



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
 SCHOOL BOARD ADMINISTRATION BUILDING
 Procurement Management Services
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BID/RFP ADDENDUM

Date: 08/26/2025

Addendum No. 2

BID/RFP No. ITB-24-050-VF BID/RFP TITLE: Accessibility Services for Deaf and Hard of Hearing Individuals

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

The attached document provides answers to questions received, revises Section 5.8, Section 7 and Attachment 12.

In addition, the deadline for this solicitation has been extended to Thursday, September 4, 2025 at 1:00 pm EST.

All other terms and conditions of the ITB will 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. If your bid/proposal has not been submitted, substitute the pages marked REVISED and mail your entire bid/proposal package.

I acknowledge receipt of Addendum Number 2

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 _____ FAX # _____

BY: SIGNATURE (Manual): _____
 OF AUTHORIZED REPRESENTATIVE

NAME (Typed): _____ TITLE: _____
 OF AUTHORIZED REPRESENTATIVE

Invitation to Bid (ITB)
ITB-24-050-VF
Accessibility Services for Deaf and Hard of Hearing Individuals

ADDENDUM NO. 2

QUESTIONS AND ANSWERS:

Q1: Attachment 16 states the following:

ATTACHMENT 16
STATEMENT OF INTENT TO PERFORM AS A
CERTIFIED SUBCONTRACTOR/SUBCONSULTANT

Note: If bidder intends to use a certified subcontractor/subconsultant to perform work under the solicitation referenced below, this form needs to be completed and signed by the certified subcontractor/subconsultant and submitted by bidder with its proposal. Please mark N/A on this form if not applicable.

We were wondering if we can bid the project without going ahead and submitting the subcontractors that we would be using for the assignment.

A1: Attachment 16 need only be submitted if bidders will be working with certified subcontractors/subconsultants, otherwise the form is not applicable and does not need to be submitted.

Q2: Are the documents that need to be notarized for submission must be notarized only in Florida or can they be notarized in any other state?

A2: Florida Statute allows notarization of documents that are sent and/or recorded across state borders provided, of course, that notarizing the document is within the boundaries of the notary's jurisdiction.

Q3: Please let us know if "professional" stands for only linguists, ASL interpreters or also for project managers and other staff members who will be responsible for the services.

A3: "Professional" does not refer to project managers or other staff members not responsible for providing interpreting services.

Q4: How many professionals will need to have their packets of documents (reference letters, certifications, etc.) submitted for this RFP? If we have a large pool of ASL interpreters, does it mean we need to submit paperwork for all of them or for a minimum of 3-5 people per service?

A4: Attachment 12 Section D states that the 2 letters of reference, Attachment C *Provider Application Form* and a copy of credentials are required for EACH professional that will provide services.

Q5: Are travel expenses like mileage / parking and tolls covered for ASL interpreters working onsite?

A5: Travel expenses, including mileage, parking and tolls, are not covered for service providers.

Q6: Could you please share the current vendor providing ASL services to the County and the current rates the County is covering for the vendor/vendors for this service?

A6: Current vendors are Nationwide Interpreter Resource, Inc., Signtalk, LLC and Trusted Translations, Inc. at \$64.00 per hour for services.

Q7: What is the total amount of funds projected for the 3-year contract under this RFP?

A7: Approximately \$4,050,000 by three separate departments that would access the services under this award: Exceptional Student Education (ESE) under the IDEA Grant at approximately \$3,300,000, Office of Postsecondary Career and Technical Education (OPCTE) for Adult Education Centers and Technical Colleges at approximately \$450,000 (with no control over the number of students that will come and self-declare a disability) and Office of Professional Standards, Americans with Disabilities Act (ADA) at approximately \$300,000.

Q8: What is the average budget the County spends for these services annually?

A8: ESE: \$1,100,000; OPCTE: \$150,000; ADA \$100,000

Q9: Is it necessary to be certified by the Office of Communication and Community Access for submitting this RFP?

