RFP 24.01 – Sign Language Interpreting Services
Addendum No. 1 – Q&A

Q: What is the estimated number of positions (part time vs full time)
A: 6 full-time & 3 part-time

Q: Is a local office required? Is there a preference for local vendors?
A: local office is not required; yes local vendors are preferred

Q: Regarding the required signatures for the required three (3) copies of the proposal:
A- would the district accept printed color copies of authorized original/ink signatures for all the required proposal forms?
A: Yes
B- would the district accept electronic signatures (Adobe Sign) in place of wet/printed signatures?
A: Yes

Q: Does the district foresee needing a single vendor or multiple vendors?
A: multiple vendors

Q: Can you provide the average weekly hours for full time and part time interpreters that the district is currently seeking?
A: Full-time = 6-7 hours per interpreter; Part-time = 2-4 hours per interpreter

Q: Are you satisfied with your current vendor?
A: yes

Q: Do you require resumes of sign language interpreters upon proposal submission?
A: RFP states to provide resume with submission. See page 10 of RFP package.

Q: How much lead time would the district give the vendor to have an interpreter placed for services upon award?
A: lead time will only vary when we have a situation arise when an interpreter is absent, so lead time could be weeks in advance or an hour prior to needing someone

Q: Can vendors submit hourly rate ranges based on interpreters experience or does the district require a flat hourly rate per interpreter?
A: flat rate

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Q: Would the district accept any additional fees or clauses related to student absences/no shows without 24 hour notice or minimum hours per day?

A: Fees/clauses such as this can be included in the "other" section of the propsal form (page 14 of RFP package)

Q: What is the name/title of the person who will oversee the contract services and notify vendor of interpreters needs?

A: Kerri Courville, Director of SETX RDSPD

Q: Does the district prefer sign language interpreting agencies or does the district welcome any type of agency that provides interpreters?

A: Only sign language interpreters

Q: Does the district prefer vendors with a physical office in Texas?

A: yes

Q: Will the district provide access to on-site supplies, computers, printers, and other materials as needed for any meetings or services?

A: yes if this is needed but agencies have not needed this in the past

Q: Are you currently working with any agencies providing Sign Language Interpreting (SLI) services to your District?

A: yes

Q: Have these vendors been able to meet all you SLI needs?

A: no

Q: How many SLI (FTE) did each vendor provide to your District for the current 22/23 school year?

A: 8 but there were still holes when people were absent

Q: How many SLI (FTE) do you anticipate needing for the upcoming 23/24 school year?

A: 6 full-time & 3 part-time

Q: How many hours are in a typical school day (i.e., how many hours are therapists allowed to be on-site and billing)?

A: Full-time = 6-7 hours per interpreter; Part-time = 2-4 hours per interpreter

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Q: How many work days are they assigned for the school year?
A: for students, it would be 180, but we also have Deaf staff members so during that time we only need 2 interpreters for professional development 5-7 days out oif the the school year

Q: What is the average caseload by discipline in your District?
A: the majority of interpreters are needed at the secondary level

Q: How will vendors be notified of award?
A: Email

Q: Do you anticipate awarding one or multiple vendors?
A: multiple

Q: Are we required to provide any technology (i.e., laptops, printers, access to teletherapy platform)?
A: Interpreters will not need to provide any technology

Q: Is the contracting agency able to bill for both direct and indirect treatment time (paperwork, meeting, teacher consultations, etc.)?
A: this does not apply to sign language interpreters

Q: 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?
A: yes, and no that time can be included in the billing if the interpreting assignments are back-to-back

Q: Can pricing increase during the 4-year term of the contract?
A: If an increase is possible over the 4 year term, please include the percentage of increase in the "other" section of the proposal form. Otherwise, the District will assume the rate will stay the same.

Q: The district requires 3 copies of our submittal, is this 1 original and 2 copies?
A: Yes

Q: May we ship all of our responses together to the district (SLI, OT, PT, LSSP, and/or SLP)?
A: They will need to be sealed and labeled separately in their own packages, but can all be shipped in the same box.

Q: Will the district accept contract exceptions or modifications?
A: Any exceptions or modifications will need to be included in the "other" section of the proposal form. If not included, the District will assume that all terms and conditions are agreed to.

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Q: What role will be generally overseeing this role?

A: Director of the Regional Day School Program for the Deaf

Q: Will those roles be responsible for writing protocols, policies, or procedures?

A: Sign language interpreters will follow BISD policies and procedures

Q: Would the district consider mutal indemnification or slight modification of indemnity language?

A: Any exceptions or modifications will need to be included in the "other" section of the proposal form. If not included, the District will assume that all terms and conditions are agreed to.

Q: We cannot provide training to teachers and staff. Is this acceptable to the district?

A: Yes. Training is not required

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