

Purchasing Office
191 South East St
Frederick, Maryland 21701
301-644-5208 phone
301-644-5213 fax



Bill Meekins CPPB, CPPO, NIGP-CPP, CSBO,
CPCP, Purchasing Manager
**Kim Miskell, CSBO, Assistant Purchasing
Manager**
Roy McHaffa, CPP, CPDW, Purchasing Agent
David Guzman, Purchasing Agent

ADDENDUM

April 25, 2023

ADDENDUM #1

RFP 23MISC11, Sign Language Interpreting Agency Services

May 2, 2023, prior to and no later than 2:00 P.M. at: <https://secure.procurenow.com/portal/fcps>

This addendum is being issued to provide additions, corrections, clarifications and answers to certain questions raised referencing the original proposal package and any resultant contract for the above bid.

1. Questions Received with Responses (2 pages)

Thank you for your interest in bidding with Frederick County Public Schools.

Sincerely,

Kim Miskell

Kim Miskell, CSBO,
Assistant Purchasing Manager

KM/sg

cc: RFP File

23MISC11, Sign Language Interpreting Agency Services

Clarification:

1. Interpreting assignments that are cancelled by FCPS within 36 hours of the assignment by email or phone notification will not be paid. If less than a 36-hour notice of cancellation is provided by FCPS, the agency may bill only a two hour minimum charge.

Questions Received:

1. Who are the current vendors providing services?
This information is available on the Frederick County Public Schools website, www.fcps.org, under "Do Business with FCPS, Solicitation and Awards, 21MISC15."
2. Is FCPS seeking services from qualified interpreting, or would FCPS consider proposals from related staffing agencies?
FCPS will consider all proposals submitted for interpreting and CART services.
3. Does FCPS foresee awarding multiple vendors?
Yes, the intent is to award to multiple vendors in order to meet the needs of FCPS.
4. Section I, Item 42. Service Level Agreement (SLA), on pages 31 to 35, wrote that it relates to problems reported via a help desk ticket that relates to the system operation. Does this section apply to the requests for sign language interpreters in the scope of this RFP?
No, this section does not apply to the scope of this RFP.
5. Section I, Item 43. Service Organization Control (SOC) Audit Report, on pages 35 to 36, wrote that it relates identified critical functions, handling of Sensitive Data, and/or hosts of any related system for FCPS under this contract. Does this section apply to the requests or vendor's performance for sign language interpreters in the scope of this RFP?
No, this section does not apply to the scope of this RFP.
6. Would FCPS consider references from school systems outside of the State of Maryland?
Yes.
7. It's understood that FCPS would provide 36 hours advance notice or less when an interpreter is needed. How quickly do you require, on average, for an interpreter to be confirmed by the vendor (e.g., 2 hours, 24 hours, 36 hours, 48 hours, etc.)?
The Office of Interpreting Services works with all of schools and offices within FCPS to help ensure as much notice as possible for each request. However, there are occasions when requests are received with 36 hours or less notice. The timeline for confirmation from the vendor would be determined on a case by case basis.
8. Per Part 1, Questionnaire, on pg. 46, Question #B asks for the vendor's local office within a 75-mile radius of Frederick County. Do you require the vendor to have an office within the radius to be considered for the award?
No; however, in-person service providers shall be located within the 75-mile radius.

9. On average, how many interpreters did FCPS utilize within the past year (e.g., total requests, number filled, number unfilled, number canceled)?

No. of Requests to date: 1,430

No. of Requests unable to fill to date: 17

No. of Cancellations to date: 172

10. If available, what are the current bill rates per interpreter and bid item on Part 2, Pricing (pg. 50) for the 2-hour minimum cost and hourly rate?

See answer to question #1 above.