



MT. DIABLO UNIFIED SCHOOL DISTRICT
Purchasing Department
 2326 Bisso Lane, Concord, CA 94520
 (925) 825-7440, ext. 3740
 (925) 687-5044 fax

ADDENDUM NO.: TWO

DATE: May 2, 2024

PROJECT: RFP #1941 2024 Translation Services for MDUSD

RFP DUE DATE: ~~4/22/24 at 11:00 a.m.~~ 5/14/24 at 12:00pm

NOTICE TO ALL VENDORS SUBMITTING RFPs FOR THIS WORK:

You are hereby notified of the following changes, clarifications or modifications to the original Contract Documents, Specifications and subsequent Addenda. This Addendum shall supersede the original Contract Documents, and previous Addenda wherein it contradicts the same and shall take precedence over anything to the contrary therein. All other conditions remain unchanged.

Receipt of this addendum shall be acknowledged by inserting the addendum number and its date on the RFP form.

CONFORMANCE WITH CONTRACT DOCUMENTS AND SPECIFICATIONS:

All addenda work shall be in strict conformance with the Contract Documents and Specifications as they pertain to work of a similar nature.

REVISIONS/CLARIFICATIONS TO THE RFP DOCUMENTS AND SPECIFICATIONS

Q#1	Are partial bids accepted?	A#1	No
Q#2	Are multiple awards expected for the same service?	A#2	Yes
Q#3	Are stamp signatures allowed?	A#3	No stamped signatures are allowed. Must be “wet”/original signatures.
Q#4	If multiple awards are made, how will the work be apportioned?	A#4	Based on the amount of requests and timing of our requests.
Q#5	What is the estimated value/budget of the contract?	A#5	The total budget is approximately \$32,000 per month.
Q#6	Could you please share past usage statistics broken down by service and language?	A#6	95% of our requests are for Spanish translation.
Q#7	What is the name of the incumbent(s) and their contract number(s)?	A#7	We currently utilize California Translation as our main provider.

Q#8	Did the incumbent cover every single assignment successfully?	A#8	Yes, with rare exceptions. We utilized our internal staff where the agency was unable to cover requests.
Q#9	What challenges have you faced with a similar scope of work from vendors you worked with?	A#9	As our requests increased, vendors were not able to fulfill all requests in a timely manner.
Q#10	In order for the incumbent not to have an advantage over the other bidders, could you please provide the incumbent rates for each of the services requested in this solicitation?	A#10	The incumbent rate is \$58 per hour for Spanish translation with a two-hour minimum billing per event. Other languages average \$90 per hour with a two-hour minimum billing per event.
Q#11	If there is no incumbent, please describe how you are obtaining these services up to now and what you are paying for the service.	A#11	Not applicable.
Q#12	Can we modify the rate sheet to add languages, change the unit of measure, add minimum fees, etc.?	A#12	We prefer there are no changes to the rate sheet once the contract is signed.
Q#13	How can we calculate a total proposed price if no estimated values are provided? Kindly indicate how to complete Attachment A.	A#13	Please bid per hour per language and indicate any minimum charges or other charges such as your request for mileage etc.
Q#14	Can we ask for a debriefing in case we are not awarded?	A#14	Yes
Q#15	Are the price proposal and technical proposal required to be sent as separate volumes?	A#15	They can be separate.
Q#16	Is simultaneous interpreting needed too?	A#16	Yes
Q#17	In what formats are the documents to be translated? Are there InDesign files?	A#17	We typically send PDFs of the documents we need to translate.
Q#18	What is the average length of an interpreting assignment?	A#18	1 hour
Q#19	What is the average number of words in a document needing translation?	A#19	This varies widely.
Q#20	Where would face-to-face interpreting assignments take place?	A#20	school sites, District offices
Q#21	What mathematical calculation will be used to evaluate pricing?	A#21	We will calculate the costs per event based on our average usage. For example, if our events are averaging 90 minutes, we will multiply that by the rate unless a billing minimum is included in the proposal.

Q#22	Are Written Translation Samples required?	A#22	Yes.
Q#23	If samples are required, do you have any preferred format? (PDF, PPT, Word, etc.)	A#23	PDF
Q#24	If samples are required, do you have any preferred document type? (letters, brochures, reports, etc.)	A#24	Please enclose a redacted report, educational if necessary, 2 pages minimum.
Q#25	If samples are required, please indicate the minimum and maximum length, if any.	A#25	2 pages minimum
Q#26	If samples are required, are there any subject matters you would be more interested in?	A#26	IEP and Section 504 meetings
Q#27	If samples are required, can we request feedback on the samples and how they were graded?	A#27	Yes
Q#28	If samples are required, what level of language are you seeking in translations (e.g., third-grade English vs. specialized, technical language for professionals)?	A#28	Spanish- 6th grade
Q#29	If an on-site interpreter is not available, are you amenable to a remote Interpreter?	A#29	YES for certain meetings.
Q#30	As fuel reaches new record high prices and parking costs skyrocket, will you reconsider the limitation on travel reimbursements for fair compensation of interpreters?	A#30	This will be evaluated along with overall costs for the proposal.
Q#31	Considering it is the industry standard to use hourly increments, would you consider changing the 15-minute increment policy to improve coverage?	A#31	YES
Q#32	Are out-of-state vendors able to participate? Is there a local preference clause for business in California State?	A#32	Some of the work is in person. Would need local staff. In-state is preferable.
Q#33	Are there any certification requirements?	A#33	No.
Q#34	Are there any Small Business or Minority Business Enterprise preference clauses? If yes, does the SBE or MBE have to hold a certification from the State?	A#34	SBE and MBE businesses are not mandatory for this RFP, but always welcomed. If you hold a California SBE and/or MBE certification, please include, but not mandatory.
Q#35	Can we participate in only one service (e.g. written translation only)? Is there a preference to contract with a vendor that provides all services? In case the	A#35	YES for participation in one service.

	preference is for vendors that can provide all services, are there services that weigh higher in the vendor selection evaluation (e.g. primary service is on-site interpreting, second written translation, etc...)?		While we prefer vendors that provide all services, we can/will also select vendors providing written translation only. Our primary service is on-site interpreting followed by written translation.
Q#36	What is the estimated volume in minutes, hours, words and/or pages for this solicitation?	A#36	Our average monthly bill is \$32,000 with most assignments lasting 60-90 minutes at the start and end of the school day.
Q#37	Could you provide historical information of services utilization per language?	A#37	See above
Q#38	What percentage of the contract is for Spanish translation?	A#38	95% or higher is for Spanish translation
Q#39	Can you provide the breakdown for spend per service (e.g. Written Translation, On site interpreting, remote interpreting, etc.)	A#39	80% is oral translation vs. written.
Q#40	Would it be acceptable to provide the written translation rates as a per word basis?	A#40	Yes
Q#41	Could you share the volume breakdown by requested service? (minutes for Phone or Video services, assignments for In-Person interpreters and number of projects for written translation services?)	A#41	See above
Q#42	Could you provide the expected languages that would be needed?	A#42	95% or higher is for Spanish with limited amounts of Farsi, Ukrainian, Russian Dari or Arabic interspersed.
Q#43	The price sheet seems to be broken down by the tasks but does not match how the tasks are laid out on page 7. Could you clarify the price sheet, or could we provide our own pricing structures? Our pricing is solely based on the languages needed, and we offer over 298 languages over our various services.	A#43	Please utilize your own pricing structure.

A = Answer, Q = Question, R = Revision/Clarification to Bid

Elizabeth McClanahan
Director of Purchasing and Warehouse

END OF ADDENDUM