



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

November 22, 2016

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY
STATE CONTRACT PROCUREMENT SUPERVISOR

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.
GSS17602-LINGUIST, INTERPRETATION SERVICES – SIGN LANGUAGE

ADDENDUM # 1

The purpose of this addendum is to correct a date error in the original solicitation and to answer questions submitted regarding the solicitation.

DATE CORRECTION

Line 24 on the Instructions tab of Appendix B, is amended to read as follows: Proposal must be received **no later than 1:00 p.m. on Tuesday, December 13, 2016.**

QUESTIONS & ANSWERS

Q1. Whether companies from Outside USA can apply for this? (like, from India or Canada)

A1. The service requested in the solicitation is for On-Site Sign Language Interpretation.

Q2. Whether we need to come over there for meetings?

A2. The service requested in the solicitation is for On-Site Sign Language Interpretation.

Q3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

A3. The service requested in the solicitation is for On-Site Sign Language Interpretation.



Q4. Can we submit the proposals via email?

A4. Refer to Section M. Number of Copies with Mailing of Proposal (pages 8-9).

Q5. Should resumes, proofs of certifications, letters of references, and background checks for all interpreters we intend to use under the contract be included with our response? If so, does the information for interpreters which have been approved for the Master List under the current contract need to be included?

A5. Yes, to both questions. Information previously submitted under a current or previous contract award will not roll over.

Q6. Who is responsible for ensuring that interpreters used have been approved for the Master List of interpreters?

A6. The awarded vendor is responsible for ensuring only those interpreters presented and approved are utilized to fulfill requests for service from State of Delaware agencies.

Q7. The pricing chart on page 65 includes lines for 'technical' interpreting, which is not included on the Pricing tab in Appendix B. Should we included pricing for technical interpreting?

A7. Yes, vendors are permitted to insert rows to account for "technical" interpreting prices.

Q8. Page 65, 5. Requested Time, allows for the state agency to adjust the scheduled time without penalty up to 24 hours in advance. Page 66, K. Cancellations, allows for 48 hour notice of cancellation without penalty. These seem at odds with each other. Can you clarify the difference, what kind of penalty would the vendor be allowed to bill, and any restrictions on adjustments?

A8. Requested time is separate from Cancellation, allowing requesting agencies to amend the start and/or end time of a given appointment. Vendors may elect to take minor exceptions to the specifications, terms and conditions of this RFP. Refer to section V. Exceptions for instructions. Acceptance of exceptions is not guaranteed.

All other terms and conditions remain the same.