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TELEPHONIC, VIDEO REMOTE AND IN-PERSON INTERPRETATION, WRITTEN
TRANSLATION AND AMERICAN SIGN LANGUAGE (ASL) SERVICES RFP
ADDENDUM TWO, QUESTIONS AND ANSWERS
THURSDAY, AUGUST 17, 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:** Are partial bids accepted?
Answer: All responses to this RFP that are 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.
2. **Question:** Are multiple awards expected for the same service?
Answer: KCHA reserves the right to award multiple contracts.
3. **Question:** If multiple awards are made, how will the work be apportioned?
Answer: This would not be determined until after the response review process completes.
4. **Question:** What is the estimated value/budget of the contract?
Answer: The budget is an estimate of \$500,000 for a maximum duration of 5 years.
5. **Question:** What is the Period of Performance?
Answer: Contract term shall be five (5) years from the date of execution of the contract.
6. **Question:** Will simultaneous interpretation equipment be provided by KCHA? If not, can we submit an additional fee sheet for these services and products?
Answer: Simultaneous interpretation equipment will not be provided by KCHA. You may submit this and any other fee sheets.
7. **Question:** In what formats are the documents to be translated?
Answer: Microsoft Office and PDF formats

8. **Question:** What are the evaluation criteria and how much weight is given to pricing?
Answer: The evaluation criteria is listed on page 6 of the Request for Proposals document.
9. **Question:** Where would face-to-face interpreting assignments take place?
Answer: Face-to-face interpreting assignments could take place at any of our properties throughout King County, in addition to our Central Office located in Tukwila, Washington. For a full list of KCHA properties please visit: <https://www.kcha.org/about/properties/list>
10. **Question:** Can we modify the rate sheet to change the UOM, add languages, etc.?
Answer: No, you will need to complete all documents. However, you are welcome to add additional rate sheets as desired and include as part of the Fee Budget Schedule exhibit.
11. **Question:** In the event there is no certified interpreter available, are you willing to re-schedule or do you prefer that the vendor provide a qualified interpreter instead?
Answer: It depends on the circumstances, and whether or not it is feasible for the event or meeting to be rescheduled to a different date.
12. **Question:** If an on-site ASL interpreter is not available, are you amenable to a remote ASL Interpreter?
Answer: It depends on the situation, and whether or not another contracted vendor can provide the service for that event of meeting.
13. **Question:** Will travel time, mileage, and other direct costs be reimbursed? If messed up multipliers: How should we complete the rate sheet for services that are not separately priced?
Answer: Any additional rates that apply to your company can be completed on a separate sheet and attached to the Fee Budget Schedule exhibit.
14. **Question:** Will we be disqualified for submitting certifications/badges that do not have a number or an expiration date on them?
Answer: No.
15. **Question:** Kindly indicate how to complete the Fees schedule. The totals column is extremely difficult to complete without estimated usage.
Answer: Complete the Fee Budget Schedule as best you can. Indicate the cost per word or by 15-min increments. Enter any info into the Total column where applicable, such as additional fees.
16. **Question:** Do linguists' resumes need to be included in our proposal?
Answer: On page 5 of the RFP document it says to provide resumes of the qualified staff, including but not limited to, certifications, accreditation and/or licenses, if applicable.
17. **Question:** Can we submit a separate Price list for the Equipment Rental rates?
Answer: Yes. As stated on page 3 of the RFP document, Agency shall be responsible for all costs associated with the completion of each translation project, including but not limited to staff time, printers and other office equipment, computer hardware and software, electronic disks, fax lines, postage, and other necessary materials.
18. **Question:** Is the applicant required to provide all services listed in the RFP, or can they indicate what they would like to provide (for example, only remote video interpretation and written translation) in their proposal?
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.

19. **Question:** Does the agency only provide only one translator or interpreter per language for the entire duration of the contract, or just that only one translator or interpreter that should be used for each job?

Answer: This requirement is per job, not for the entire duration of the contract. If multiple interpreters are needed to translate the same language for the same job, they may be used only with pre-approval from KCHA.

20. **Question:** Is the agency required to provide translation/ interpretation in all languages listed in the RFP, or can they propose a selection of languages that they are able to offer?

Answer: The list of languages can be based on what your business has (or will have) capacity to offer.

21. **Question:** Can companies from outside the USA apply for this RFP?

Answer: Yes. However, per page 7 of the RFP, any business receiving the award must be licensed to do business in the State of Washington, must have a state UBI number and be properly authorized and be licensed (if required by law) to perform the services proposed. In addition, the successful respondent must not be debarred, suspended or otherwise ineligible to contract with KCHA, and must not be included on the General Services Administration's (GSA) "List of Parties Excluded From Federal Procurement and Nonprocurement Programs" or HUD's "Limited Denial of Participation" list.

22. **Question:** Whether we need to be there in person for meetings?

Answer: No. If meetings between KCHA and the agency are needed, they can be conducted either in-person or through a video conferencing platform such as Zoom, Teams or Skype.

23. **Question:** Can we perform the tasks (related to RFP) outside USA?

Answer: All responses to this RFP that are 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.

24. **Question:** Can we submit the proposals via email?

Answer: Yes.