



Data Service Center

168 S. Dupont Highway
New Castle, DE 19720
www.dataservice.org

Phone: (302) 504-7200
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CENTRAL BIDDING DEPARTMENT

ADDENDUM No. 1

Translation/Interpretation Services – RFP #4-15-60 - Colonial School District

Date of Addendum: June 2, 2015

OPENING DATE: **June 24, 2015 at 2:00 PM**

To all prospective bidders under the specifications and contract documents described above, this Addendum to RFP is being issued to:

To answer the following submitted questions:

- 1. Can we bid one service for example document translation or are we required to bid all services?**

You can bid on one service.

- 2. Are you planning to award to multiple vendors or just one vendor?**

Intent is to award to one vendor, but the District reserves the right to make multiple awards.

- 3. What is the volume of translation services?**

Approximately over \$50,000.00 annually

- 4. Who is your current vendor?**

Back to Basics Learning Dynamics & Miriam Sigler

- 5. What languages would you like us to provide pricing for translation?**

Spanish

- 6. What are your current rates for translation?**

\$40.00/hour and \$44.00/hour

- 7. Are you in need of over the phone interpretation as well?**

Not currently



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8. Where would we access the background check requirements?

See the attached document.

9. Would the background check requirements still apply to translators who would not be going to any school facilities?

Yes.

10. Will your office accept proposals to provide WRITTEN TRANSLATIONS only?

Yes

11. What are the hours that a contractor is expected to work?

Hours would be the typical school day hours and occasionally an before and/or after school event.

12. What languages are required?

Spanish

13. Can we bid on the translation part of the RFP and not the interpreting part or must we submit a quote for both?

You can bid on just translation. The intent is to award to one vendor for all services but we have the option to award to multiple vendors.

14. Will there be any preference given to any of the following: minority-owned vendors, small business, woman-owned vendors, veteran-owned vendors, or any other disadvantaged vendors?

No, all vendors are evaluated equally.

15. Our company is based out-of-state and we do not currently have an office in Delaware. Will out-of-state vendors be given the same consideration as in-state vendors?

Yes, if the needs can be meet by the out of state vendors.

16. Are there any requirements such as registration and/or licensing to do business in Delaware?

All vendors must be licensed to conduct business in Delaware & have liability insurance & carry workman's compensation (as listed in the RFP documents).



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17. Is this a need for someone to be on site at all times, or are the services requested as needed?

As needed.

18. How long have you been working with the current incumbent(s)?

4 years

19. Are there any historical data available for our review?

No

20. Why are you considering changing vendors?

The District has currently renewed for 3 years so we typically do not like to renew contracts for longer than 3 years.

21. Would the District consider Video Remote Interpreting in those situations in which VRI would be appropriate?

No

22. Would the district consider over-the-phone interpreting?

Yes

23. What is the volume of translation we can expect?

Approximately over \$50,000.00 annually

24. What is the expected turnaround time for translations?

48 hours

25. Will electronic submissions of translations be satisfactory?

Depends on the situation.

26. How often does the District anticipate the need for evening or weekend hours for onsite interpreting?

Varies depending on the District's needs.

27. What is the District's understanding of short notice when it comes to requesting services?

Within 24 hours



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28. What is the District's policy concerning cancellations?

The District plans to give 24 hours notice but there may be emergency situations that may arise that are out of the District's control.

29. If a multiple award, what criteria will you use to determine who is issued work and how much work will be issued?

Depends on needs and how the award is broken down.

Criminal Background Check Information

Both a State and Federal Criminal Background Check are required and must be obtained through the Delaware State Police State Bureau of Identification Unit (SBI). The current fee is \$69.00. You may use cash, credit or debit cards, bank checks, money orders, or company checks made out to Delaware State Police. They do not accept personal checks.

A Criminal History Background Check is obtained through fingerprints. You will need to bring a photo Identification. A Driver's License, School ID, or State ID would be sufficient. It is not required to be a Delaware License. You do not need to bring a social security card or a birth certificate.

Newark, Delaware – By Appointment Only

Delaware State Police State Bureau of Identification (Troop 2): The office is located in Troop 2, on Route 40, in Bear, just west of the Fox Run Shopping Center, between Route 72 and Route 896.

