are requested from each vendor and also makes notes about the interpreters.

52. Will there be opportunities to integrate interactive voice response (IVR) with regards to Over-the Phone Interpretation (OPI)?

Answer: No.

53. Will Third Party (3P) calls be required?

Answer: No.

54. What type of advance notice will be provided for On-Site Interpretation (OSI) appointments?

Answer: No less than 24 hours in advance.

55. Are you able to provide your historically required language list for Translation Services?

Answer: The historically required language list consists of Spanish, Amharic, Arabic, Dari, Farsi, Pashto and Urdu.

56. For Translation Services are you able to provide volume breakdown by language (words/pages)?
Answer: 112,000 words in Dari. 51,000 in Farsi, 46,000 in Pashto, 14,000 in Urdu. Spanish, Amharic and Arabic are done in house.
57. How many words of Translation Services were billed in the previous year?
Answer: Approximately 223,000 words.
58. What challenges do you currently face with Translation Services?
Answer: Sometimes the quality of the work is not great.
59. Please advise what the content type of your Translation Services requests will contain.
Answer: Medical, legal, emergency messages, special education, school events, etc. The majority of all the documents will contain educational terminology.
60. Will you require any integrations with your Content Management System?
Answer: No.
61. What are the typical file formats for submitting translations?
Answer: Word, Indesign, Publisher, PowerPoint and Excel.
62. Are there any specific technical requirements like file types, software or formats for submitting translations?
Answer: ACPS expects the translation in the same format of original English document.
63. Will a translation memory database (TM), glossary, style guide or previously translated materials be supplied to the chosen vendor(s)?
Answer: No. ACPS won't request translation for the languages. We currently have a memory database. We can provide an ACPS glossary in English.
64. Are there any 508 accessibility requirements for translated documents?
Answer: No.
65. Are interpreters required to be certified by one of the entities mentioned or would they consider internal vetting process and overall compliance with ACA 1557 for qualified medical interpreters?
Answer: Interpreters don't need to be certified although certification in any association is preferred.
66. In connection with this RFP process, would the RFP terms and conditions and/or contract terms, as applicable, be deemed legally binding or will a contract negotiation ensue upon issuance of one or more awards?
Answer: Contract negotiation will ensue to determine what terms and conditions will be applicable in the resulting Contract.
67. If legally binding, are bidders allowed to suggest changes to the RFP terms and conditions and/or contract terms, as applicable, as part of their submitted proposals?
Answer: Exceptions to the RFP requirements are not allowed. Taking exception to the RFP requirements may result in a conditional proposal. Conditional proposals are not acceptable and may be rejected in whole or in part.
68. Do we include our technical plan as Tab 6 or do we attach it as Exhibit A?

Answer: Offerors are required to include their technical plan in Tab 6.

69. In TAB 5: Key Personnel says:
Identification and statement of qualifications for pertinent personnel and all translators and interpreters who will be assigned to the project. Provide information that documents the personnel's qualifications to produce the required outcomes. Please note that it is unknown which languages will be requested during the life of this contract. Is it acceptable to provide information that is universally required for all of our professional linguists who may be asked to provide services under this contract?

Answer: Please provide resumes of potential translators and interpreters for the work.

70. What is the volume anticipated for this contract per service category and by language?

Answer: This varies from year to year. Please see question 90 for information regarding last year.

71. Response Format (Page 7 / Tab 5): Providing the names of our linguists is proprietary information we can only share post-award. May we provide a list of the number of linguists in each language along with a summary of their qualifications?

Answer: Yes

72. Project Description / Scope of Services (Page 9): How many translation work samples should we provide in Spanish, Arabic, Amharic, Dari, Pashto, Farsi and Urdu? Will those count towards the 100-page limit?

Answer: One translation work sample for each language should be provided. Yes, the translation work samples will count towards the 100-page limit.

73. What is the volume of work for ASL interpreters, annually, for years 2019, 2020, and 2021?

Answer: 2019 (14 requests), 2020 (17 requests), 2021 (24 requests as of 04.19.2022).

74. Section 3, B, 2: Work Plan Methodology and Draft Schedule: Will you please clarify what is expected of a "draft schedule"?

