

RFP #SPED-2017-8

SPECIAL EDUCATION DOCUMENT AUDIO TRANSLATION SERVICES

The deadline for receipt of inquiries was 4:00pm, Friday, October 20, 2017. Below are questions received by the deadline and the Bureau will address inquiries received, in writing, if they are determined to be vital to the competitive bidding process, a written response will be sent no later than five (5) working days after the deadline to all who submitted inquiries.

Q. Is there an incumbent vendor for this bid?

A. No.

Q. Would the NHDOE accept pricing by the word and/or labor hour instead of by the page?

A. No, please refer to the RFP "The Department of Education has allotted up to \$20.00 per page for these audio translations services per fiscal year.

Q. Can we submit the proposals via email?

A. No, please refer to the RFP "An original and four (4) identical copies of a formal proposal must be sent or delivered to the Department of Education."

Q. We are located in the State of Florida and we do not have an office in the State of New Hampshire. Is it your preference for a company to have an office in the State of New Hampshire?

A. No.

Q. Does the district intend to award to single or multiple vendors?

A. Please refer to the RFP "The purpose of this RFP is to seek proposals from qualified individuals and/or agencies."

Q. How many Interpreters do you foresee needing for the 2017-18 school year?

A. N/A, Interpretation for NHDOE documents not school districts.

Q. What grades will the Interpreter provide services for? And what will be the caseload?

A. N/A, Interpretation for NHDOE documents not school districts.

Q. Are resumes required at the time of proposal submission or only upon award?

A. Resumes are to be included with the submittal of a proposal.

Q. If the Department of Education will find a permanent employee of the district and our services will no longer be needed, will the school provide the awarded vendor with a 30 day out termination written notice?

A. N/A, Not a permanent position.

Q. Do you require vendors to guarantee the provision of interpretation services, or is it understood that vendors will begin recruiting on a best efforts basis upon contract award?

A. Must have provision of interpretation services.

- Q. Can we incur in any penalties or be liable for any damages for not having an Interpreter available upon your school's request in a timely manner or would your school terminate the RFP contract with our company?
- A. N/A, Not a school contract; contract with NHDOE for interpretation services, would need to have resources available.
- Q. Are Testing Materials/Equipment or Evaluation Materials/Equipment to complete the provision of services for Interpretation Services provided by the Department of Education OR the Vendor?
- A. Provided by the vendor.
- Q. Will your school provide laptops/computers or an email account to the contracted providers during their assignment?
- A. No.
- Q. What would be the payment terms of the Department of Education (Net 30)?
- A. Yes, 30 days.
- Q. Will the Department of Education consider a Price Range depending on the candidates' level of experience?
- A. Please refer to the RFP "The Department of Education has allotted up to \$20.00 per page for these audio translations services per fiscal year.
- Q. What are the Required Documents for the Interpreters to start working? For Example: Fingerprint, State License, Criminal Background Check, TB Test, any other specific Certifications.
- A. A State of New Hampshire vendor code.
- Q. Is a NH purchasing Vendor # required for submitting a proposal? And, are there any questions and answers available?
- A. Yes, the assignment of a vendor code is needed to do business with the State of New Hampshire
- Q. Grant Award. The Department expects to award a one (1) year contract effective upon Governor and Council approval through June 30, 2018; with an option to renew for one (1) additional fiscal year, if services are determined to be satisfactory and funds are available. The Department of Education has allotted up to \$20.00 per page for these audio translations services per fiscal year.
Can you tell us what are the expected services based on this allotted amount? Also, could you send us a couple of sample pages?
- A. You may review the document to be translated at:
https://www.education.nh.gov/instruction/special_ed/proceduralsafeguards.htm