



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

**Winner 2000- 2008 Achievement of Excellence in Procurement Award
National Purchasing Institute**

Felicia Strong-Whitaker, Interim Director



May 3, 2013

Re: 13RFP87622YB-TR, Sign Language Interpreter Services

Dear Proposers:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced Request for Proposal (RFP).

Except as provided herein, all terms and conditions in the RFP referenced above remain unchanged and in full force and effect.

Sincerely,

Terrence Reese

Terrence Reese
Assistant Purchasing Agent

13RFP87622YB-TR, Sign Language Interpreter Services
Addendum No. 1
Page Two

This Addendum forms a part of the contract documents and modifies the original RFP documents as noted below:

The following questions were posed of the aforementioned RFP project.

Question 1: What is the expected volume of this contract?

Answer 1: During FY 2012 approximately \$127,574 was spent on 1,195 hours of interpreting services. The OEEODA anticipates similar usage this year and anticipates that the need for services will the public becomes more informed regarding the provision of these services. Concerning FY 2013, approximately \$40,521 has been spent as of 4/22/13 on 383.5 hours of interpreting services.

Question 2: Is there any historical data for Sign Language Services?

Answer 2: What type of historical data are you referring to?

Question 3: Is this RFP open to out of state vendors?

Answer 3: YES

Question 4: Is this a multiple source award contract?

Answer 4: The County is seeking to identify a single prime vendor to provide the services sought in the RFP

Question 5: Under 3.6 Technical Proposal Format and Content, in Section 3, Point 2 it states that “key personnel” is essentially interpreters, who must meet certain certification requirements. We have several hundred qualified interpreters in the area; this request would result in a very lengthy proposal. Would it be acceptable to submit a range of sample resumes from our pool of qualified interpreters?

Answer 5: The services that being sought are project management coordination and oversight in nature. This is primarily an administrative function where, the vendor provides services to locate, schedule and ensure the timely presence of qualified sign language interpreters who provide sign language interpreting services as requested by Fulton County Government entities. For purposes of this RFP a

“subcontractor” would provide a percentage of the services as described above. Individual freelance sign language interpreters are regarded as non-permanent contract employees hired to provide interpreting services on an assignment by assignment basis and would not be considered subcontractors.

Question 6: Under 3.6 Technical Proposal Format and Content, in Section 3, Point 3 it states that the Project Manager should “provide a minimum of three complex organizations... [with which he or she has worked] within the past 3 years.” This seems to be a request for *personal* references (that is, projects managed) rather than *company* references (contracts procured). Is this a correct understanding of the requirement?

Answer 6: The RFP distinguishes between experiences of the Project Manager versus experience of the responding company. It is possible that the Project Manager may/may not have worked with the company responding to the solicitation in this capacity for 3 years but could have similar Project Management experience elsewhere. The objective is to determine if the Project Manager possesses requisite experience providing similar services to organizations of a similar size and complexity as Fulton County Government. The 3 references may be the same as the company references

Question 7: Under 3.6 Technical Proposal Format and Content, in Section 3, Point 4 it asks for three (3) *company* references. But Section 4 Relevant Project Experience asks for *exactly the same thing*. Could you clarify your requirements in regards to these two points?

Answer 7: See answer to item 6.

Question 8: As noted, in 3.6 Technical Proposal Format and Content, in Section 3, Point 2, “key personnel” seems to mean “interpreters.” However, in Section 6 – Availability of Key Personnel, Points 1 and 2, the definition of “key personnel” seems to have shifted to “the members of the company’s infrastructure that manage the work flow and project” since these are the people who would spend a percentage of their time managing the project and have a varied workload. Could you thus please clarify the definition of “key personnel” for Section 3, Point 2 and Section 6, Points 1 and 2?

Answer 8: Key Personnel refers to individuals who work on the project

management team. It does not include interpreters. Therefore the 3 years of experience as a sign language interpreter requirement can be removed as discussed in the pre-bid conference. However, members of the project team should have a minimum of 3 years of experience performing the duties assigned to his/her role on the project management team.

Question 9: What is the current rate schedule that the county is paying for Sign Language services?

Answer 9: General = \$60/hr.; Medical=\$65/hr.; and Legal=\$75/hr.

Question 10: How many hours of interpretation services did Fulton County purchase the last fiscal year?

Answer 10: Approximately \$127,574 was spent between 11/1/11 and 12/1/12 on 1,195 hours of interpreting services

Question 11: How many hours of interpretation services did Fulton County purchase this current fiscal year?

Answer 11: Approximately \$40,521 was spent as of 4/22/13 on 383.5 hours of interpreting services

Question 12: Which category of services (medical, general, legal) was most requested the last fiscal year?

Answer 12: General

Question 13: Which category of services (medical, general, legal) was most requested this current fiscal year?

Answer 13: General

Question 14: When the RFP states that the Proposer signs the proposal, does each individual page of the RFP need to be signed by the proposer?

Answer 14: No, only sign where your signature is requested such as in (Section 5 Proposal Forms) or in Section 6 the Contract Compliance Forms.

Question 15: Does the definition of "subcontractor/sub-consultant" in the Contract Definitions apply to the interpreters who perform services with our agency?

Answer 15: No, the services that being sought are project management coordination and oversight in nature. This is primarily an administrative function where, the vendor provides services to locate, schedule and ensure the timely presence of qualified sign language interpreters who provide sign language interpreting services as requested by Fulton County Government entities.

Question 16: Can the meaning of “subcontractor” and “contract employee” be further clarified to distinguish between individuals who perform interpretations on a freelance basis and agencies that fulfill assignments as a separate entity?

Answer 16: Based upon the previous response a “subcontractor” would provide a percentage of the services as described above. Individual freelance sign language interpreters are regarded as non-permanent contract employees hired to provide interpreting services on an assignment by assignment basis and would not be considered subcontractors.

Question 17: In reference to section 3, paragraph 2- does key personnel refer to interpreters or administrative employees? If it refers to administrative employees, can three years of experience as a “qualified” Sign Language interpreter be removed from the contract as per the verbal discussion in the pre-bid conference?

Answer 17: Key Personnel refers to individuals who work on the project management team. It does not include interpreters. Therefore the 3 years of experience as a sign language interpreter can be removed as discussed in the pre-bid conference. However, members of the project team should have a minimum of 3 years of experience performing the duties assigned to his/her role on the project management team.

Question 18: Given that most of all agencies contract individuals to provide on-site interpretation services and these interpreters work as “freelancers” whom, for the most part, are not incorporated; which of all of the forms (A-H) must be completed by the interpreters (contract employees)?

Answer 18: The forms in (Section 5 Proposal Forms) shall be completed by the Prime Contractor or the submitting agency.

Question 19: Does Fulton County allow for parking reimbursement given that most locations, including the courts and the department of health and wellness, do not have free public parking available?

Answer 19: No.

Question 20: Does the two hour minimum include travel time?

Answer 20: No, the County will pay for one (1) hour of travel time each way (to and from the assignment) plus mileage in addition to the two (2) hour minimum.

Question 21: In terms of project deliverables, what would be defined as a "milestone" or "project deliverable" specifically?

Answer 21: As it pertains to this project, a Project Deliverable can be defined as being able to comply with the deliverables listed on (page 3-5 under number 3.4.1).

ACKNOWLEDGEMENT OF ADDENDUM No. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **Tuesday, May 14, 2013 at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2008.

Legal Name of Bidder

Signature of Authorized Representative

Title