



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

January 28, 2015

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY  
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM #1  
NO.: GSS15602A-TRANSLAT\_OSW  
Interpretation and Translation Services, Re-Bid of Bid Package A – Sign Language

**ADDENDUM #1**

The purpose of this addendum is to answer questions submitted regarding the solicitation.

**Questions & Answers**

Q1	Whether companies from Outside USA can apply for this?? (From India or Canada)
A1	No activity is to be executed in an off shore facility, wither by personnel, a subcontracted firm or a foreign office or division of the vendor.
Q2	Whether we need to come over there for meetings??
A2	This will depend on the service you elect to bid on. Some services require on-site interpretation. Vendor meetings may be required periodically. Depending on the reason for the meeting, accommodations to teleconference may be considered.
Q3	Can we perform the tasks (related to RFP) outside USA?? (From India or Canada)
A3	No activity is to be executed in an off shore facility, wither by personnel, a subcontracted firm or a foreign office or division of the vendor.
Q4	Can we submit our proposal via email?
A4	No. Refer to Request for Proposal document, M. Number of copies with Mailing of Proposal (pages 15-16) for submission requirements.
Q5	Would it be acceptable to offer the fulfillment of American Sign Language orders through Video Remote Interpretation?
A5	The State of Delaware may consider Video Remote Interpretation down the line; at this time, we are looking for on-site interpretation services.



Q6	Is the re-bid for sign language services only, or for the entire scope of work?
A6	This is a partial rebid of GSS15602-LINGUIST and covers only Sign Language.
Q7	Do you have historical or anticipated volume for all services?
A7	<p>There is no estimated value or anticipated spend associated with this contract. Vendors can review the usage report data available online to get an idea of the State's spend for these services: Information regarding the contract spend can be found online at:</p> <ul style="list-style-type: none"> <li>• Interpretation (On-Site) &amp; Translation (Written) Services: <a href="http://contracts.delaware.gov/contracts_detail.asp?i=2164">http://contracts.delaware.gov/contracts_detail.asp?i=2164</a></li> <li>• Interpreter Services – Telephone Based: <a href="http://contracts.delaware.gov/contracts_detail.asp?i=643">http://contracts.delaware.gov/contracts_detail.asp?i=643</a></li> </ul>
Q8	Do you have an incumbent vendor, and what are they charging?
A8	<p>There is no estimated value or anticipated spend associated with this contract. Vendors can review the usage report data available online to get an idea of the State's spend for these services: Information regarding the contract spend can be found online at:</p> <ul style="list-style-type: none"> <li>• Interpretation (On-Site) &amp; Translation (Written) Services: <a href="http://contracts.delaware.gov/contracts_detail.asp?i=2164">http://contracts.delaware.gov/contracts_detail.asp?i=2164</a></li> <li>• Interpreter Services – Telephone Based: <a href="http://contracts.delaware.gov/contracts_detail.asp?i=643">http://contracts.delaware.gov/contracts_detail.asp?i=643</a></li> </ul>
Q9	Will this RFP consist of only on site ASL or will there also be telephonic and/or on-site interpretation for other languages?
A9	This is a partial rebid of GSS15602-LINGUIST and covers only Sign Language.
Q10	We are new to this bid program so we are just curious about the interpretation/translation bid. I see all the forms that need to be completed but what else do we need regarding Reliable Language Services that we need to attach to the paperwork when we enter to win the bid (example: tax information, legal paperwork, etc).
A11	Refer to RFP pages 12-13, RFP Response Requirements, and Bid Pack A, page 7-8, Response Requirements.

All other terms and conditions remain the same.