

**DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH
CONTRACTS AND PROCUREMENT SERVICES**

64 NEW YORK AVENUE, NE 2ND FLOOR, WASHINGTON, DC 20002
PHONE: (202) 671-3174 * FAX: (202) 671-3395

October 9, 2015

AMENDMENT ONE (1) for INVITATION FOR BID for INTERPRETING SERVICES
(IFB) NO. RM-15-IFB-172-BY4-DJW

TO ALL PROSPECTIVE OFFERORS:

The above referenced Invitation for Bid (IFB) is hereby amended as follows:

PART I – Questions from Offerors Answers from the Program

PART I

Question Number	IFB Section	Question
1.	C	Is this an existing or new contract? If existing, who is the incumbent and what are (or were) the rates charged on the previous contract? What has been the biggest challenge in working with your current and/or previous vendors?
DBH RESPONSE: Yes, there is an existing Contract. All information regarding the incumbent shall have to come by way of a Freedom of Information Act (FOIA) request.		
Question Number	IFB Section	Question
2.	B.1.1	The solicitation states "...is seeking a Contractor to provide..." Is this contract a single or multiple award? If multiple award, can the contractor only bid on spoken language interpreting and written translation (and NOT ASL)?
DBH RESPONSE: The Department of Behavioral Health (DBH) is seeking one (1) Contractor to provide all languages to include American Sign Language (ASL). The Bidder shall Bid on all or none of the Contract Line Items Numbers (CLIN) depicted on the Schedule B Pricing Sheet.		

Question Number	IFB Section	Question
3.		If this contract is a multiple award, do the contractors have the option to turn down work without being penalized?

DBH RESPONSE:

The Contract shall be awarded to One Vendor and Vendors shall not have the option to turn down any work required to be performed as a result of the Contract awarded from this Solicitation..

Question Number	IFB Section	Question
4.		If this contract is multiple award, will work be distributed evenly among the vendors, or will each request be bid out to each of the vendors.

DBH RESPONSE:

The Contract shall be awarded to One Vendor.

Question Number	IFB Section	Question
5.	B.5	Can you provide information on historical usage by language spoken language interpreting and written translation (either by word count, hours/days, revenue or number of requests), or if none is available on projected usage?

DBH RESPONSE:

Historically for Spoken Languages is requested in order of volume as follows: ASL Spanish, Vietnamese, Amharic, Korean, French and Creole. DBH is currently required to translate documents in Spanish and Amharic. Please refer to Section C – Scope of Work for further details.

Question Number	IFB Section	Question
6.	C.6.1	The solicitation states that two ASL interpreters are required for events longer than 1.5 hours. Does this rule apply to spoken language interpreting events?

DBH RESPONSE:

The information contained in this solicitation applies only to American Sign Language (ASL).

Question Number	IFB Section	Question
7.	N/A	Will formatting/layout/desktop publishing (DTP) services in graphic design programs such as Adobe InDesign, Framemaker, Quark Xpress, MS Publisher, etc. ever be required?

DBH RESPONSE:

This solicitation does not require graphic design programs such as Adobe InDesign, Framemaker, Quark Xpress, MS Publisher.

Question Number	IFB Section	Question
8.	C.2	The solicitation states "...Simultaneous and/or Consecutive.." These are

		two difference service that require different skill-sets and rates, but the Schedule B Pricing Sheet does not provide for dual pricing options. Please advise?
DBH RESPONSE: The Schedule B Pricing Sheets have been revised to address this issue and are attached to this Amendment One (1).		

Question Number	IFB Section	Question
9.	N/A	What mechanism exists for the contractor to resubmit pricing if additional contract years are granted?

DBH RESPONSE: The mechanism for any Contract changes such as in the Scope of Work, Requirements and Pricing is through requesting in writing a Bilateral Contract Modification.		
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Question Number	IFB Section	Question
10.	N/A	In the interests of environmental conservation, can proposal responses be submitted by email?

DBH RESPONSE: Responses being submitted for this Invitation for Bid (IFB) solicitation must be mailed or delivered in accordance with the instructions provided in the original IFB.		
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Question Number	IFB Section	Question
11.	N/A	What is the average length of the training sessions?

