



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
 SCHOOL BOARD ADMINISTRATION BUILDING  
 Procurement Management Services  
 1450 N.E. 2nd Avenue, Room 650  
 Miami, FL 33132

Direct All Inquiries To  
 Procurement Management Services  
 Buyer's Name: Natalia Delgado  
 PHONE: (305) 995- 1621  
 Email: ndelgado@dadeschools.net  
 TDD PHONE: (305) 995-2400

**BID/RFP ADDENDUM**

Date: 8/17/2015

Addendum No. 1

BID/RFP No. ITB-14-065-ND BID/RFP TITLE: Provide American Sign Language Interpretation/Transliteration,

**This addendum modifies the conditions of the above-referenced BID/RFP as follows:**

1. Please see the following pages that address the questions received for this solicitation, as well as modifies the conditions of this ITB.

All other terms and conditions within the above-referenced ITB remain the same.

All information, specifications terms, and conditions for the above-referenced BID/RFP, are included on the document posted on the Procurement Management website at <http://procurement.dadeschools.net>

The attached pages containing clarifications, additional information and requirements constitute an integral part of the referenced bid.

1. If your bid/proposal has not been submitted, substitute the pages marked REVISED and mail your entire bid/proposal package. **REMEMBER TO SIGN THE BIDDER QUALIFICATION FORM.**

OR

2. If your bid/proposal has been submitted, sign and return this addendum form with the revised pages by the time and date indicated on the Bidder Qualification Form. BY SIGNING THIS ADDENDUM, THE VENDOR AGREES TO THE TERMS AND CONDITIONS CONTAINED IN THE BIDDER QUALIFICATION FORM AND ALL RELATED BID DOCUMENTS.

I acknowledge receipt of Addendum Number 1

PLEASE NOTE: If your firm has forwarded a copy of this bid/proposal to another vendor, it is your responsibility to forward him/her a copy of this addendum.

**(PLEASE TYPE OR PRINT BELOW)**

LEGAL NAME OF BIDDER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ E-MAIL I.D. \_\_\_\_\_ FAX # \_\_\_\_\_

BY: SIGNATURE (Manual): \_\_\_\_\_  
 OF AUTHORIZED REPRESENTATIVE

NAME (Typed): \_\_\_\_\_ TITLE: \_\_\_\_\_  
 OF AUTHORIZED REPRESENTATIVE

**QUESTIONS RECEIVED FOR THIS SOLICITATION**

1. Whether companies from Outside USA can apply for this (From India or Canada)?

**Answer: Yes, companies from outside the USA can apply for this ITB; however the servicing interpreters servicing the company must be local.**

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

**Answer: Yes, translation staff would have to be present for meetings (Board meetings, etc.)**

3. Can we perform the tasks (related to RFP) outside USA?

**Answer: No, the scope of service does not allow for a bidder to perform the services from outside the USA.**

4. Can we submit our proposals via email?

**Answer: No, the bids may not be submitted via email. Please refer to Section 1.9 of the bid.**

5. Will remote CART services be considered?

**Answer: No, remote CART services will not be considered.**

6. What is the current hourly rate?

**Answer: This information can be found on the M-DCPS procurement website:  
<http://procurement.dadeschools.net/>**

7. Who is the current CART vendor

**Answer: This information can be found on the M-DCPS procurement website:  
<http://procurement.dadeschools.net/>**

8. Referencing section 2.2.1 Services for Miami-Dade County Public School Student, the subsection referring to the cancellation guidelines of interpreters, the question is will the reassigned interpreter be paid for the time it takes to arrive at the reassignment from the original assignment?

**Answer: There is no change from the language in the ITB.**

9. Referencing section 1.11, paragraph 2, "a copy of any written communication must be sent to the Clerk of the School Board as fully described in Section 1.25" I was unable to find any contact information in section 1.25 for the Clerk of the School Board nor in any other part of the ITB, except to file a protest. Could you please supply this information so that we can comply with this directive?

**Answer: Section 1.1 of the ITB has been modified. Please see below section: Modified Conditions of the Solicitation.**

10. Referencing section 1.28, regarding a level 2 background screening, will interpreters still be able to go through the Miami-Dade County Public School system to schedule and perform these background screenings?

**Answer: Yes, for level 2 background screenings, interpreters will be able to utilize the Miami-Dade County Public School system to schedule and perform the background screenings.**

11. Is it a requirement that all the interpreter's documentation be submitted with the Bid or can some of the documentation be submitted later? For example, the background checks through the school board, can the interpreter who's badge has expired or one who has never had a badge, can they be submit at a later time, after our agency has won the bid or must they be submitted now? This question, also pertains to FRID and RID memberships, must we submit them now or can we submit them later?

**Answer: Background screenings may be submitted after the bid has been awarded. However, proof of the FRID and RID memberships must be submitted with the bid.**

12. How much was expended on American Sign Language Interpretation/Transliteration (ASL) services in each of the last three fiscal years (or the last three years of available data)? How much was expended in this past school year?

**Answer: 2011-2012: \$1.6 million**

**2012-2013:\$1.6 million**

**2013-2014: \$1.6 million**

**2014-2015:\$1.7 million**

13. How many students received American Sign Language Interpretation/Transliteration services in the last school year and how many students are expected to receive American Sign Language Interpretation/Transliteration services in this school year? What is the breakdown by school district of students who received services last school year and are expected to receive services this school year?

**Answer: 2014-2015: 105 students**

**2015-2016: 96 students**

14. How much was expended on CART services in each of the last three fiscal years (or the last three years of available data)? How much was expended in this past school year?

