

MONTGOMERY COLLEGE • OFFICE OF BUSINESS SERVICES
REQUEST FOR PROPOSAL TITLE: SIGN LANGUAGE INTERPRETER SERVICES
RFP NUMBER: E523-007
RFP CLOSING DATE AND TIME: FEBRUARY 7, 2023 @ 3:00 PM



ADDENDUM #2

Issued: January 31, 2023

ADDENDUM FOR THE PURPOSE OF:

- To provide the attached questions & answers
- To extend the closing date from February 3, 2023 at 3:00 pm, to February 7, 2023 at 3:00 pm

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 7, 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) What is the anticipated volume for each requested service/solution? Is there a budget for this project?	a. 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. b. Budget is based on allocated funding.
2) I was wondering if you could tell me the percentage of hours anticipated to be virtual and on-site for this RFP?	See answers #1 & 3.
3) Can you provide an estimate of onsite and remote hours you anticipate for ASL interpreting services each week based on the past year or past years? (Section 2.3; Scope of Services and Deliverables.)	It really depends on the semester. Sometimes we have an ongoing need for interpreters in a class but mostly it will be department meetings, appointments, sub requests on an as needed basis. Most of our needs are for in-person requests, but we do have some remote needs.
4) Are partial bids accepted?	No. A submittal consisting of the Technical Proposal and the Price Proposal is required when responding to this Request for Proposal. See Section's 1.11 & 1.12 of the RFP document. Failure to provide moted items in your response may deem a proposal non-responsive.
5) How will the work be apportioned?	Requests for services will be issued by the college on an as needed basis by the MC designee(s).
6) What is the estimated value/budget of the contract?	Budget is based on allocated funding.
7) What is the Period of Performance?	The initial term of this contract will be for one (1) year from date of award. Beyond the initial term, at the sole option of the College, the contract may be renewed for four additional one-year terms, subject to funding availability and need.
8) Could you please share past usage statistics broken down by service and language?	Statistical information is not available at this time. We use about 1200 interpreting hours each semester. We have received requests for ASL interpreters, Cued Speech, and captionists. We have used CDIs in the past but that is not a regularly occurring request. There are times we seek ASL interpreters who are bilingual as well.
9) What is the name of the incumbent(s) and their contract number(s)? Did the incumbent cover every single assignment successfully?	a. Vital Signs, LLC, All World Language Consultants, Inc., Sign Language USA, HIS Sign, LLC, Ad Astra, Inc., ASL Interpreter Corps, LLC, and Purple Communications, Inc. b. It depended on the required service needed and availability of the incumbent.

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10) What challenges have you faced with similar scope of work from vendors you worked with?	Availability and unavoidable last-minute request.
11) In order for the incumbent not to have an advantage over the other bidders, could you please provide the incumbent rates for each of the services requested in this solicitation?	Pricing varied based on requested services.
12) Can we ask for a debriefing in case we are not awarded?	Yes, if necessitated.
13) Does Montgomery College need other language access services such as written translation and oral interpretation? What is the average length of an interpreting assignment?	a. Not for DSS. b. This really depends on the assignment. As we are a community college there are many events/classes/meetings that have to be covered. These can range from 50 min to 8 hrs.
14) What are the evaluation criteria and how much weight is given to pricing? What mathematical calculation will be used to evaluate pricing?	Technical Proposals will be opened first and evaluated by the College Evaluation Committee based on the substantiated ability of the Offeror to perform the required services described in the RFP documents and the Offeror's responsiveness to the Requirements Checklist on a "go," "no-go" basis only. Pricing is not a factor.
15) If an on-site ASL interpreter is not available, are you amenable to a remote ASL Interpreter?	It depends on the need.
16) As fuel reaches new record high prices and parking costs skyrocket it is very hard to factor these costs into the hourly rate of the interpreters, will you reconsider this limitation for fair compensation of interpreters?	The hourly rates for interpreter services should not include travel expenses. Travel expenses are considered on a case-by-case basis and must be pre-authorized by MC designee.

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