



**Data Service Center**

168 S. Dupont Highway  
New Castle, DE 19720  
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Phone: (302) 504-7200  
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**CENTRAL BIDDING DEPARTMENT**

**ADDENDUM No. 2**

**Spanish/English Translation and Interpreting Services – RFP #2-13-50**  
**Red Clay Consolidated School District**

Date of Addendum: May 28, 2013

OPENING DATE: **May 31, 2013 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 questions:**

- 1. If a company is not currently authorized to transact business in the State of Delaware, can this be done upon receipt of the award?**

Vendor must be licensed and authorized to conduct business in the State of Delaware prior to the execution of the contract.

- 2. There is a request for a submission of a summary of educational qualifications. Does this request refer to example translators and interpreters, or the project management team?**

Example translators and interpreters

- 3. The document also requests 3 years experience performing document translation and references. Does this refer to the agency or the linguistic team assigned to this contract?**

Agency

- 4. Under translation format it is requested that translations on plain white bond paper, are electronic submissions also accepted?**

Already addressed in addendum #1

- 5. The description of services suggests that consecutive interpretation would be needed in the majority of circumstances. Do you anticipate requiring simultaneous interpretation, and if yes, can you give us an idea of the number of participants?**



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For written documents, interpretation is never needed; for IEP this is different since IEPs are translated and staffing meetings are later scheduled. The ELL Office does not need the interpretation as a follow up.

The interpretation we provide is for parent teacher conferences and other school & parent interactions.