

MONTGOMERY COLLEGE • OFFICE OF BUSINESS SERVICES
REQUEST FOR PROPOSAL TITLE: SIGN LANGUAGE INTERPRETER SERVICES
RFP NUMBER: E523-007
RFP CLOSING DATE AND TIME: FEBRUARY 3, 2023 @ 3:00 PM



ADDENDUM #1

Issued: 1/25/23

ADDENDUM FOR THE PURPOSE OF:

- To provide the attached questions & answers

All other specifications, terms and conditions remain unchanged.

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson, MBA
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: All proposals MUST BE RECEIVED **electronically** by 3:00pm Eastern Standard Time on **February 3, 2023**.

Electronic proposal and addendum or addenda shall be sent to the following email address prior to the submittal deadline date and time at vendor.proposals@montgomerycollege.edu. **No responses will be accepted after this date and time.**

Company Name

Authorized Signature

Date

Printed/Typed Signature

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Vendor Questions	MC Response
1) Historically, what is the demand in hours, per service type, on an annual basis?	Every semester is different, but as the RFP indicates it should be up to approximately 1200 per year. MC is offering more in-person courses than remote. Typically, agencies provide captioning and interpreting for one or two courses ongoing. There is always a need for one-time assignments and these request are as needed.
2) How many assignments are requested with 48 hours or less notice?	The College tries to give as much advance notice as possible. Last minute request is sometime unavoidable, but doesn't happen that frequently.
3) How many Deaf/Hard of Hearing individuals utilize the services?	Approximately 30 deaf students/faculty/staff.
4) What price is the establishment currently paying?	Pricing varies depending on requested services.
5) Does the university hire service providers directly? Will the vendors cover ongoing classes or mostly last-minute needs the college cannot fill?	Yes, we have a group of interpreters that work directly for MC. The requests include ongoing courses, department meetings, events at the college, sub requests or last-minute requests.
6) Historically, how many emergency (less than 24 hours' notice) requests have been made?	Emergency request do happen; however, the majority of our assignments are given advance notice.
7) Section A1: It asks for currently held certifications and/or memberships related to interpreting services? Since we work with 400 interpreters, are you asking for their certifications or that of our organization?	Depending on the request, we may ask for verification of an interpreter's certification.
8) In regards to cancelation in section 2.6, we typically invoice in full for untimely cancellations. Is this stating that if an 8 hour all day assignment were cancelled with less than 48 hours' notice, that we could only invoice for 2 hours?	No, the cancelled assignment can be billed for the length of the requested period.
9) Resumes and Certifications, it states that we should provide a copy of current certification cards, resume, reference level, and screening results. As we work with 400 interpreters, could we just provide a sample of this? All resumes are available upon request, but in the interest here can we just provide an example of 5 interpreters we plan to use with a focus on their resume and certifications?	Yes.

***** End of Questions & Answers *****