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TELEPHONIC, VIDEO REMOTE AND IN-PERSON INTERPRETATION, WRITTEN
TRANSLATION AND AMERICAN SIGN LANGUAGE (ASL) SERVICES RFP
ADDENDUM THREE, QUESTIONS AND ANSWERS
TUESDAY, AUGUST 22, 2023

THIS ADDENDUM RESPONDS TO QUESTIONS THAT DIRECTLY RELATE TO THE RFP AND ITS REQUIREMENTS. IF AN APPLICANT MOVES FORWARD TO AN INTERVIEW PHASE, ADDITIONAL QUESTIONS MAY BE ASKED AT THAT TIME.

Please note, the deadline for the RFP remains the same: August 31, 2023 at 3:00 Pacific Standard Time (PST).

- 1. Question:** All scheduled interpretation services other than (on-call) have a minimum fee for the first hour. 15 minutes increments will apply after the first hour. Are these calculation parameters considered by KCHA?
Answer: Complete the Fee Budget Schedule as best you can. Any additional rates that apply to your company can be completed on a separate sheet and attached to the Fee Budget Schedule exhibit.
- 2. Question:** Can we provide our price structure?
Answer: Yes.
- 3. Question:** In order to guarantee one interpreter to ensure consistency and effective communication and closeness to the interpretation site for all interpretations needed by KCHA, it will be necessary to have in advance at least 30 to 60 days for KCHA's interpretation needs. Otherwise, interpreters will be assigned according to their availability, experience, and KCHA needs. That will be acceptable?
Answer: The proposal can reflect in part what your business has (or will have) capacity to offer. Per page 2 of the RFP, "KCHA reserves the right to waive any information or irregularities in submittals, or to reject any and/or all proposals or to award multiple contracts."
- 4. Question:** Why and which labor hours do we need to report, individual certification, and Labor hours benchmark report form?
Answer: As part of the paperwork for this RFP, please complete Exhibit C-2 as it applies to your company and Exhibit C-3 for any person who will be working on the contract.

While you do not need to complete Exhibit C-4 when submitting the RFP, it would need to be turned in for each Section 3 worker or targeted Section 3 worker with each billing sent to KCHA.

5. **Question:** (Exhibit D - 5369-A) Did you provide a "Non-collusive Affidavit" format? Or check paragraph c) under, Certificate of Independent Price Determination is sufficient, even though we are not a construction company.

Answer: No. In 1(d), non-collusive affidavits are applicable to contracts for construction, and this is not a construction contract.

6. **Question:** Are partial bids accepted?

Answer: All responses to this RFP received on or before the deadline will be evaluated by a review panel according to the criteria indicated on the Request for Proposals (RFP) paperwork. KCHA reserves the right to make final judgment whether the proposals are responsive or non-responsive after carefully evaluating the RFP results, and considering all of the factors.

7. **Question:** Can we submit blind resumes (blind: remove all personal information)?

Answer: You may remove any personally identifiable information (or PII).

8. **Question:** Section D, 2, b) Provide a project proposal that addresses the deliverables. Can you provide more information about what you would like to see in this section? Our translation process, points of contact, etc?

Answer: The deliverables refers to the services that your agency would be able to provide, per the Scope of Work in Section B of the Request for Proposals.

9. **Question:** None of our translators are part of the HUD program or reside in King County, with that said: are we required to fill out the forms below? Or are they information only?

- a) C-1 Section 3 Clause
- b) C-2 Section 3 Business Certification
- c) C-3 Section 3 Individual Certification Form
- d) C-4 Section 3 Labor Hours Benchmark
- e) C-5 Section 3 Evaluation Criteria
- f) C-6 Section 3 Supplemental Instructions to Bidders
- 4) Exhibit D - HUD form #5369-A
- 5) Exhibit E - HUD Form #5369-B
- 6) Exhibit F - HUD Form #5370-C

Answer: As part of the paperwork for this RFP, please complete Exhibit C-2 as it applies to your company and Exhibit C-3 for any person who will be working on the contract. While you do not need to complete Exhibit C-4 when submitting the RFP, it would need to be turned in for each Section 3 worker or targeted Section 3 worker with each billing sent to KCHA.