

QUESTIONS AND RESPONSES

RFP NO. 075-KK10 – LEGAL TRANSLATION AND INTERPRETATION SERVICES

1. Who do you currently work with to provide these services, if any?

Response: The RFP is a new solicitation for these services required by the School Board Attorney's Office. The District has not contracted with any agency through a formal bid process.

2. What are the rates you are paying?

Response: See response #1

3. Have there been any challenges you have faced working with this vendor? Is yes, what have they been?

Response: See response #1

4. Is this a new requirement? If not who is the incumbent?

Response: See response #1

5. If there is an incumbent, could you please provide their previous bill rates?

Response: See response #1

6. What is the estimated value of the contract?

Response: Services will be provided on an as-needed basis, therefore there is no specific value or determined value.

7. Can a company bid on one part of the RFP only, i.e. translation services?

Response: Yes.

8. What is the size of the "translation" portion of this RFP in terms of dollars per year (value/spent)?

Response: Services will be provided on an as-needed basis, therefore there is no specific value or determined value.

9. Do you currently work with other agencies and if so, what are the rates these agencies are charging you now?
- Response:** See response #1
10. What are the common languages requested?
- Response:** Spanish, Haitian Creole
11. Do you require the interpreters to be court certified?
- Response:** Yes
12. What is the volume per hours per month for interpreting?
- Response:** Varies
13. What is the volume per word per month for translation?
- Response:** Varies
14. What will be the most requested among the common languages?
- Response:** Spanish and Haitian Creole
15. Will you request other languages besides the common languages? If so, which ones?
- Response:** Not able to identify other languages at this time; depends on the need.
16. Is it ok to send references from the Broward County as well if we do not have 3 references from Miami Dade?
- Response:** Yes.
17. How will we receive the files for translation? In word, PDF, fax or others?
- Response:** Word, PDF, Fax, and e-mail.
18. What are the hours requested for interpreting? 8:00 am – 5:00 pm? Any evenings?

Response: Normal business hours, 8:00 a.m. – 5:00 p.m.

19. Will you request overnight, same day and week end project for translations?

Response: Same day and overnight.

20. How many minutes per month will you request for phone interpreting?

Response: Varies

21. What are the hours for phone interpreting?

Response: Normal business hours, 8:00 a.m. – 5:00 p.m.

22. Does the school board use their conference call system to call the interpreters?

Response: Yes

23. Qualification of staff? Are you requesting the CV from the management in-house or both interpreters and translators?

Response: Interpreters and translators.

24. We have a lot of interpreters and translators who can work for this contract, so it is a must to send their CV since we do not know how many languages we will do?

Response: Yes.

25. Will any forensic transcription/translation of evidentiary recordings (*i.e.*, recorded statements) be required?

Response: No.

26. For written translation services, in addition to the 48 hour notification period referred to in Paragraph 2.0 of the RFP, will the contractor be allowed reasonable turnaround times on a project by project basis for the performance of the translation itself based on the scope of the translation required, including, without limitation, the number of pages and/or words required to be translated?

Response: A deadline will be provided depending on the urgency the matter.

27. For interpreting services, while the 48 hour notification period referred to in Paragraph 2.0 of the RFP may be adequate for common languages such as Spanish, Creole and Portuguese, more advance notification may be required for more exotic languages such as Chinese, Japanese and Arabic. Will the RFP be amended to distinguish common languages from exotic languages, providing a greater notification period for the latter?

Response: Exotic languages will be afforded more time.

28. Regarding Paragraph 4.1, Cancellation of Award/Termination, does the "reduction in amount owed for translation services by an amount up to 100%," signify the forfeiture of all outstanding amounts due and owing under the contract for services rendered to the date of the default, even though such sums are for services which were rendered prior to and are unrelated to the particular default in question?

Response: No.

29. Will the contract which is to be awarded contain a standard *force majeure* clause?

Response: Yes.