



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: _____ PHONE: (305) 995-_____ Email: _____ TDD PHONE: (305) 995-2400
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BID/RFP ADDENDUM

Date: _____

Addendum No. _____

BID/RFP No. _____ BID/RFP TITLE: _____

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

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 _____

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

RFP-19-044-CM Questions

1. Is there an incumbent vendor for these services?

Answer: IU Group/ACD and Nationwide Interpreting Services/NIR

2. If so, what rates do they provide?

Answer: IU/ACD Group \$62.90, NIR \$59.50 & \$63.50 (different certifications)

3. What has been the biggest challenge for fulfilling services under this contract, or if this is a new contract, are there any challenges that you anticipate?

Answer: The most pressing challenge is locating staff for emergency call outs/absences of staff and short turnaround time for requested services. It was also a challenge when the MDCPS contact for one vendor was out on leave and no one else was familiar with MDCPS procedures.

4. What is the expected volume of this contract?

Answer: The number of students that need interpreting services varies by year. The anticipated number of students for the 2020-21 school year is approximately 45 students. The anticipated ESE budget for this contract is \$1,800,000.00.

5. Is there any historical data for American Sign Language/Transliteration, and/or CART services?

Answer: MDCPS has contracted with outside vendors for American Sign Language/Transliteration Services for many years. The most recent related solicitation is ITB-14-065-ND.

6. Is this a multiple source award contract?

Answer: Multiple vendors may be awarded the bid.

7. Can you please provide a bit of insight on the reason behind the cancellation of the 2019 ITB (ITB #18-068-CM) and 2019 RFQ (RFQ-19K-015)?

Answer: The ITB-18-068-CM was rejected to include a more revised procurement methodology and scope of services.

8. Have there been any changes from the 2019 ITB (ITB #18-068-CM) and 2019 RFQ (RFQ-19K-015) for American Sign Language/Transliteration, and CART services?

Answer: Yes.

9. We noticed there are a few inconsistencies on the dates listed on page 11 of the RFP, for instance the Q&A deadline is listed as Monday, June 19th, however June 19th is a Friday. The RFP also states proposals are to be submitted by Tuesday, July 13th, however July 13th is a Monday. Can you please clarify what the correct dates are?

Answer: As indicated in Addendum 1, the deadline for Q &A was Monday, June 22, 2020 at 5pm and the deadline for this solicitation is Tuesday, July 14, 2020.

10. Who is providing the American Sign Interpretation/ Transliteration services currently?

Answer: Please see response to Question 1.

11. What are the rates paid for the ASI services provided currently?

Answer: Please see response to Question 2.

12. How many service providers or vendors do you anticipate selecting?

Answer: Please see response to Question 6.

13. What is the expected volume of this contract?

Answer: Please see response to Question 4.

14. How many students are anticipated to be serviced?

Answer: The number of students that need interpreting services varies by year. The anticipated number of students for the 2020-21 school year is approximately 45 students.

15. Who are the current incumbent vendors, and what are their rates?

Answer: Please see response to Question 2.

16. What is the anticipated budget for this contract?

Answer: The anticipated ESE budget for this contract for is \$1,800,000.00. There will also be a separate budget for HR and Communications related services.

17. How many students are anticipated to be serviced?

Answer: The number of students that need interpreting services varies by year. The anticipated number of students for the 2020-21 school year is approximately 45 students.

18. How many Sign Language Interpreters does Miami Dade County Schools anticipate will be needed for the 2019-2020, 2020-2021, 2021-2022 school years? Full-time? Part-time?

Answer: 15 fulltime MDCPS staff, 20-25 contracted Interpreters through agencies. On most days, the contracted interpreters that work with the ESE Department work the entire school day

19. How many staff Sign Language Interpreters will be employed by Miami-Dade County Public Schools under The School Board of Miami-Dade County, Florida for the 2019-2020 school year?

Answer: 15 Full-Time staff were employed

20. Since the time the previous contract ended and the ITB-18-068-CM was cancelled several months after the submission of bids, which vendor(s) provided services for the balance of the 2019-2020 school year and what were their rates?

Answer: Please see response to Question 2.

21. What is the anticipated budget for this contract?

Answer: Please see response to Question 16.

22. How many students are anticipated to be serviced?

Answer: The number of students that need interpreting services varies by year. The anticipated number of students for the 2020-21 school year is approximately 45 students.

23. For ASL interpreting services?

Answer: The number of students that need interpreting services varies by year. The anticipated number of students for the 2020-21 school year is approximately 45 students

24. For caption/CART services?

Answer: Currently, MDCPS does not have any students that receive CART services.

25. How many vendor interpreters were utilized on-going for 2018-2019? 2019-2020?

Answer: The Department of ESE utilized approximately 25 vendor interpreters each year.

26. Will there be a single vendor or multiple vendors awarded for ASL services? For CART services? If multiple vendors are awarded, will there be primary and secondary awards?

