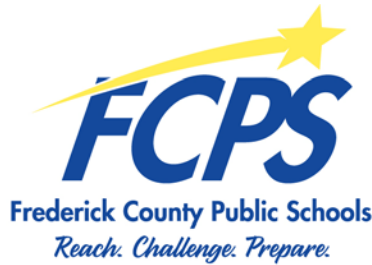


Purchasing Office
191 South East St
Frederick, Maryland 21701
301-644-5212 phone
301-644-5213 fax



Stephen P. Starmer, C.P.M., CSBA,
Purchasing Manager
Kim Miskell, Assistant Purchasing Manager
Billie Laughland, Purchasing Agent
Bill Meekins, CPPB, CSBO, CPCP,
Purchasing Agent
Shane Ryberg, Purchasing Agent

August 1, 2017

ADDENDUM 1
RFP 18MISC1, Sign Language Interpreting Agency Services

DUE DATE: August 10, 2017, at 2:00 P.M.

Please be advised of the following additions, clarifications, and answers to questions that we have received.

1. We have added the word documents to Part 1 (Questionnaire) and Part 2 (Pricing) to the website to facilitate completion. You will need to log-in in order to download these documents in Word if you wish to use them to complete the forms.
2. Delete #7.a. on page 28. Only one agency will be selected to fulfill this procurement.
3. Add to #7.h. on page 28:
Copies of invoices should also be emailed to:
Amy Brooks, Amy.brooks@fcps.org and Kathy Whitcomb, Kathy.whitcomb@fcps.org .
4. FCPS bid terms and conditions take precedence over any contradictory terms that an agency may have agreed to with their individual interpreters who are sub-contracted.
5. Add #7.m. on page 29:
FCPS makes every effort to pay our bills on time. However, invoice questions or concerns that are not responded to by the agency within 30 days of written notification (by FCPS to the person identified in the bid response as handling these types of issues) will not be paid. This is especially important at the end of the school system's fiscal year (June 30).
6. How many hours were provided in the past? Per semester, per year? How many students? Total sum of the award?
 - This level of detail is not available.
 - Interpreting hours are not solely for students. FCPS provides services for faculty, staff, students, family members and community stakeholders.
 - Although there is no guarantee of hours associated with this contract, the total amount of non-classroom services anticipated this year is estimated to be between \$30,000 and \$35,000.
7. What was the rate per hour of last year or the last contracted awarded? Who was awarded?
 - Please reference www.fcps.org and navigate to the Solicitations and Awards link→Awarded Solicitations→16MISC7→BOE Recommendation.
8. Is mileage reimbursed? Or is it (mileage) included in the hourly rate?
 - Reference the bid package, page 25, #3.a.—

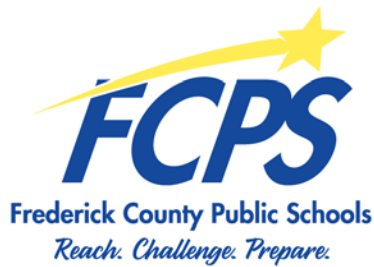


“All hourly and minimum rates shall remain firm through the initial contract period. Hourly rates shall include all related expenses, including, but not limited to, insurances, workmen’s compensation, profit, license fees, etc. FCPS does not pay mileage to or from or between contract assignments.”

9. How many interpreters per one class? Two interpreters per class? If the class is extremely tough, will we be allow to add a second interpreter for this unique case?
- Reference the bid package, page 28, #7.c.--

“FCPS will notify the agency when more than one interpreter is needed based on the demands of the assignment and the availability of FCPS staff interpreters.”

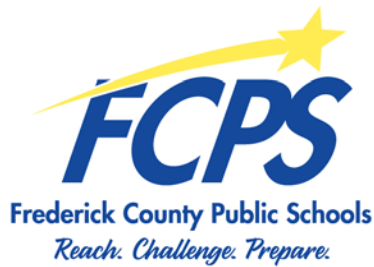
10. What is the schedule looking like for upcoming requests for Fall/ Spring? How many Deaf Students are in FCPS? How many schools will be involved that needing ASL Interpreting services?
- This level of detail is not available.
 - Currently there are no known short or long term classroom assignments.
 - Requests for services can be made at any time throughout the school year and summer, and the potential exists for services to be requested at any of our 67 schools and special program sites.
 - August and September are especially busy due to back to school nights and open houses. Likewise May and June are busy with end-of-year celebrations. Other needs arise throughout the school year with plays and special school events. Summer school also may provide some opportunities for service requirements.
11. How many interpreters do we need to provide on average daily basis? (What is the average expectation of needing interpreters daily? Once a week, twice a week.)
- See answer to #7 above.
12. For re-assignment, this is considered an Emergency Rate because it is a new situation, new assignment. This is industry standard. Please change this.
- FCPS declines to make this change but rather will address this on a case by case basis, should the circumstance arise. Please note that we would consider paying an Emergency Rate if the re-assignment included not just changing locations, but also changing the nature of the assignment.
13. For the hourly rate including two hours minimum should have 1st shift, 2nd shift and 3rd shift, 3 days’ notice. Emergency last minute requests should have various rates for each time shift, for various days and for emergency assignments. Would you be willing to revise the rate sheets?
- FCPS declines to make these changes because we do not pay shift differentials for contracted services.
14. Will FCPS pay for fingerprint?
- FCPS does not pay for fingerprinting. The agency may either pay for their employee to be fingerprinted by FCPS or require that the employee make payment themselves.
15. What are the fingerprinting hours?
- Human Resources has scheduled hours for fingerprinting on Tuesdays and Thursdays, from 8:30 to 10:30 am and 1:30 to 3:30 pm. Appointments are not necessary during those hours. Appointments outside of these hours do require advanced scheduling.