**Answer: No money was expended on CART services last 3 school years. We are not expecting to send any money on students receiving serves through CART this school year.**

15. How many students received CART services in the last school year and how many students are expected to receive CART services in this school year? What is the breakdown by school district of students who received services last school year and are expected to receive services this school year?

**Answer: There were no students using CART services in the 2014-2015 school year and no students are currently in the MDCPS system with CART services for the 2015-2016 school year.**

16. How much is budgeted for the 2015-2016 school year for ASL services? How much is budgeted for the 2015-2016 school year for CART services?

**Answer: The budget for ASL interpreter services and CART are currently both together in the contract. (\$2.3 million) What was the budget for 2015-2016 ASL services? \$2.3 million**

17. Can one bid on American Sign Language Interpretation/Transliteration services without bidding on CART services?

**Answer: M-DCPS does not typically use CART services.**

18. Section 2.3, subparagraph G. allows a sliding scale in lieu of one hourly fee. Three levels of the scale are applicable to American Sign Language Interpretation/Transliteration services. One level is for CART. The guidance that the scale can be in a maximum of \$10 increments makes sense only for the three levels of certification for American Sign Language Interpreters and not for CART services which has a significantly higher cost than \$10 over ASL services. Please confirm that the sliding scale guidance is only applicable to the levels of ASL certification and does not apply to CART services.

**Answer: The sliding scale guidance is only applicable to the levels of ASL certification and does not apply to CART services. The vendors should be notified however that if they use an**

**interpreter who has a higher certification to perform the CART services the fees will not change.**

19. If vendor A supplies one hourly fee for all ASL levels (for example: \$90 per hour) and vendor B supplies a sliding scale pricing structure with some prices below the vendor A and some above the vendor A (for example: \$85, \$92, and \$95 per hour respectively for levels of certification), how will the distribution of the referrals be made by the school Board, that is, which vendor will have priority to receive referrals first?

**Answer: The school board will send requests to the company with the lowest bid first.**

20. Please confirm that the vendor can bill for the full scheduled time for student "no-shows."

**Answer: There is no change from the language in the ITB.**

21. What has been the biggest challenge for fulfilling services under this contract?

**Answer: The biggest challenge has been in the mornings from 6:30am-8:30am when sending requests for interpreters who call out, the school board must wait for the vendor with the lowest bid to respond. Some vendors respond immediately while others might wait 30 minutes or more to respond. A specific amount of time should be placed in the contract as to how long the school board must wait before moving on to the next vendor.**

22. Please confirm that a vendor can utilize services of interpreters who previously worked for M-DPS as a staff interpreter.

**Answer: Vendors are able to utilize services of interpreters who previously worked for M-DCPS as a staff interpreter.**

23. Page 13 – Section 1.28

Since this bid will be awarded after the school year begins (October 1<sup>st</sup>, 2015) should we be required to include Florida Public Schools Contractor badges in the bid?

**Answer: Yes Florida Public School Contractor badges should be in the bid.**

24. Page 21 – Paragraph 2

Can we return to ***monthly*** invoicing to keep the process easy and accurate?

**Answer: There is no change from the language in the ITB.**

25. Page 21 – Paragraph 2

Can we return to ***monthly*** invoicing to keep the process easy and accurate?

**Answer: There is no change from the language in the ITB.**

26. Page 21 –Paragraph 3 Section D

Could this read, Should the District cancel any assignment, with less than 24 hours, Contractor will not double bill for hours that can be reassigned to another assignment?

**Answer: There is no change from the language in the ITB.**

27. Page 21 – Paragraph 4

Since two hours is considered the minimum billable time as per the sign language interpreting industry standard, will Miami Dade County Public Schools consider returning to the industry standard of a two hour minimum?

**Answer: There is no change from the language in the ITB.**

28. Page 22 – Last paragraph

Should FRID Membership documentation show the QA expiration dates?

**Answer: yes**

29. Page 23 – Referencing Letter F

What documentation of qualifications are you looking for from Tactile interpreters?

**Answer: Same documentation as for regular interpreters.**

**MODIFIED CONDITIONS OF THE SOLICITATION**

1. Pages 7-8, Section 1.11 Additional Information/Amendment is changed and replaced with the following:

Requests for additional information or clarifications must be made in writing and received by the Procurement Analyst for this ITB, in accordance with **Section 1.4** above, no later than the deadline for receipt of questions specified in the ITB Timetable (see **Section 1.3**). The request must contain the ITB number and title, Bidder's name, name of Bidder's contact person, address, phone number, email and facsimile number.

Email requests for additional information will be received by the Procurement Analyst at the email address specified in **Section 1.4** above. Emails should have at a minimum, the Bidder's name, name of the Bidder's contact person, address, phone number, facsimile number, and ITB number and title. A copy of any written communication or email must be sent to the Clerk of the School Board as fully described in **Section 1.24**.

The District will issue responses to inquiries and any other corrections or changes it deems necessary by way of written solicitation amendments issued prior to the Bid Due Date. Bidders should not rely on any representations, statements or explanations other than those made in this ITB or in any written amendments to this ITB. Where there appears to be conflict between the ITB and any amendments, the last amendment issued shall prevail.

It is the Bidder's responsibility to assure receipt of all amendments. The Bidder should verify with the designated Procurement Analyst prior to submitting a proposal that all amendments have been received. Bidders are required to acknowledge the number of amendments received as part of their proposals (see attached **Exhibit 2**).

Bidders who obtain copies of this ITB from sources other than the District's Department of Procurement Services risk the potential of not receiving amendments, since their names will not have been included on the Bidder List for this particular ITB. Such Bidders are solely responsible for those risks.