

LOS RIOS COMMUNITY COLLEGE DISTRICT

1919 Spanos Court, Sacramento, CA 95825
Phone (916) 568-3071 FAX (916) 568-3145
Purchasing Department



Sacramento City College American River College Cosumnes River College Folsom Lake College

ADDENDUM NO. 1

ISSUE DATE: May 17, 2018

DISTRICT WIDE INTERPRETING SERVICES

LRCCD RFP NO. 18024

Issued By:

LOS RIOS COMMUNITY COLLEGE DISTRICT
1919 Spanos Court, Sacramento, CA 95825
Phone (916) 568-3071 Fax (916) 568-3145

This addendum forms a part to the Contract Documents. The addendum items supersede and supplement all portions of the bidding documents with which it conflicts. All workmanship, materials, appliances and equipment which may be included in the following addendum items shall be of the same relative quality as described for similar work set forth in the general or main specifications of which these addendum items shall be considered a part.

This Addendum has been acknowledged in the space provided on the Bid Form and is considered part of the bid documents.

Addendum 1, answering submitted questions consists of 4 pages:

1. Is there an incumbent(s)?

Answer: Yes,

2. If so, what were the rates awarded to the incumbent(s)?

Answer: Not to exceed \$52/hour per interpreter,

3. Has the College experienced any issues with the performance of the contract?
Answer: No,
4. Whether companies from Outside USA can apply for this? (like,from India or Canada)
Answer: Preference is local companies due to onsite requirements.
5. Whether we need to come over there for meetings?
Answer: Yes.
6. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
Answer: No, onsite interpreting will be required.
7. Can we submit the proposals via email?
Answer: No. Please review RFP for directions.
8. Will each college's DSP&S determine which contract they will use?
Answer: Yes.
9. If each DSP&S chooses the contractor they will use then do they pick who they want off the list based on any requirement set forth by the District?
Answer: Yes.
10. Does the lowest bidder, if qualified, first on the list?
Answer: Yes.
11. How many vendors/contractors will be chosen?
Answer: At least 4.
12. Given that all chosen are qualified to bid then what sets them apart to be chose to provide the services.
Answer: All will be evaluated and rated according to criteria set forth in the RFP.
13. Given that all chosen are qualified and it is not necessary for the individual DSP&S division is not required to use the “lowest” bidder then what is the purpose of the competitive bid?
Answer: We are required to go to bid for this service based on annual spend. Establish set pricing for the term of the contract.
14. What is the: California State Board of Equalization License Number? Never heard of it, we have; California Small Business License and Secretary of State Incorporation documents. Need clarification please?
Answer: Not applicable for this service. See revised Proposal Form attached to this Addendum.
15. The bid has identified two (2) rates to be quoted: 1.For interpreters for Students and 2.For instructors who are Deaf within Los Rios.

Question: Are you planning on keeping the amounts separate for each service or are you going to add them together and that is the bid, the Total of the two (2) hourly amounts.
For Example:
Interpreting for students is \$15 per hour and Interpreting for instructors is \$20 per hour

(per interpreter for both)

If you add them together the total bid would be \$35 dollars and hour per interpreter. Or will you base the bid on the \$15 and the \$20 separately?

Answer: Separate.

16. Other forms of communication such as: CDI or Deaf Blind may be available but are at a specialty rate. Do we add those as, “other items to be offered” and do we put at rate per hour for them?

Answer: Bid to RFP requirements.

17. The Registry of Interpreters for the Deaf, RID, has set the business standards as it relates to the sign language interpreting profession. The industry standard includes an evening/weekend differential, travel time or mileage (in Sacramento the standard is travel time for more than 40 miles round trip, and billing for all cancellations less than 24 hours, which includes no shows. The billing requirement in this RFP states no evening/weekend differentials, no travel, and no full charge for student no shows. This last bullet point on page 19 (# g. If a student does not show up to the assignment, Vendor shall charge College at one-half the rate of direct service) should be removed since the less than 24-hour notice supersedes that. If a student no shows, that is considered a late cancellation and services are billed as scheduled with the 2-hr minimum.

Answer: Please provide your best quote and all proposals will be reviewed and considered.

18. In addition, the billing rate has been at \$52/hr for years. The requirement of this RFP is certified interpreters. The rates of certified interpreters have dramatically increased over the years and their rates they charge us are about \$52. Either the RFP needs to allow for an hourly increase or the RFP needs to edit the “certified” interpreters only requirement. Thank you for considering these changes to the Los Rios RFP to align with the industry standard.

Answer: Please provide quote for certified interpreters. Los Rios will evaluate all proposals per RFP.

19. Request amendment to the Service Agreement in the RFP.

Response: Please provide proposal and if chosen, the Service Agreement may be negotiated.

END OF SECTION.

4. PROPOSAL FORM

RFP # 18024 – District Wide Interpreting Services

RFP Closing Date: May 23, 2018, 2:00 P.M.

Submit this form to:

Attention: General Services/Purchasing Supervisor
 Los Rios Community College District
 1919 Spanos Court
 Sacramento, CA 95825

Proposer Name: _____

Address: _____ Telephone: _____

_____ Federal Tax I.D. Number: _____

California State Board of Equalization License Number: N/A

Proposer agrees that each addendum received and acknowledged herein shall become a part of and included in this proposal. Proposer agrees the proposal includes the following addenda (separately list each addendum received):

Addendum No. _____ Dated: _____ Addendum No. _____ Dated: _____

Hourly Rate/Student Interpreting: _____ Hourly Rate/Faculty, Staff Interpreting: _____

Payment terms: _____

Proposal Package	Yes	No
One (1) original, two (2) copies, and one (1) digital copy of Proposal and supporting attachments	<input type="checkbox"/>	<input type="checkbox"/>
Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>
Scope of Work	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Qualifications	<input type="checkbox"/>	<input type="checkbox"/>
Appendix B: Statement of Non-Collusion	<input type="checkbox"/>	<input type="checkbox"/>
Appendix C: Workers' Compensation Declaration	<input type="checkbox"/>	<input type="checkbox"/>
Appendix D: Drug-Free Workplace Declaration	<input type="checkbox"/>	<input type="checkbox"/>
Other documents required by RFP	<input type="checkbox"/>	<input type="checkbox"/>
Has Bidder taken any exceptions to Proposal documents?	<input type="checkbox"/>	<input type="checkbox"/>

In compliance with the Notice of Request for Proposals published by the District on May 4, 2018, the undersigned Proposer hereby proposes and agrees to furnish and deliver the Services and items listed in the Appendices to Proposal attached hereto at the prices specified therein pursuant to the terms of the Service Agreement. Further, the undersigned declares that he/she is authorized to enter into a contract on behalf of the above-named business.

Signature

Date

Name (printed)

Title