Answer: Section 3, B, 2 – Work Plan Methodology and Draft Schedule should be deleted.

75. Will you please clarify if the 3 references we include in our proposal need to have a contract start date of within the last 5 years (so 2017 to present) or, alternatively, would an ongoing contract that started more than 5 years ago but is still active within the last 5 years be permissible?

Answer: Offerors are required to provide three references in which the Offeror was awarded a Contract within the last five (5) years.

76. Turnaround times: The turnaround times shown on page 9 appear to be listed "backwards". The standard turnaround times read as expedited and the expedited read as standard? Typically, any turnaround time required within hours would be considered as expedited.

Answer: See Addendum No. 1.

77. Page 9, "Each Offeror shall provide work samples in Spanish, Arabic, Amharic, Dari, Pashto, Farsi and Urdu"- Will an English document be provided to translate as a work sample?

Answer: Yes. See attached sample document for translation.

78. Can we bid for document translation services only?

Answer: Yes.

79. In case that an oral presentation is required, can it be performed remotely?
Answer: Yes
80. Could you clarify what do you mean in TAB 4 with "provide project sheets"?
Answer: Information should be provided for a minimum of three (3) projects completed within the past (5) years demonstrating the requirements as stated under Tab 4.
81. Can ACPS provide the historical and/or estimated number of requests per year for each the following most common languages: (1) Spanish, (2) Arabic, (3) Amharic, (4) Dari, (5) Pashto, (6) Farsi, (7) Urdu?
Answer: For SY20-21: Spanish (1324 requests = 2495 hours), Arabic (311 requests = 551.65 hours), Amharic (401 requests = 681.90 hours), Dari (74 requests = 156 hours), Pashto (3 requests = 4.5 hours), Farsi (30 requests = 41 hours), Urdu (16 requests = 21 hours).
82. Can ACPS provide the historical and/or estimated breakdown of requests per the following services: (1) Consecutive face-to-face interpretation, (2) Simultaneous face-to-face interpretation, (3) Telephone interpretation, (4) video-remote interpretation, (5) document translation services, (6) any other potential requirements?
Answer: (1) 1187 services, (2) 1068 requests, (3) 278,142 minutes, (4) 2,255 (all the requests were virtual), (5) 672 requests (only 70 were sent to vendors), (6) non-applicable.
83. How often does ACPS expected the contractor to provide "print resources" or "ancillary materials" as part of this contract? If a requirement, can these items be explained in greater detail?
Answer: ACPS will not require print resources and ancillary materials.
84. Due to the pandemic Virginia's SCC process for registering new or foreign-owned businesses is quite backlogged and delays in processing are expected. Will ACPS accept proof of submission for the request of a SCC identification number at the time of bid submission, as long as authorization is completed no later than Notice of Award?
Answer: ACPS will accept proof of submission for the request of a SCC identification number at the time of Proposal submission.
85. As this is an electronic submission, how does ACPS propose offerors present "tabs/dividers" within its document? Will a blank page between sections suffice?
Answer: A blank page between sections is acceptable.
86. The identification of "all" translators and interpreters who will be assigned to this project is a burdensome request, as some offerors may have hundreds of personnel available to support this program and/or attrition among translators and interpreters is common in this industry. Would ACPS accept a detailed explanation of a firm's general qualification and vetting procedures and/or a few representative resumes as proof an offeror can provide high quality personnel?
Answer: Yes. ACPS will accept representative resumes as proof the Offeror can provide high quality personnel.
87. Is ACPS currently using any technology or software as part of this program? If so, what type/kind?
Answer: ACPS uses Trados in house and for interpretation we use Zoom.

88. How often does ACPS request "emergency services"? What is the most common scenario for this request?

Answer: 6-10 times a month. These types of requests usually weather related or some problem in a school that needs to be communicated to families ASAP.

89. With regard to "cancellation due to inclement weather and/or emergencies" what are the time limit as regarding charging a cancelled service? Is 24 hours ahead of scheduled services acceptable?

Answer: When there is a cancellation due to inclement weather and/or emergencies, services scheduled for this day must be automatically cancelled and not charged. ACPS cannot guarantee 24-hour notice.