16. Are FCPS staff interpreters allowed to work for agencies and accept FCPS assignments?
 - While FCPS staff interpreters are permitted to work for other agencies outside their duty day, they are required to accept assignments as an FCPS employee, not as a contractor.
17. Our workers' compensation carrier can't add a notice of cancellation endorsement to our policy. Is that okay?
 - This will not preclude an agency from being considered for award.
18. Our insurer can provide a notice of cancellation endorsement but only with regards to cancellation or nonrenewal – the carrier can't provide the material change wording you have requested. Is that okay?
 - Yes.
19. We are asked to submit proof of registration as a Maryland business by including our license number or including a copy of the license. Is this requirement met with a Certificate of Status (Certificate of Good Standing)?
 - Yes.
20. Please explain what a tax certification number is.
 - A Taxpayer Identification Number (TIN) for FCPS to use to report gross payments for services.
21. Question 16 under the technical portion: Can we explain our team dynamic and contact information? FCPS Coordinator would primarily be in contact with our customer service team, not our scheduling team, so we want to be sure we are understanding your request with this question.
 - If you have distinct team members who handle scheduling, invoicing/bookkeeping, contract management, etc., please list the name, title or area of job responsibilities, phone number and email address separately for each team member.
22. Were there any problems or concerns with the current vendor which you are looking to remediate with a new contract?
 - As a result of the previous contract, the current bid language has been modified to incorporate changes that strengthen the overall vendor/FCPS relationship and more clearly define our requirements.
23. Add #9 to Section II, Specific Terms and Conditions:

9. VENDOR PERFORMANCE EVALUATION

- a. The Contract Manager and Administrator shall confer in person with the vendor periodically to discuss the status of the contract. If issues of noncompliance arise throughout the contract term, they shall be brought to the attention of the Contract Manager as they occur.
- b. The Contract Manager or Administrator may request multiple metrics from the vendor to evaluate contract performance. Metrics may include, but are not limited to:
 - i. Response time
 - ii. Invoicing
- c. Where performance specifications have been identified in the bidding document, the Contract Administrator shall utilize these specifications as the basis of determining contract compliance.



-
- d. If noncompliance occurs, it shall be documented in a timely manner, including actions taken and final resolution. Copies of the correspondence will be maintained in the Purchasing Department bid documents.
 - e. Issues of noncompliance will be handled on a case by case basis. This may include, but is not limited to, written correspondence, face-to-face meetings, and/or an agreed upon performance management plan. FCPS retains the right to terminate the contract, in whole or in part, if the noncompliance issue is not resolved to the satisfaction of FCPS.

Sincerely,

Billie Laughland

Billie Laughland, Purchasing Agent
billie.laughland@fcps.org

BL/kl

Copy: Amy Brooks, Coordinator of Interpreting Services
Kathy Whitcomb, Special Education Budget Coordinator

Attachment: Pre-bid Attendance Sheet (1 sheet)

Frederick County Public Schools
Purchasing Department
PRE-BID MEETING ATTENDANCE ROSTER

RFP 18MISC1, SIGN LANGUAGE INTERPRETING AGENCY SERVICES

MEETING DATE/TIME: JULY 27, 2017 at 11:00 AM

NAME (PLEASE PRINT)	FIRM REPRESENTED (PLEASE PRINT)	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
Billie Laughland	Co. Name: FCPS - Purchasing Address:			
Amy Brooks	Co. Name: FCPS Address: Interpreting Svcs			
Kathy Whitcomb	Co. Name: FCPS Address: Special Education			
Adina Jones	Co. Name: Graham Interpreting Address: Bethesda, MD	202-861-1260		aim88@grahaminc.com
Jeff Ingram	Co. Name: SLUSA Address:			vingram@signlanguageusa.com
Marie Bennett	Co. Name: ASL Interpreter Corps Address: Sykesville, MD 21784	877-826-7791		marie@aslinterpretorcorp.com
Gilli Friends	Co. Name: Friends Interpreting Services Address: P.O. Box 908, Randall, WV	304-809-0501		Fiji@Friendsinterpreting.com
Cassie Strickland	Co. Name: Hearing & Speech Agency, LLC Address: 5900 Metro Dr, Baltimore, MD 21215			Cstrickland@harsa.org
Molly McKinstry	Co. Name: Purple Communications Address: 6010 Executive Blvd suite 706, Rockville, MD	916-824-4363		molly-mckinstry@purple.us
Melanie Blue	Co. Name: HIS Sign Address: 44250 Ashburn Shopping Plaza, Ashburn, VA 20147	703-470-5357	703-738-2618	melblue@hissign.com
Math Peev	Co. Name: HIS Sign Address: 44050 Ashburn Shopping Plaza, Ashburn, VA 20147	202-734-2256	703-738-8618	math@HISsign.com