DBH RESPONSE: There is no average length for training sessions but the Training Session can be from 2 – 4 hours.		
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Question Number	IFB Section	Question
12.	N/A	Is subcontracting a mandatory part of this bid? If so, must we include a subcontracting plan with the bid? Must the subcontractor be a local small business?

DBH RESPONSE: Bids received by DBH in response to this IFB that are over \$250,000 must be accompanied by a Sub-Contracting Plan that provides within it a 35% set-aside for a Certified Business Enterprise or a Small Business Enterprise.		
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Question Number	IFB Section	Question
13.	N/A	As the language industry works primarily with independent contractors, we would not be hiring employees in the D.C. area. The First Source Employment Agreement then relevant to our bid?
DBH RESPONSE: The First Source Employment Agreement has to be filled out completely and included in your IFB submission.		

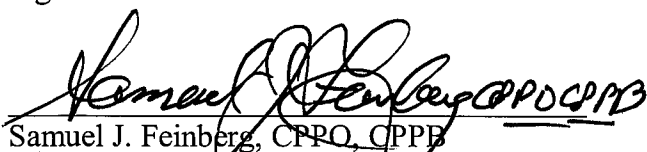
Question Number	IFB Section	Question
14.	N/A	Is this RFP open to out of state vendors?
DBH RESPONSE: This Invitation for Bid (IFB) and not a Request for Proposal (RFP) is open to out of state Vendors.		

ALL OTHER TERMS AND CONDITIONS OF THE INVITATION FOR BID (IFB) SHALL REMAIN UNCHANGED.

Only one copy of this amendment is being sent to prospective Offerors. Offerors shall sign below and attach a signed copy of this amendment to each Bid to be submitted to the place specified for receipt of Bids. Bids shall be mailed or delivered in accordance with the instructions provided in the original IFB. In the event your Bid has been previously deposited with the Department of Behavioral, Contracts and Procurement Services (DBH/CPS), submit this signed Amendment in a sealed envelope, identified on the outside by the IFB number and submission date. This signed Amendment must be received by the DBH/CPS on or before **Tuesday October 13, 2015 at 2:00 PM EST** the date and time for closing.

Failure to acknowledge receipt of Amendment One (1) for Solicitation Number RM-15-IFB-172-BY4-DJW may be cause for rejection of any Quotation submitted in response to the subject IFB.

Signed:


Samuel J. Feinberg, CPPQ, CPPB
Director, Contracts and Procurement
Agency Chief Contracting Officer

10/9/15
Date

Amendment Number One (1) is hereby acknowledged and is considered a part of the IFB **RM-15-IFB-172-BY4-DJW**

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Offeror

B.5 SCHEDULE B PRICING SHEET

The Contractor shall provide Interpreting Services for the Department of Behavioral Health in accordance with the Scope of Work in Section C and at the prices herein.

BASE YEAR**B.5.1 NAME OF CONTRACTOR:**

SOLICITATION/CONTRACT #: RM-15-IFB-172-BY4-DJW

CLIN	SUPPLIES/SERVICES	QTY Hour(s)	UNIT Hour(s)	UNIT PRICE	Extended Price
0001	<u>AMERICAN SIGN LANGUAGE INTERPRETATION</u>				
0001A	Monthly Meetings at various DBH locations	104	Hour(s)	\$ _____	\$ _____
0001B	Training Sessions at various DBH locations	100	Hour(s)	\$ _____	\$ _____
0001C	500 Sessions @ Saint Elizabeths Hospital	250	Hour(s)	\$ _____	\$ _____
0001D	ICAMS Training Session	52	Hour(s)	\$ _____	\$ _____
0002	<u>SPOKEN LANGUAGE INTERPRETING SERVICES</u>				
0002A	Vietnamese	75	Hour(s)	\$ _____	\$ _____
0002B	Amharic	75	Hour(s)	\$ _____	\$ _____
0002C	Spanish	150	Hour(s)	\$ _____	\$ _____
0002D	Chinese	50	Hour(s)	\$ _____	\$ _____
0002E	Korean	50	Hour(s)	\$ _____	\$ _____
0002F	French	50	Hour(s)	\$ _____	\$ _____

BASE YEAR CONTINUED

B.5.1 Continued NAME OF CONTRACTOR:

SOLICITATION/CONTRACT #: RM-15-IFB-172-BY4-DJW

CLIN	SUPPLIES/SERVICES	QTY	UNIT Per Word	UNIT PRICE	Extended Price
0003	<u>WRITTEN TRANSLATION SERVICES</u>				
0003A	From English into Vietnamese		Per Word	\$ _____	\$ _____
0003B	From English to Amharic		Per Word	\$ _____	\$ _____
0003C	From English to Spanish		Per Word	\$ _____	\$ _____
0003D	From English to Chinese (for up to thirty four (34) pages at approximately 150 words per page	150 Articles	Per Word	\$ _____	\$ _____
0003E	From English to Korean	150 Articles	Per Word	\$ _____	\$ _____
0003F	From English to French	150 Articles	Per Word	\$ _____	\$ _____
	TOTAL CONTRACT AMOUNT				\$ _____

THE BIDDER SHALL PROVIDE A DETAILED PRICE BREAK-OUT WITH BUDGET NARRATIVE THAT EXPLAINS AND REFLECTS THE UNIT PRICE WITH ITS EXTENDED TOTAL AMOUNT PROVIDED ON THE SCHEDULE B PRICING SHEET.

Print Name of Business/Organization

Signature of Authorized Personnel

Date

Print Name of Authorized Personnel

Title

B.5 SCHEDULE B PRICING SHEET

The Contractor shall provide Interpreting Services for the Department of Behavioral Health in accordance with the Scope of Work in Section C and at the prices herein.

OPTION YEAR ONE**B.5.2 NAME OF CONTRACTOR:**
SOLICITATION/CONTRACT #: RM-15-IFB-172-BY4-DJW

CLIN	SUPPLIES/SERVICES	QTY Hour(s)	UNIT Hour(s)	UNIT PRICE	Extended Price
0001	<u>AMERICAN SIGN LANGUAGE INTERPRETATION</u>				
0001A	Monthly Meetings at various DBH locations	104	Hour(s)	\$ _____	\$ _____
0001B	Training Sessions at various DBH locations	100		\$ _____	\$ _____
0001C	500 Sessions @ Saint Elizabeths Hospital	250	Hour(s)	\$ _____	\$ _____
0001D	ICAMS Training Session	52	Hour(s)	\$ _____	\$ _____
0002	<u>SPOKEN LANGUAGE INTERPRETING SERVICES</u>				
0002A	Vietnamese	75	Hour(s)	\$ _____	\$ _____
0002B	Amharic	75	Hour(s)	\$ _____	\$ _____
0002C	Spanish	150	Hour(s)	\$ _____	\$ _____
0002D	Chinese	50	Hour(s)	\$ _____	\$ _____
0002E	Korean	50	Hour(s)	\$ _____	\$ _____
0002F	French	50	Hour(s)	\$ _____	\$ _____

OPTION YEAR ONE CONTINUED

B.5.2 Continued NAME OF CONTRACTOR:

SOLICITATION/CONTRACT #: RM-15-IFB-172-BY4-DJW

CLIN	SUPPLIES/SERVICES	QTY	UNIT Per Word	UNIT PRICE	Extended Price
0003	<u>WRITTEN TRANSLATION SERVICES</u>				
0003A	From English into Vietnamese		Per Word	\$ _____	\$ _____
0003B	From English to Amharic		Per Word	\$ _____	\$ _____
0003C	From English to Spanish		Per Word	\$ _____	\$ _____
0003D	From English to Chinese (for up to thirty four (34) pages at approximately 150 words per page	150 Articles	Per Word	\$ _____	\$ _____
0003E	From English to Korean	150 Articles	Per Word	\$ _____	\$ _____
0003F	From English to French	150 Articles	Per Word	\$ _____	\$ _____
	TOTAL CONTRACT AMOUNT				\$ _____

THE BIDDER SHALL PROVIDE A DETAILED PRICE BREAK-OUT WITH BUDGET NARRATIVE THAT EXPLAINS AND REFLECTS THE UNIT PRICE WITH ITS EXTENDED TOTAL AMOUNT PROVIDED ON THE SCHEDULE B PRICING SHEET.

Print Name of Business/Organization

Signature of Authorized Personnel

Date

Print Name of Authorized Personnel

Title

B.5 SCHEDULE B PRICING SHEET

The Contractor shall provide Interpreting Services for the Department of Behavioral Health in accordance with the Scope of Work in Section C and at the prices herein.

