

City of Lynchburg
Procurement Division
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Lynchburg, Virginia 24504
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**Addendum for Invitation for Bids
Educational Interpreters for Lynchburg City Schools
2016-009**

Date: 06/26/2015
From: Lisa Moss, Buyer VCA
RE: Addendum No. 1

This Addendum supplements and amends the original Plans and Specifications and shall be taken into account in preparing proposals and shall become a part of the Contract Documents. The Bidder shall indicate receipt of this Addendum and all previously issued Addenda on the Bid Form.

1. How many positions are currently being contracted? How many are needed for this bid?
**None, LCS Does not currently provide interpreter services through contracting with outside vendors. This is the first time contracting with outside vendors.
There are 6 vacancies that need to be filled with this bid.**
2. How many vacancies do you currently have that could be filled by contractors but are not being filled? Why do you think this is?
LCS currently has 6 vacancies projected for the 15/16 School Year. Current vacancies are due to the resignation of 3 interpreters and 3 new students needing interpreters.
3. Will these positions be full time, part time, or a mixture of both?
Fulltime
4. How many vendors are currently approved?
See answer to Question #1.
5. How many vendors are you allowed to approve for this RFP?
This is not a RFP, it is a bid. Therefore, the contract will be awarded to the lowest responsive, responsible bidder.
6. What are the names of the companies that you currently have contracts with and the established rates with them? If you will not release this info as part of this RFP process what are the steps I need to take to obtain this information from your district? I understand that as a public institution this information is available to the public if requested.
See answer to Question #1.
7. Do any of your current vendors offer a price range instead of one flat bill rate?
See answer to Question #1.
8. Do you prefer to have a flat rate or a range? Please understand that health care professionals can come with a broad range of skills and years of experience so some health care professionals are more expensive than others. A flat bill rate may prevent some of the top talent from considering your positions.
This is a base bid so the award will be based upon the lowest, responsive, responsible bid received. There is a clarifying statement included in this addendum that should provide the requirements you are looking for see question #24.
9. Will you consider tele- practice or more commonly known as a form of VRI?
This bid is for on-site services only.

10. Whether companies from Outside USA can apply for this? (From India or Canada)
In order to submit a bid for these services the bidder must meet all the requirements/specifications as stated in this addendum and the bid documents.
13. Whether we need to come over there for meetings?
Services are to be provided on location at the schools
14. Can we perform the tasks (related to RFP) outside USA? (From India or Canada):
See answer to #13
15. Can we submit our proposals via email ?
This is a formal bid therefore bids cannot be received via email.
16. Limited Liability Form- we are a corporation, not an LLC/LLP so we can leave that whole page blank right?
This form does need to be completed and submitted with the bid. There is more information in this form than just LLC/LLP.
17. On the Bid Sheet there is a price per position, so you are looking for a 10-month salary quote correct? and not an hourly rate? and then is the Total Bid and the Total Bid Price the same amount? I want to make sure I am not missing anything.
Please see the revised bid sheet attached below.
18. What about terms like payments, cancellation fees, qualifications, teaming, planning periods, lunches, snow day and vacations etc.?
Payments, cancellation of contract and qualifications are listed in the bid packet. Planning periods and lunch breaks are provided. Interpreters will be schedule for the entire school day. Interpreters will not report to work on snow days or vacations as noted in the LCS 15/16 School Calendar as posted on the LCS website.
19. What about pricing for extracurricular activities that would fall out of the school day or special events etc.?
Please see revised bid sheet attached.
20. Do you have any historical data to share about your previous years for interpreting services? Hours per year? Salary? Etc.
LCS Interpreter pay scale is posted on the LCS website. Interpreters will be scheduled to work the entire school day.
21. Is this the first time asking for a contractor to provide this service?
a. If no, then who was the contractor?
b. What is the rate you paid to the said contractor?
See answer to Question #1.
22. Most school systems have interpreters on their payroll, do you also have ASL interpreters on payroll?
a. If so, would the 6 interpreters on this IFB be in addition to what you already have?
LCS currently has 3 Interpreters on their payroll. The 6 interpreters would be in addition to these 3.
23. Will the interpreters work 7.5 hours per day, 5 days per week, 186 days per year?
Yes
24. Can you cite VQAS/NIC qualifications required for this position?
Level III VQAS ASL proficiency required. Bidder must be certified in the State of Virginia.

25. 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?

This is a new contract, LCS has not contracted for these services before.

26. What is the expected volume of this contract? Are these positions considered full-time? (40 hours a week?)

See answer to Questions #3 and #6.

27. The industry standard is to price ASL interpreters per hour with a 2 hour minimum. What does it mean to price by position?

See revised bid sheet attached below.

28. Is this RFP open to out of state vendors? Do we need to include State or City licensing with the bid?

Agencies will be required to be licensed in the State of Virginia.

29. REVISION TO BASIS OF AWARD: Award will be made to the lowest, responsive and responsible bidder based on the total base bid.

Company Name: _____ Address: _____ Date: _____

Authorized Signature: _____ Title: _____

Print Name: _____ Telephone No.: _____ Fax No.: _____

ADDENDUM #1 REVISED BID SHEET:

Description	Positions	Hours Per Day	Price Per Hour	Price Per Day	Days Per Year	Total Base Bid Price for 6 Interpreters for 186 days
Interpreter	6	7.5	\$	\$	186	\$