A9: This ITB does not require mandatory certified vendor participation. If bidders are certified they are encouraged to submit their certification documents with their bid response nonetheless.

Q10: Is there any possibility of extending the deadline for submitting proposals for this solicitation since we just received the important information during the pre-bid conference and will receive more information later for the Q&A? There seems to be not much time to collect all the documents during one week.

A10: Please refer to the new due date included within this addendum.

Q11: How many hours of CART services were utilized in the last year?

A11: The District (all three departments utilizing the services) have not utilized any CART services.

Q12: What percentage of CART services were delivered remotely vs. on-site?

A12: The District (all three departments utilizing the services) have not utilized any CART services.

Q13: What was the total spend for Accessibility Services for Deaf and Hard of Hearing Individuals for the last contract year?

A13: For contract year 11/18/23 through 11/17/2024 total invoiced amount of RFP-19-044-CM American Sign Interpretation/ Transliteration, Caption and/or Computer Assisted Transcription (Cart) Services was \$1,168,586.46.

Q14: The language in the ITB states that there will be multiple awardees. Please confirm that there will multiple vendors for each category, as currently exists.

A14: Pursuant to Section 5.2 Method of Award, all responsive and responsible bidders will be evaluated and awarded in order to establish the pool of preapproved vendors. Additional details on how preapproved awarded vendors will be contacted for services is available under Section 5.2.

Q15: Some school district's policies do not allow them to complete questionnaires or supply letters of recommendations for vendors, but they will submit a letter of good standing. Can this be used in place of the requested form and recommendation letter?

A15: To comply with the requirements of the bid, pursuant to Attachment 12, Submitted Bid Document Verification Form Item c, three (3) references must be documented on Attachment 11 and to comply with Item f, a letter of good standing is acceptable.

Q16: Please confirm if there is or is not going to be preference given to vendors who are certified by the M-DCPS Office of Education and Economic Access.

A16: Refer to response to Q9.

- Q17: Regarding the letters of reference for the sign language interpreters, Attachment 12 states they need 3 letters and Attachment C states they need 2 letters. Which is correct?**
- A17: Please refer to revised Attachment 12 published with this addendum. Only two (2) letters of reference for each professional along with Attachment C – Provider Application Form are required with bid submission.
- Q18: Bidder’s Preference Form – Attachment 7 is listed as must be notarized in Section 2. Table of Contents and in Section 8. Forms and Attachments. However, the form itself states the notarization is only needed, if you checked off Section 2. Please clarify.**
- A18: That is correct. If Section 2 of the form is applicable to your business, then the form must be notarized.
- Q19: Can MDCPS provide historical usage data for in-person interpretation and video-remote interpretation services?**
- A19: **Video Remote Interpretation**
 ESE – not utilized
 OPCTE – not utilized
 ADA – averages 50 virtual meetings on a yearly basis
- In Person Interpretation**
 ESE – averages between 15-20 full-time educational interpreters throughout the school year.
 OPTCE – approximately 1 – 4 students per semester based on a 5-hour workday. (This changes from year to year based on the number of adult students requiring the services.)
 ADA – averages 350 in person meetings on a yearly basis.
- Q20: Regarding pricing — in the past, we have encountered situations where a trilingual interpreter was needed (e.g., Spanish–English–ASL or Haitian Creole–English–ASL). These would require a different rate than ASL–English. How should we incorporate this into the pricing proposal?**
- A20: Please refer to Revised SECTION 7 - BID SUMMARY EXCEL SPREADSHEET published with this addendum for additional line items where trilingual interpretation pricing can be included.
- Q21: On page 37 of the solicitation, item “d” states: A minimum of three (3) letters of reference, preferably on stationary, written no more than one (1) year prior to the date this ITB is released, for each professional that will provide services. DO NOT include work/services performed for M-DCPS or M-DCPS employees as reference. Given that we may recruit additional interpreters after award, it would be challenging to provide three letters for every potential interpreter. Would it be acceptable to submit letters for a select group of interpreters instead?**
- A21: Letters should be submitted for all professionals working with the bidder at the time of bid submission. During the term of the contract if additional professionals are hired the awarded bidder will work with M-DCPS to ensure the professionals are properly qualified and vetted to perform the work. In addition, requirements of Attachment C: Provider Application Form are only required for the professionals that will be providing services to M-DCPS.
- Q22: Are you open to Remote/Automated CART services (non-human)?**
- A22: ESE and OPCTE are not open to Remote/Automated CART services at this time, however ADA is amenable to Remote/Automated CART services.
- Q23: What are the languages required?**
- A23: Service providers must speak English and provide credentials for American Sign Language interpretation. In addition, trilingual capability is preferred, American Sign Language, Spanish, English, Creole.