90. How many interpreters for an individual language (such as Spanish) typically support ACPS? Is it common for there to be multiple requests for the same language/service in a given day, requiring multiple interpreters?

Answer: Usually we have around twenty Spanish services a day. During parent teacher conferences we have requests in which more than one interpreter is needed.

91. What are the days and times services are to be made available for ACPS? Can an additional charge be added for services outside of normal business hours such as weekends or evenings?

Answer: Usually Monday through Saturday. We are not currently billed extra for outside normal business hours (many of the events are out of the regular business hours). Offerors are encouraged to submit their best cost proposal.

92. What "fields" (i.e. technical, medical, legal, education, etc.) are most common for this service? Could ACPS provide more information on the types of meetings taking place that require interpretation services?

Answer: There are a variety of field in ACPS's school division but the most commonly used are medical, legal, and education. We also have many requests for special education services.

93. What is the most common document size that is requested for translation? How many documents required translation last year?

Answer: Last year we translated 851 documents containing a total of 4,836 pages.

94. During the pre-proposal conference it was mentioned that ACPS would provide a sample document for offerors to translate into seven (&) separate languages. When will ACPS be providing this to offerors? Under what tab in the offeror's proposal response should samples be provided?

Answer: See attached sample document for translation into the seven separate languages that should be included under Tab 6.

95. What does ACPS consider "qualified and experienced personnel"? Are there minimum education, experience, certification, or skill requirements?

Answer: We ask that interpreters hold a degree in a related field and that they have experience in educational settings.

96. What "accreditations" are required of staff?

Answer: Interpreters should have at least a bachelor's degree and or experience in educational settings

97. Under point 6 of the Initial Evaluation Description Criteria chart, who are considered "key personnel"?
- Answer: Key personnel is the staff who will provide face to face interpretation, telephone interpretation and translation services.**
98. Will ACPS be providing a cost proposal template of some kind to ensure the equal evaluation of offerors pricing? If not, how should offerors present pricing? This is unclear.
- Answer: Pricing should be provided at an hourly rate for face to face interpretation, per minute for telephone interpretation and per word for written translation.**
99. Considering the change in proposal submission date to May 6th does ACPS anticipate changing the week for oral presentations as well?
- Answer: Yes, the week for oral presentation will change. Notice that an Offeror has been selected for an oral presentation will be given a minimum of one week in advance.**
100. Who is responsible for conducting background checks? If the offeror is responsible, can this cost be reimbursed by ACPS?
- Answer: Offerors are responsible for conducting background checks. This cost will not be reimbursed by ACPS.**
101. Over the past year what have been the three (3) most common challenges ACPS has faced with this program?
- Answer: 1: Some interpreters not arriving on time. 2: Interpreters accepting simultaneous requests when they were not able to provide the service. 3: Some translations were not meeting ACPS quality standards.**
102. What languages are most likely to require document translation from an awarded vendor?
- Answer: Spanish, Arabic, Amharic (when ACPS staff is not available), Dari, Pashto, Farsi and Urdu.**
103. Regarding Proposal Format: In Tab 2: Executive Summary for Proposal Development Services the last bullet "The Offeror's technical plan approach towards providing the requested Translation & Interpretation Services" is almost identical to the information required in Tab 6: Consultants Technical and Cost Proposal Exhibit A, which states "The Offeror's written technical plan and approach towards providing the requested Translation & Interpretation Services." Will ACPS please clarify if Tab 6 is for the Cost Proposal only, which should answer the requirements set forth in RFP Section 3.B.8, and that the technical approach, and Exhibit A, should be found in Tab 2?
- Answer: Tab 6 should contain the Cost Proposal and Tab 2 should contain the Offeror's technical plan and approach towards providing the requested Translation & Interpretation Services.**
104. Regarding Proposal Format: Financial Condition (Section 3.B.5) – Financial Condition of the firm and ability to perform all obligations of any resultant contract. Would ACPS like this requirement to be located under Tab 6: Cost Proposal?
- Answer: Yes**
105. Regarding interpretation scheduling: For in-person interpretation needs, how much notice is given for scheduling?
- Answer: No less than 24 hours but usually between 3-5 days.**

106. Regarding emergency services: approximately how often are emergency services utilized each year?

Answer: Six to ten times a month.

