ADDENDUM NUMBER: 2

TO: All Interested Vendors
FROM: Taylor Firestine, Indianapolis MPO
DATE: 12/10/2018
RE: 2019 Translation Services
DUE DATE: 12/14/2018

This addendum modifies the Request for Proposal in the following manner:
The first addendum responds to questions asked during the time period published in the RFQ. The second addendum responds to Items 19. and 20., submitted on December 10, 2018.

The following are the questions and answers generated by submission from the vendor community.

Vendors shall note that only these written statements will be binding on the MPO. These written statements represent the MPO’s official position and supersede any previous oral statements made during any conference or at any time by MPO staff.

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<th>Item</th>
<th>Question</th>
<th>Answer</th>
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<td>1.</td>
<td>Please provide the historical and/or anticipated volume for on-site oral interpretation and written translation services.</td>
<td>There is no established volume as the demand for interpretation and translation services depends significantly on the type of project and the location of the project that the MPO is working on in any given year.</td>
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<td>2.</td>
<td>Will on-site written translation be required?</td>
<td>No.</td>
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3. Please define “on call technical support” (page 3) and provide further detail on what this entails.

“On call” refers to the irregular timing of service needs. While there will be some standing needs (like translating documents for a web page), other needs (like translating public notices, meeting materials, and surveys, or interpreting meetings) are not known at this time and will be provided by the selected consultant on call (as requested) throughout the contract. The request is for qualifications, so potential vendors are not submitting fees or exact scopes – those will be negotiated after a qualified vendor is selected.

4. Please provide further detail on what “on-call translation” entails (page 4).

“On call” refers to the irregular timing of service needs. While there will be some standing needs (like translating documents for a web page), other needs (like translating public notices, meeting materials, and surveys, or interpreting meetings) are not known at this time and will be provided by the selected consultant on call (as requested) throughout the contract. The request is for qualifications, so potential vendors are not submitting fees or exact scopes – those will be negotiated after a qualified vendor is selected.

5. Please provide the incumbent vendor(s) for these services.

None.

6. Will this be awarded to one or multiple vendors?

The MPO prefers a single vendor for translation, though multi-vendor teams will be considered through a responsible prime. Both translation and interpretation may be awarded to the same vendor, or there may be one vendor for translation and another for interpretation.
7. **The bid will be awarded as a single or Multi-vendor award?**
   a. Will work be distributed evenly or if primary not able down to next vendor?
   b. May we bid only some of the services within RFP i.e. Can we bid OPI only?

   The MPO prefers a single vendor for translation, though multi-vendor teams will be considered through a responsible prime. Both translation and interpretation may be awarded to the same vendor, or there may be one vendor for translation and another for interpretation.

   Vendors may apply alone or propose to sub out work to other vendors, but the MPO would prefer not to have on-call contracts with multiple vendors.

   Any firm may submit qualifications for one or more of the activities in the request.

8. **Is this a new or existing contract?**
   New.

9. **May we have a copy of current pricing?**

   There is no current contract or pricing. Pricing will be negotiated after a qualified vendor is selected.

10. **What is your current Translation volume for Spanish?**

    There will be an initial need for several documents and a web page to be translated. After that it is as requested by people with limited English proficiency on a project-by-project basis. There has been limited demand for the project-by-project translation services to date.

11. **What is your average turn around needs?**

    For interpretation services, people with limited English proficiency need to request services at least three working days in advance of a meeting. Vendors would have at least 48 hours notice of need to provide services.

    Translation services typically have a longer lead time.

12. **Rates per word vary by language-but pricing shows per page. Are you able to send original source files when requesting a quote?**

    At this time we are requesting qualifications, not pricing/quotes. Documents on the MPO webpage at [www.indympo.org](http://www.indympo.org) are likely to need to be translated in part or in whole.

13. **What format (doc, PDF etc.) are you wanting your final deliverables in?**

    Final deliverables should be submitted to the MPO in Word format for work products. The responses to the RFQ should be submitted in PDF format.
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<tr>
<td>14.</td>
<td>Will you be needing us to format, layout or do any Desktop publishing (DTP) services?</td>
<td>No desktop publishing services are required. The MPO staff or design consultants will provide all formatting services.</td>
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<td>15.</td>
<td>On page 4 section 1.0 Administration section 1.1 it states, “provide on-call translation of public hearing notices. What exactly do you mean by on-call? Are you looking for real time translation? Machine translation? If not what type of turn around are you looking for?</td>
<td>When the MPO needs to publish public hearing notices there are some that will need to be translated. We do not know how many or when at this time, so the service will need to be “on call” or as requested by the MPO. It will all be translation of documents, no real time translation or machine translation. Turn around time may be negotiated, but typically 3 business days.</td>
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<td>16.</td>
<td>On page 4 section 1.0 Administration section 1.2 it is referring to on-site interpretation. Are we able to just bid the document translation portion of the RFP?</td>
<td>Any firm is able to submit qualifications for either the interpretation services, translation services, or both.</td>
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<td>17.</td>
<td>On Page 24 of the RFP it states that we cannot subcontract any services without written approval of the Planning Agency. All our linguists independent contractors through us. Would the above reference statement still apply to both independent contractor and subcontractors?</td>
<td>If the independent contractors are listed in the statement of qualifications the statement would not apply. The MPO expects that any staff (regular or contract) working on the project would be included in the qualifications. Additional staff (and contractors) can be added after a contract is signed with permission of the MPO.</td>
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<td>18.</td>
<td>Will the awarded vendor be required to work with HTML coding or within a Content Management System (CMS) or provide only the translated text for the web engineers to reintegrate back into the back-end website coding?</td>
<td>Only the translated text will need to be provided. The MPO staff and web hosting consultants will ensure the text is integrated into the MPO webpage.</td>
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19. **Do we need to complete these 4 forms found after the Sample Contract?**
   - CERTIFICATE OF CONSULTANT
   - CERTIFICATE OF INDIANAPOLIS DEPARTMENT OF METROPOLITAN DEVELOPMENT
   - NON-COLLUSION AFFIDAVIT
   - AFFIDAVIT

   No, the sample contract and its forms are simply for reference and need no action at the time of submittal.

20. **Is Indianapolis requesting a price quote for this opportunity? If so, are there any specifications on how this quote is to be presented/submitted?**

   Not at this time, this is a qualifications-based selection process.

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Acknowledge receipt of this addendum by signing below and submitting. Failure to do so may result in your bid/quote being found non-responsive.

Signature: _____________________________________________________________

Printed Name: __________________________________________________________

Company Name: ________________________________________________________

Date: ____________________________