Answer: Multiple vendors may be awarded the bid.

27. In the text of the RFP, p. 14, it indicates ASL interpreting services, vendors may provide Interpreting, Caption, and/or CART services. The Proposal Pricing form indicates the vendor MUST provide pricing for ALL items per group(s) selected. Group I includes Interpreting, CART and C-Print. May we select one or two of the services included in GROUP I as per narrative on cited from p. 14 or must we apply for all the services listed in the Group?

Answer: Currently, MDCPS does not have any students that receive CART or C-Print services. Bidding can be awarded for any or all services.

28. In the text on the bottom of page 14 of the RFP – What is the difference between the first two bullets?

1. “Interpreting services for students who are Deaf or hard of hearing” and

2. "response to requests for and assigning contract American Sign Language interpreters or caption/CART transcription services"?

Answer: The first bullet refers to the request for services for students in general. The 2nd bullets refers specifically for K12 students.

29. Please confirm the correct mailing address for the proposal as two different delivery addresses are listed in the RFP.

1. School Board Administration Building, 1450 N.E. Second Avenue, Miami, Florida 33132
or
2. Stores and Mail Distribution, Procurement Management Services, 7001 SW 4th Street, Miami, Florida 33144

Answer: The mailing address for the proposals is our Stores and Mail Distribution Center. Please see location instructions attached to the end of this document.

30. The current submittal instructions state the submission should be 1 original, 6 copies and 6 cds to be delivered to the Miami-Dade County Public Schools, School Board Administration Building, Stores and Mail Distribution. In light of the current situation would MDCPS consider the submission of an emailed proposal instead?

Answer: At this time, we are not accepting electronic submissions.

31. Who are your current C-Print Services Providers?

Answer: The Department of ESE did not utilize C-Print Services during the past 3 years.

32. Do you allow remote C-Print Services when on-site/in-person is unavailable?

Answer: The Department of ESE did not utilize C-Print Services during the past 3 years.

33. What are the current hourly rates you are paying your C-Print Services Providers?

Answer: The Department of ESE did not utilize C-Print Services during the past 3 years. However, the previously approved rate was \$9.95.

34. Who are the current School Board Meetings Interpreting Services Providers?

Answer: Please see response to Question 1.

35. What are the current hourly rates you are paying for School Board Meetings to be interpreted?

Answer: Please see response to Question 2.

36. On page 19, Section 5, requirement a. Because we are headquartered in Orlando, providing an Orlando Business Tax License Receipt will meet this requirement, correct?

Answer: Please provide a local business tax receipt if that is applicable in your city or county.

37. We are constantly vetting and recruiting ASL interpreters for our various community contracts. How many interpreters do you need us to submit paperwork on (resume, 3 references, credentials, and Vendor experience form) for purposes of being considered for this RFP? We understand that you may require this documentation for all interpreters planning to work on this contract, but would you accept a smaller sampling for the purposes of completing this RFP submittal?

Answer: The ESE Department would like to have documentation for at least 10 interpreters. Documentation for all would be required upon selection of an approved vendor.

38. On Page 16, you state your minimum billable time is one hour. School Districts across the State of Florida have been gravitating to the interpreting industry's minimum standard, which is a two-hour minimum. Will you honor the two hour interpreting industry's published standard for minimum billing?

Answer: The standard for MDCPS is the one hour per the RFP.

39. Will you reconsider your payment for cancellation policy to also match the interpreting industry's standard of a "total requested time and/or a two hour minimum, whichever is greater"? If we are asking Interpreters to block out their calendar to cover a full day's worth of school and the job is cancelled less than 24 hours, ethical agencies compensate their interpreters for the time that they confirmed. So, if you are only compensating a one hour minimum for cancellations, then the agency will be at a major loss to cover the additional 6.5 hours of school time to the interpreter. The reason this is an industry standard is that the majority of the time, an interpreter is unable to secure replacement work for last minute cancellations. Will you kindly reconsider this policy to match the industry's standard?

Answer: The standard for MDCPS is the one hour per the RFP.

40. We understand that travel time is not compensated to go to the job location. In the case when the interpreter arrives for a job and the Deaf Student is a no-show and during that time the district finds another need that the same interpreter can cover instead, but would now need to travel, we ask that the time to travel from the originally requested "location A" be billable to "location B" at the going stated rate. Would you approve of this fair policy?

Answer: The ESE Department can only provide compensation for direct services provided to students.

41. We require that our interpreters be members of RID, but we do not require that our interpreters be members of FRID. According to Page 17, Section A #2, are you requiring that our interpreters are members of BOTH FRID and RID? Or will RID membership alone suffice?

Answer: RID will suffice

42. Who are your current service providers for ASL Interpreting Services?

Answer: Please see response to Question 1.

43. What are the current hourly rates you are paying to your current ASL Interpreting Services providers?

Answer: Please see response to Question 2.