5.8 CERTIFICATIONS

“Qualified Sign Language Interpreter” for the purpose of this ITB with M-DCPS shall mean those interpreters who possess a minimum of one (1) of the following credentials:

1. Documentation of a current National Interpreter Certification (NIC), RID Interpreter Certification, or Educational Interpreter Performance Assessment (EIPA) Level 3.2 or higher. *The required credential held by the sign language interpreter must be valid at the time the service is provided including RID and FRID membership.*

Note: the District reserves the right to place interpreters from approved vendors at their discretion, as per student needs and based on guidance from the Florida Department of Education.

REVISED SECTION 7 - BID SUMMARY EXCEL SPREADSHEET

Bidder **MUST** complete the below chart with the corresponding prices as requested.

The Bidder shall offer all the elements of this ITB and meet all service requirements and specifications listed within Section 6.0 – Scope of Work, including furnishing labor, supervision, and materials necessary for this work.

The information contained on this ITB is to be utilized solely for preparing the proposal response to this ITB and does not constitute a commitment by the District to procure any product in any volume.

Each Proposer(s) must provide pricing for all items per group(s) selected.

Please select the services your firm will provide as noted below:

Description	Group	Price per Hour
GROUP 1		
Interpretation/Transliteration Services with RID (All Certifications)	Students	\$ _____
Interpretation/Transliteration Services with EIPA (Level 3.2 - 5.0)	Students	\$ _____
Computer Assisted Transcription Services (CART)	Students	\$ _____
C-Print Services	Students	\$ _____
GROUP 2		
Interpretation/Transliteration Services with RID (All Certifications)	School Board Meeting, MDCPS Employees, Parents	\$ _____
Interpretation/Transliteration Services with EIPA (Level 3.2-5.0)	School Board Meeting, MDCPS Employees, Parents	\$ _____
Interpretation/Transliteration Services with RID (All Certifications) and EIPA (Level 3.2-5.0) - Trilingual Capability	School Board Meeting, MDCPS Employees, Parents	\$ _____
GROUP 3 (If applicable)		
Video Remote Interpreting (VRI) communications	School Board Meeting, MDCPS Employees, Parents	\$ _____
Video Remote Interpreting (VRI) communications – Trilingual Capability	School Board Meeting, MDCPS Employees, Parents	\$ _____

The Remainder of this page was left intentionally blank.

REVISED ATTACHMENT 12 - SUBMITTED BID DOCUMENT VERIFICATION FORM

All bidders are required to submit the following information to be considered for award. Failure to submit any of the required documents with the bid will cause the bidder to be considered nonresponsive and ineligible for further consideration. Each bidder must include the following information within their submittal:

REQUIREMENT	YES	NO
a. Provide a Local Business Tax Receipt. Any person, firm, corporation or joint venture, with a business location in Miami-Dade County, Florida, which is submitting a bid, shall meet the County's Local Business Tax Receipt requirements in accordance with Miami-Dade County, Florida, code. Bidders with a location outside Miami-Dade County shall meet their local Occupational Tax requirements. A copy of the license must be submitted. Noncompliance with this condition may cause the bidder not to be considered for award.		
b. Copy of current registration with the Florida Dept. of State, Division of Corporations to conduct business in the State of Florida. If Bidder is not registered to transact business in the State of Florida, Bidder must provide a copy of Bidder's current registration in their state of incorporation/organization, along with the applicable exemption to this requirement as set forth in Section 607.1501, Florida Statutes. This information must be documented on Attachment 1 (Cover Page), along with submittal of required incorporation/organization documentation.		
c. Be regularly engaged in the business of providing the services described in this ITB for a minimum of five (5) years. This must be documented for the bidder through three (3) references from organizations comparable in complexity and/or size to M-DCPS, preferably. This must be documented on Attachment 11, Bidder Experience form, whereby each bidder uses one form per reference. DO NOT include work/services performed for M-DCPS or M-DCPS employees as reference.		
~~d. A minimum of three (3) letters of reference preferably on stationary, written no more than one (1) year prior to the date this ITB is released for each professional that will provide services. DO NOT include work/services performed for M-DCPS or M-DCPS employees as reference.~~		
e. Documentation of a current National Interpreter Certification (NIC), RID Interpreter Certification, or Educational Interpreter Performance Assessment (EIPA) Level 3.2 or higher. The required credential held by the sign language interpreter must be valid at the time the service is provided including RID and FRID membership. A copy of the certification must be submitted with response.		
f. State the experience for each professional that will provide interpreting or CART services. Attachment C - Provider Application Form. This must include experience working with students who are Deaf or Hard of Hearing and information on other qualifications, skills and areas of expertise that would assist in the provision of interpretation/transliteration, caption and/or CART services. ~~A minimum of two (2) letters of reference preferably on stationary, written no more than one (1) year prior to the date this ITB is released for each professional that will provide services. DO NOT include work/services performed for M-DCPS or M-DCPS employees as reference.~~		
g. Proposer(s) should submit a brief one-page resume(s) documenting the required experience, as well as documentation to confirm that the Proposer has checked references related to interpreting experiences. Experience in the appropriate discipline is required for each interpreter. Minimum of 16 full-time staff associates required.		
h. Identification of the Proposer's staff member to serve as liaison for service delivery and description of this staff member's qualifications and experience.		

i. Trilingual capability preferred, if any, in one or more of the following areas: American Sign Language/English Spanish, American Sign Language/ English/Haitian Creole, and American Sign Language/English/French. Copies of appropriate certificates for each proposed interpreter, indicating competence must be submitted with the proposal.		
j. Documentation of qualifications to work as Cued Speech interpreters, Oral interpreters, Transliterators, and Tactile (Deaf-Blind) interpreters, if applicable.		
k. Provide a brief description of the plan for provision of essential communication access services at M-DCPS.		
l. Certificate of Insurance as per Section 5.5 of this ITB.		
m. Submission of all documentation/information stated in this ITB, including, without limitation the documentation, information and/or plans stated in Sections 3, 4, 5, 6, 7, 8 and 9 of this ITB, as well as the required forms and exhibits, as stated in Section 10 of this ITB.		
n. If applicable, Proposers must submit with their proposal a copy of their current certified firm certificate showing their firm's designation. Proposers' certified firm certification(s) must be in place prior to the ITB due date.		
o. If applicable, please include Exhibit 18 (Statement of Intent to Perform as a Certified Subcontractor/Subconsultant) <u>in your proposal, completed and signed by the certified subcontractor/subconsultant</u> , to specify the name of the certified subcontractor/subconsultant, the proposed dollar amount or percentage of work to be spent with the identified certified subcontractor/ subconsultant, along with the scope of work the subcontractor/subconsultant will provide related to this solicitation. Please submit a copy of the subcontractor's/ subconsultant's current certificate showing the firm's designation, along with the completed Exhibit 18.		

Please complete and sign below confirming all items noted above are included in your submission.

Name of Bidder: _____

Signature of Bidder's Authorized Representative

Date

Printed Name

Title

For Internal Use Only:

Signature of Originating Department (as applicable)

Date

Printed Name

Title

Procurement Staff Name/Signature

Date