



B0001847

ADDENDUM# 1

FROM: Robby Murray

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TO: Interested Bidders,

DATE: Thursday, April 4, 2024

CLOSING DATE: Friday, April 12th, 2024 @ 2:00pm

SUBJECT: B0001847 Translation and Interpretation Services - Addendum #1

CLARIFICATIONS TO THE BID:

The questions listed herein, and their respective answers shall become part of the scope of work for RFB B0001847 – Translation and Interpretation Services

Question 1: Are vendors allowed to quote on the services they offer and subcontract on the ones they don't directly offer? We can provide a written explanation as it states under 5.1 Experience, but just want to clarify if we can still be considered.

Answer 1: Yes, vendors can provide quotes on the services they offer and/or could subcontract. Please reference section 6.2 in the bid document concerning your request to “subcontract on the ones they don't directly offer”.

Question 2: Is the University going to be awarding multiple vendors or just one?

Answer 2: Our plan is to award the contract to one vendor. Multiple contracts may be awarded if requested services cannot be provided by one vendor.

Question 3: How many times a year do you expect to need in-person interpreters? and for how many days or hours for each request?

Answer 3: Probably no more than once or twice a year. We estimate the request would be for one day, about two hours per day.

Question 4: Can HEJC provide volume requirements for Onsite vs/ Remote needs for ASL interpreting & CART services?

Answer 4: For both Onsite and Remote ASL interpreting & CART Services, probably no more than once or twice a year. We estimate the requests would be for one day, about two hours per day.

Question 5: Do you have any historical volume you can share?

Answer 5: Unfortunately, we do not.

Question 6: Statement of Work states occasional travel to EPA Region 7 (Kansas, Iowa, Missouri, and Nebraska); Is there a specific address for these locations or can be located anywhere in each state?

Answer 6: The location can be anywhere in each state and depends on what community we are working with.

Question 7: Is a potential vendor required to bid for all services indicated, including Braille, CART, and onsite services to be considered responsive? Or is a potential vendor able to bid on individual services?

Answer 7: We are looking for a vendor that can provide all our foreseeable service needs, including Braille, CART and onsite services. Vendors can provide quotes on the services they offer and/or could subcontract. Multiple contracts may be awarded if requested services cannot be provided by one vendor.

Question 8: For virtual services, is a specific platform desired? Or is the vendor able to propose a specific virtual platform?

Answer 8: The platform used for virtual meetings is primarily Microsoft Teams or Zoom, but vendors can propose a specific virtual platform as well.

Question 9: Are remote interpreters required to submit to background investigations, or is this requirement limited to those providing onsite services only?

Answer 9: If WSU requires background investigations, we will request them at our discretion. These investigations could be for remote or onsite interpreters.

Question 10: Please provide clarification and guidance on how to submit the Tax ID form correctly.

Answer 10: While the W-9 Tax form is not a requirement, it is acceptable to include. Upon award notification and contract implementation, the awarded contractor will be notified if such documents are needed before commencing.

NO. OF PAGES 2 (including cover sheet):

Bid Responses, with acknowledgment to this addendum included, must be submitted to WSU Office of Purchasing prior to the bid closing date and time in the format as described in the original bid solicitation!

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