OPTION YEAR TWO**B.5.3 NAME OF CONTRACTOR:**

SOLICITATION/CONTRACT #: RM-15-IFB-172-BY4-DJW

CLIN	SUPPLIES/SERVICES	QTY Hour(s)	UNIT Hour(s)	UNIT PRICE	Extended Price
0001	<u>AMERICAN SIGN LANGUAGE INTERPRETATION</u>				
0001A	Monthly Meetings at various DBH locations	104	Hour(s)	\$ _____	\$ _____
0001B	Training Sessions at various DBH locations	100	Hour(s)	\$ _____	\$ _____
0001C	500 Sessions @ Saint Elizabeths Hospital	250	Hour(s)	\$ _____	\$ _____
0001D	ICAMS Training Session	52	Hour(s)	\$ _____	\$ _____
0002	<u>SPOKEN LANGUAGE INTERPRETING SERVICES</u>				
0002A	Vietnamese	75	Hour(s)	\$ _____	\$ _____
0002B	Amharic	75	Hour(s)	\$ _____	\$ _____
0002C	Spanish	150	Hour(s)	\$ _____	\$ _____
0002D	Chinese	50	Hour(s)	\$ _____	\$ _____
0002E	Korean	50	Hour(s)	\$ _____	\$ _____
0002F	French	50	Hour(s)	\$ _____	\$ _____

OPTION YEAR TWO CONTINUED

B.5.3 Continued NAME OF CONTRACTOR:

SOLICITATION/CONTRACT #: RM-15-IFB-172-BY4-DJW

CLIN	SUPPLIES/SERVICES	QTY	UNIT Per Word	UNIT PRICE	Extended Price
0003	<u>WRITTEN TRANSLATION SERVICES</u>				
0003A	From English into Vietnamese		Per Word	\$ _____	\$ _____
0003B	From English to Amharic		Per Word	\$ _____	\$ _____
0003C	From English to Spanish		Per Word	\$ _____	\$ _____
0003D	From English to Chinese (for up to thirty four (34) pages at approximately 150 words per page	150 Articles	Per Word	\$ _____	\$ _____
0003E	From English to Korean	150 Articles	Per Word	\$ _____	\$ _____
0003F	From English to French	150 Articles	Per Word	\$ _____	\$ _____
	TOTAL CONTRACT AMOUNT				\$ _____

THE BIDDER SHALL PROVIDE A DETAILED PRICE BREAK-OUT WITH BUDGET NARRATIVE THAT EXPLAINS AND REFLECTS THE UNIT PRICE WITH ITS EXTENDED TOTAL AMOUNT PROVIDED ON THE SCHEDULE B PRICING SHEET.

Print Name of Business/Organization

Signature of Authorized Personnel

Date

Print Name of Authorized Personnel

Title

B.5 SCHEDULE B PRICING SHEET

The Contractor shall provide Interpreting Services for the Department of Behavioral Health in accordance with the Scope of Work in Section C and at the prices herein.

OPTION YEAR THREE**B.5.4 NAME OF CONTRACTOR:****SOLICITATION/CONTRACT #: RM-15-IFB-172-BY4-DJW**

CLIN	SUPPLIES/SERVICES	QTY Hour(s)	UNIT Hour(s)	UNIT PRICE	Extended Price
0001	<u>AMERICAN SIGN LANGUAGE INTERPRETATION</u>				
0001A	Monthly Meetings at various DBH locations	104	Hour(s)	\$ _____	\$ _____
0001B	Training Sessions at various DBH locations	100	Hour(s)	\$ _____	\$ _____
0001C	500 Sessions @ Saint Elizabeths Hospital	250	Hour(s)	\$ _____	\$ _____
0001D	ICAMS Training Session	52	Hour(s)	\$ _____	\$ _____
0002	<u>SPOKEN LANGUAGE INTERPRETING SERVICES</u>				
0002A	Vietnamese	75	Hour(s)	\$ _____	\$ _____
0002B	Amharic	75	Hour(s)	\$ _____	\$ _____
0002C	Spanish	150	Hour(s)	\$ _____	\$ _____
0002D	Chinese	50	Hour(s)	\$ _____	\$ _____
0002E	Korean	50	Hour(s)	\$ _____	\$ _____
0002F	French	50	Hour(s)	\$ _____	\$ _____