Making an Appointment:

- Call and schedule an appointment utilizing one of the following Appointment Help Line contact numbers: **1-800-464-4357** or **302-739-2528**
- Upon arrival, report in with the receptionist **no later than** then your scheduled appointment.
- The results of the completed Background/Criminal History check will not be returned the same day, but will be forwarded to the recipient, Colonial School District, as soon as operationally possible.
- **You will receive a receipt upon completion of your fingerprinting which is to be turned into the Colonial School District Human Resources Division within 48 hours of appointment.**

Hours of Operation:

- Monday, Wednesday, Thursday and Friday, 8:30 am to 3:15 pm; closed for lunch from 12:00 pm to 12:30 pm
- Tuesday, 11:30 am to 6:15 pm; closed for lunch from 4:00 pm to 4:30 pm

Dover, Delaware – No Appointment Necessary

Delaware State Police State Bureau of Identification (Dover): The office is located at 655 South Bay Road, Dover, DE 19901. The building is located in the Blue Hen Mall and Corporate Center, Suite 1B. The Dover location will be the only location available for all services every weekday and does not require an appointment.

Hours of operation are:

- Mondays, 8:30 am to 6:30 pm
- Tuesday through Friday, 8:30 am to 3:30 pm
- **No appointments are necessary; they are a walk in facility.**
- Call 302-739-5871 for information and directions.
- The results of the completed Background/Criminal History check will not be returned the same day, but will be forwarded to the recipient, Colonial School District, as soon as operationally possible.
- **You will receive a receipt which is to be turned into the Colonial School District Human Resources Division within 48 hours of fingerprinting.**

Criminal Background Check Options

Name (Print): _____

Position: _____

Please choose one of the following four options:

- Option 1 - Release** - I had a state and federal Criminal Background Check conducted by the Delaware State Police Bureau of Identification within the previous 12 months **and** I have been continuously employed (worked in that same district for at least ninety one (91) working days in the prior school year) **and** have provided the Colonial School District (CSD) Human Resources representative with a Release Form in order for CSD to obtain my original criminal background check results from my previous District.

- Option 2 - Release** - I had a state and federal Criminal Background Check conducted by the Delaware State Police Bureau of Identification within the previous 12 months and have provided the Colonial School District (CSD) Human Resources representative with a Release Form in order for CSD to obtain my original criminal background check results from the Delaware College/University that the results were sent to.

- Option 3 - Receipt** - I recently had my fingerprints taken and instructed the Delaware State Police State Bureau of Identification to forward the results to the CSD. I have provided the CSD Human Resources representative with a copy of the receipt provided to me by the State Police.

- Option 4 - Walk-In (Dover)** - I will go to the Delaware State Police State Bureau of Identification located in Dover, Kent County within the next 4 business days and will turn in the receipt for the fingerprinting to the CSD Human Resources Division within 48 hours of receiving the receipt.

- Option 5 - Appointment (Newark)** - I will make an appointment with the Delaware State Police State Bureau of Identification located in Newark, Delaware within the next 2 business days and will notify the CSD Human Resources Division immediately thereafter of the date and time of my appointment. I will turn in the receipt for the fingerprinting to the CSD Human Resources Division within 48 hours of receiving the receipt.

Signature

Date

**Delaware Public School District
Release for Criminal Background Check Information**

Name:	
Social Security #:	
Date of Birth:	
Address:	
Telephone:	

Pursuant to 11 Del.C. § 8570, et. Seq., and the regulations of the State Board of Education pertaining thereto, the following release is required of every applicant for employment in a Delaware school district for the 1994-95 school year and subsequent years.

I hereby give permission for the _____ School District which holds the original of the criminal background check performed on me by the State Bureau of Identification of the Delaware State Police to confirm the receipt of that original and to send the original of the criminal background check performed on me and any subsequent criminal history to the Director of Human Resources of the Colonial School District at the following address:

**Colonial School District
Attention: Elizabeth Fleetwood, Director of Human Resources Division
318 E. Basin Road
New Castle, DE 19720**

Signature

Date

The information contained in a Criminal Background Check is CONFIDENTIAL. Access is limited to the Superintendent and the Director of Human Resources of the Colonial School District.

HR Use Only: Release Scanned Date _____