44. Are there any reasons why you are not completely satisfied with the current services being provided to you?

Answer: No

45. Are there any ways in which you would like the proposer agencies to improve upon the existing service providers?

Answer: It would be beneficial for the vendor to have two people familiar with the MDCPS system.

46. Would you allow for hourly price differentials between day, nights and weekends?

Answer: No

47. Who are your current Video Remote Interpreting (VRI) Services providers?

Answer: Please see response to Question 1.

48. How much are you paying your current VRI services providers?

Answer: Same rate as interpreting services

49. Who are your current CART/Captioning Services providers?

Answer: The Department of ESE did not utilize CART/Captioning Services during the past 3 years

50. What are your current contracted hourly rates you are paying your CART/Captioning Services providers?

51. Would you accept Remote CART Services when an On-site CART Services provider is not available?

Answer: No

52. What are the current hourly rates you are paying for Trilingual Interpreters (ASL/ENG/SPA)?

Answer: The ESE Department does not use agency interpreters for this service.

53. What are the currently hourly rates you are paying for Tactile (Deaf-Blind/Plus) Interpreters?

Answer: N/A

54. Does your county have staff interpreters on payroll? If so, how many?

Answer: Yes. The MDCPS ESE Department has 15 fulltime interpreters on staff.

55. How many K-12 school locations have Deaf, Hard of Hearing or Deaf-Blind students?

Answer: 500+ DHH student are spread throughout the country in program sites and mainstreamed at various locations.

56. Approximately how many Full-Time agency interpreters are you seeking for coverage this coming school year?

Answer: Approximately 20-25 if we return to in-class instruction. Less will be needed for online instruction.

57. Approximately how many Part-Time agency interpreters are you seeking for coverage this coming school year?

Answer: On most days, contracted interpreters that work with the ESE Department work the entire school day.

58. For submittal instructions on Page 21, are those still the same instructions or are they different due to the current COVID-19 pandemic? Many agencies have converted to email or electronic submittals via hard paper copies.

Answer: At this time, we are still accepting hard copies. Please see page 1 of the RFP document for specific location information.

59. Do you plan on selecting multiple agencies for the award of this contract?

Answer: Please see response to Question 6.

60. Is preference given to Florida-based agencies?

Answer: Because this solicitation is an RFP, there are a number of different factors that affect Selection Committee Decision making. As noted in Section 7, there is a 10 point preference for certified SBE/MBE firms and a 5 point preference for certified that have not done business with the District within the previous 6 months.

61. Do you require sign-in sheets to be included with the monthly invoicing process?

Answer: Yes. The Weekly Contact Verification Log forms are required to be submitted with the monthly invoice.

62. We have call centers with over 300 different spoken foreign languages, may we include this on our RFP response?

Answer: Please provide a response to the requested services.

63. Exhibit 17 – Proposed Contract Agreement. Are we supposed to complete these nine pages and submit with our RFP, or is this a blank template for us to review and not submit with our RFP, knowing that once we are awarded the contract we will complete it at that time, execute with signature, etc. Please let us know if we are supposed to complete these nine pages and return with our completed attachments for the RFP process.

Answer: Please review the terms and agreement noted in our standard contract template and provide any areas of exception.

64. When would the contract start date be?

Answer: The contract start dates depends on the Board’s approval of the award, the timing of the Selection Committee recommendation, along with contract negotiations. We are hoping to submit for the October Board meeting.

65. Will the purchasing department be offering a teleconference line or Zoom meeting for those who cannot physically attend the bid opening?

Answer: At this time, there is no teleconference or zoom scheduled for the actual bid opening.

BID OPENING

RFP-19-044-CM

BIDS DUE: Sealed bids will be received by The School Board of Miami-Dade County, Florida until **1:00 P.M. local time, Tuesday, July 21, 2020 at the MDCPS Stores and Mail Distribution site located at 7001 SW 4th Street Miami, Florida, 33144.**

LOCATION: Stores and Mail Distribution site at 7001 SW 4th Street, Miami, FL 33144

DEADLINE: **Tuesday, July 21, 2020** at **1:00 pm*****PLEASE NOTE TIME**

INSTRUCTIONS: Bidders can drop off their bids at the S & D Main Office on the days prior to July 21st. On the day of the Bid Opening, bids will be received by a member of the Procurement team on the receiving dock in the S & D building. After 1:01 pm, the bids will be opened at the same location (receiving dock). A picture ID is required to enter the premises.

SPECIAL INSTRUCTIONS: In addition to the normal procedures conducted for Bid Openings, Bidders are required to practice social distancing guidelines.

- ❖ Bidders will not be allowed on site without a face mask.
- ❖ Bidders will not be allowed to comingle.
- ❖ Bidders must stay 6 feet apart from others.
- ❖ Please only have 1 representative from your firm attend the bid opening.

Should you have any trouble locating the site, please call (786) 505-8072 or (786) 275-0600.

BID OPENING LOCATION

7001 SW 4th Street
Miami, FL 33144

