



ADDENDUM
February 18, 2020

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference – Request for Proposals: RFP 20-1112 Sign Language Interpreting Services
Date Issued: January 27, 2020
For Delivery to: University of Mary Washington, Commonwealth of Virginia
Proposal Due Date: Monday, February 24, 2020 at 2:00 PM EST

This addendum consists of three (3) pages.

Questions from Offerors:

1. Must we bid on all, i.e. cued speech, or may we bid on just ASL interpreting services to be considered responsive?

You may submit a proposal for only the ASL interpreting portion of the RFP, however you may be scored less in the evaluation for not being able to provide all required services outlined in the solicitation.

2. Would you consider Video Remote Interpreting (VRI) as a primary or adjunct service to provide ASL interpretation?

VRI would be considered an adjunct service for providing ASL interpretation.

3. Must Vendors have a Virginia business license prior to bid submission?

Vendors should register to do business in Virginia prior to bid submission.

4. Since VRI is an alternative solution, would it be possible to register to do business after the University determines that it would be a viable service to move forward with? This could be done shortly after award and certainly before any work has commenced.

It is in the best interest of the University for a Virginia business license to be obtained prior to proposal submission.

5. In an effort to reduce costs and save time, would the University consider an emailed submission response?

We appreciate your efforts to reduce costs and save time, but we do need to have one printed and one electronic copy (flash drive) of the proposal. The sealed envelope will be time stamped by the Procurement Services Official Time Clock.

6. How many hours (estimated) were there for the previous school or calendar year?

For the previous school/calendar year, TypeWell services were used for three (3) classes during the Fall semester. We are unsure about the actual number of hours. About 12-15 hours of ASL services were used for the past two Commencement ceremonies and open houses.

7. Is the University currently using on-site or remote TypeWell services? I do not see that cited in the RFP. It is something that we do offer, should I incorporate pricing for TypeWell into our RFP response?

TypeWell services are not currently being used at the University. When they were used during the previous school year, they were on-site only. You may include pricing for TypeWell services in Attachment A if you choose to.

8. When it comes to Attachment B, we understand the various levels of certifications that are required to perform services for the University. In this section you are asking for a copy of RID/NAD/VQAS and we have

several hundred that carry these certifications, would a copy of the certifications of a few interpreters we plan on using suffice?

Certifications for the individuals you plan to utilize will suffice.

9. Can Attachment E be ignored if we do not plan to subcontract with any other agency/firm?

Attachment E does not pertain to vendors that are already registered SWaM and do not plan to use subcontractors.

10. Is there an incumbent vendor for these services?

There are currently two vendors that the University utilizes for sign language interpreting services.

11. If so, what rates do they provide?

The rates for each incumbent can be found in Cobblestone, which is our public contract management system. Here are the links...

- a. [Sign Language Professionals](#)
- b. [Elaine Hernandez](#)

12. 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?

The biggest challenge that we anticipate is that services will be utilized on an as needed basis. If we don't have a student or employee with a need, services may not be needed until there are campus wide events, i.e. Commencement.

13. What is the expected volume of this contract?

At this point, it would be a guess as to what the expected volume will be for the contract with services being requested on an as needed basis. As referenced on Page 4 of the RFP, the historical spend for sign language interpreting services is as follows.

Contract Number	Vendor Name	FY17 Spend	FY18 Spend	FY19 Spend
UCPUMW 14-271	Sign Language Professionals, Inc.	\$0.00	\$32,300.00	\$14,045.48
UCPUMW 14-272	Elaine Hernandez	\$47,615.00	\$1,537.00	\$1,296.50

14. Is there any historical data for Sign Language Interpretation Services?

Historical data is listed above in Question 13.

15. Is this RFP open to out of state vendors?

This RFP is open to out of state vendors. However, you must obtain a Virginia business license prior to proposal submission.

16. Is this a multiple source award contract?

The plan is for this to be a multiple source award contract.

17. Is the Small Business subcontracting requirement mandatory? If so, is there a mandatory minimum percentage or dollar amount that needs to be subcontracted in order to meet the requirement? Can you please provide us with a directory where we are able to locate DSBSD certified business?

The Small Business Subcontracting Plan needs to have the Bidder Name, Preparer Name and Date filled out. It is not mandatory to use subcontractors. Attachment D, Section A will be left blank if your company is not a certified micro, small, woman-owned, or minority-owned business. Attachment D, Section B will be left blank if you do not intend to use a subcontractor that is certified micro, small, woman-owned, or minority-owned. The Department of Small Business and Supplier Diversity (DSBSD) directory can be found at the link below.

<https://directory.sbsd.virginia.gov/#/>

18. Due to the fact interpreters will be assigned to this contract upon award, would it be possible for us to provide RID certificates upon award?

In regards to certified interpreters, please provide certifications for a few individuals that you plan to utilize.

END OF ADDENDUM NO. 1

Lindsay Fare
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Procurement Services
University of Mary Washington
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RFP 20-1112 Addendum No. 1 (and all addenda) should be acknowledged and included in the RFP submittal package.

NAME OF OFFERING FIRM: HIS Sign, LLC

NAME OF OFFEROR REPRESENTATIVE: Matt Peev - Account Executive

OFFEROR SIGNATURE: _____

DATE: February 19, 2020