



Data Service Center

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CENTRAL BIDDING DEPARTMENT

ADDENDUM No. 3

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

Date of Addendum: June 15, 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 you please tell me if the background check must be submitted with the bid or if it is acceptable to submit it after the contract is awarded. Please let me know.**

We do not need a physical copy of the background check. It is the vendor's responsibility to make sure any of their employees have completed the background check requirement prior to working in the schools. Therefore, it could be done once the contract is awarded.

- 2. It looks like you can send in the info you need or prefer but what is mandatory is the proposal page, right?**

The proposal page, any other required documents/information in the specifications and any information on the evaluation criteria listed in the specifications.

- 3. Can you confirm the address to send the bids to?**

The bids should be sent to me at the Data Service Center, 168 S DuPont Highway, New Castle DE 19720.

- 4. Will there be a 2-hour billable minimum, as is standard for interpretation assignments?**

No

To change the rate listed in addendum #1 from \$44.00 per hour to \$46.45 per hour