OPTION YEAR THREE CONTINUED

B.5.4 Continued NAME OF CONTRACTOR:

SOLICITATION/CONTRACT #: RM-15-IFB-172-BY4-DJW

CLIN	SUPPLIES/SERVICES	QTY	UNIT Per Word	UNIT PRICE	Extended Price
0003	<u>WRITTEN TRANSLATION SERVICES</u>				
0003A	From English into Vietnamese		Per Word	\$ _____	\$ _____
0003B	From English to Amharic		Per Word	\$ _____	\$ _____
0003C	From English to Spanish		Per Word	\$ _____	\$ _____
0003D	From English to Chinese (for up to thirty four (34) pages at approximately 150 words per page)	150 Articles	Per Word	\$ _____	\$ _____
0003E	From English to Korean	150 Articles	Per Word	\$ _____	\$ _____
0003F	From English to French	150 Articles	Per Word	\$ _____	\$ _____
	TOTAL CONTRACT AMOUNT				\$ _____

THE BIDDER SHALL PROVIDE A DETAILED PRICE BREAK-OUT WITH BUDGET NARRATIVE THAT EXPLAINS AND REFLECTS THE UNIT PRICE WITH ITS EXTENDED TOTAL AMOUNT PROVIDED ON THE SCHEDULE B PRICING SHEET.

Print Name of Business/Organization

Signature of Authorized Personnel

Date

Print Name of Authorized Personnel

Title

OPTION YEAR FOUR

B.5.5 NAME OF CONTRACTOR:

SOLICITATION/CONTRACT #: RM-15-IFB-172-BY4-DJW

CLIN	SUPPLIES/SERVICES	QTY Hour(s)	UNIT Hour(s)	UNIT PRICE	Extended Price
0001	<u>AMERICAN SIGN LANGUAGE INTERPRETATION</u>				
0001A	Monthly Meetings at various DBH locations	104	Hour(s)	\$ _____	\$ _____
0001B	Training Sessions at various DBH locations	100	Hour(s)	\$ _____	\$ _____
0001C	500 Sessions @ Saint Elizabeths Hospital	250	Hour(s)	\$ _____	\$ _____
0001D	ICAMS Training Session	52	Hour(s)	\$ _____	\$ _____
0002	<u>SPOKEN LANGUAGE INTERPRETING SERVICES</u>				
0002A	Vietnamese	75	Hour(s)	\$ _____	\$ _____
0002B	Amharic	75	Hour(s)	\$ _____	\$ _____
0002C	Spanish	150	Hour(s)	\$ _____	\$ _____
0002D	Chinese	50	Hour(s)	\$ _____	\$ _____
0002E	Korean	50	Hour(s)	\$ _____	\$ _____
0002F	French	50	Hour(s)	\$ _____	\$ _____

OPTION YEAR FOUR CONTINUED

B.5.5 Continued NAME OF CONTRACTOR:

SOLICITATION/CONTRACT #: RM-15-IFB-172-BY4-DJW

CLIN	SUPPLIES/SERVICES	QTY	UNIT Per Word	UNIT PRICE	Extended Price
0003	<u>WRITTEN TRANSLATION SERVICES</u>				
0003A	From English into Vietnamese		Per Word	\$ _____	\$ _____
0003B	From English to Amharic		Per Word	\$ _____	\$ _____
0003C	From English to Spanish		Per Word	\$ _____	\$ _____
0003D	From English to Chinese (for up to thirty four (34) pages at approximately 150 words per page)	150 Articles	Per Word	\$ _____	\$ _____
0003E	From English to Korean	150 Articles	Per Word	\$ _____	\$ _____
0003F	From English to French	150 Articles	Per Word	\$ _____	\$ _____
	TOTAL CONTRACT AMOUNT				\$ _____

THE BIDDER SHALL PROVIDE A DETAILED PRICE BREAK-OUT WITH BUDGET NARRATIVE THAT EXPLAINS AND REFLECTS THE UNIT PRICE WITH ITS EXTENDED TOTAL AMOUNT PROVIDED ON THE SCHEDULE B PRICING SHEET.

Print Name of Business/Organization

Signature of Authorized Personnel

Date

Print Name of Authorized Personnel

Title