107. Regarding emergency services: are emergency services only pertaining to the translation services listed in Section 2, Background, pg. 4?

Answer: Emergency services are applicable to all requirements of the RFP.

108. Regarding Addendum No. 1, delete Section 5: Can ACPS please confirm the vendor is still required to “provide two qualified linguists for each translation project; translator and copy editor”?

Answer: Addendum No. 1 does not delete Section 5. Addendum No. 1 revises the Document Translation turnaround times. Offeror’s are required to provide two qualified linguists for each translation project, translator and copy editor.

109. Regarding interpretation: Can ACPS provide an estimate of the anticipated percentage of in-person interpretation engagements versus virtual interpretation engagements, with the understanding that in-person versus virtual interpretation determination is still subject to the pandemic? Can you please define “Management Overview” as noted under 3b?

Answer: ACPS is not able to provide the anticipated percentage of in-person interpretation engagements versus virtual interpretation engagements as it will depend on the status of the pandemic. Management overview is a summary of what can be found in the Offeror’s proposal.

110. It is our policy to send hardcopies of all financial reports directly to requestor and not share electronically as we have done with ACPS in the past. Can you please confirm this is OK?

Answer: Financial reports must be submitted electronically with the RFP.

111. Can you please provide background on volume for the following services that were outsourced to vendors in 2021?

Interpretation:

§ Number of requests for top 5 languages in 2021

§ Total number of hours for top 5 languages in 2021

Translation:

§ Number of requests for each of top 5 languages in 2021

§ Total number of words for each of top 5 languages

Over-the-phone Interpretation:

§ Total number of calls for each of top 5 languages in 2021

§ Total number of minutes for each of top 5 languages in 2021

Answer:

Interpretation: See question 90. Translation: See question 62. Requests for Spanish, Amharic and Arabic are not included because we do them in house. Telephone interpretation: See question 53. ACPS does not have a breakdown per language.

112. With the extension of the original proposal submission deadline to May 6, 2022, a similar extension of the question submission deadline to April 15 is requested. Since Addendum 3 indicates that answers to submitted questions “*will be posted the week of April 18, 2022 to the ACPS website*” such an extension of the question submission deadline can be

incorporated easily into the acquisition timeline and will afford vendor teams the opportunity to explore the solicitation more fully to deliver best value proposals.

Answer: The question deadline will remain April 8.

113. Could you please provide the current contract number(s)/RFP so we can submit a FOIA request?

Answer: The previous RFP No. is 15-02-09.

SAMPLE TRANSLATION DOCUMENT

Dear Titan Students, Families and Friends,

I am excited that we will be hosting our Annual College Fair on Thursday, October 14 from 5:30 PM until 7:30 PM at the King Street Campus of Alexandria High School. This is such an important event for our students as they explore their post-secondary options. We have over 100 college and university admissions representatives ready to serve our students and show them all that they have to offer!

While we are excited to be fully back to in-person learning, we have made some changes to our normal approach given our ongoing commitment to prevent the spread of COVID-19. Here are some of the highlights of this year's Annual College Fair.

- This event will be for students-only. In order to limit the number of people in our school at any given time, we are limiting this event to be for students only to attend in-person.
- All students and college/university representatives will be temperature screened upon entry.
- Our college and university representatives will be spread throughout the building to promote social distancing.
- Masks are required for all inside of our school building.
- Air purifier machines and hand sanitizer will be located throughout our campus.

Our students have been sent Canvas messages regarding registration for this event and it has also been advertised on various Titan social media outlets. I would like to thank our College and Career Center School Counselor Stacy Morris for her hard work in making this event possible at this very difficult time.

Have any questions? Email Stacy Morris at stacy.morris@acps.k12.va.us.

Sincerely,

Peter Balas

Peter Balas, Executive Principal
Alexandria City High School
King Street Campus
Minnie Howard Campus
Satellite Campus
Chance for Change Campus

Follow me on Twitter: @PrincipalTitan