



**RFP-18-CA-003**  
**Sign Language Interpreter Services (Statewide)**  
**Proposals Due: August 7, 2018, at 2:00p.m. CST**

**ADDENDUM # 1**  
**Posted 08-01-18**

This addendum amends, clarifies, amplifies, or further explains the above reference Request for Proposals (RFP). The information contained herein shall supersede and take precedence over the information contained in the RFP.

**Clarifications**

- 1.) Who is the current provider of interpreting services to your campus (es)?  
**Interpreters to Go, DBA: Sign of the Times.**
- 2.) What is the current hourly rate you are paying for these services?  
**Current rate is \$45/hr plus \$45 administrative fee.**
- 3.) \*How many Deaf and HoH students did you have last semester?  
**Spring we had 2 and 1 in Summer 18. (Waco Campus).**
- 4.) \*Do you plan on having the same amount of students for the upcoming semester?  
**We are expecting an increase statewide.**
- 5.) Have there been any issues with your current provider that you would like to address so that we can make sure to avoid the same issues going forward?  
**Adhere to correct billing processes and confidentiality.**
- 6.) \*We know you have multiple campus locations. Which campuses will we be servicing with interpretation services?  
**This will vary from semester to semester. We are retaining services for 9 campuses and may add Harlingen next year. As it stands for Fall 2018, we can plan on an average of one per campus.**
- 7.) Do you allow out-of-state agencies to participate in the bidding process as long as they have the human resources locally to you to fulfill the needs of the contract?  
**Yes, as long as the human resources are available locally.**

- 8.) Why did you choose to not renew with your current provider?  
**The contract expired and the current provider is able to bid.**
- 9.) Are we able to invoice weekly rather than monthly for services?  
**No.**
- 10.) Is vendor paid by hard check or by direct deposit/ACH?  
**Hard check.**
- 11.) Will you make an exception to your 3 year rule of operations? We have been in business for a year, but our team has more than a decade of interpreting industry coordination experience as well as over 100 years of combined business experience.  
**No.**
- 12.) Do you utilize any staff interpreters or are all your needs provided via agency staffing?  
**All needs are agency staff. We have no in house interpreters.**
- 13.) What is the historical volume of sign language interpreting services? **The Waco campus alone spent over \$80,000 in 2018.**
- 14.) Is TSTC looking to make multiple awards or single award? **We would like to have a single Award, but we are considering one (1) back up.**
- 15.) Which service factors is TSTC looking to improve as a result of this award? **Mutually Beneficial transaction of quality services for our students at an equitable price for the State.**
- 16.) Is Video Remote interpreting an option for any Texas State Technical College (TSTC) Locations? **Yes, but we already have a vendor.**
- 17.) Last academic year (2017-2018) how many deaf students attended TSTC part-time? Can you please list each campus and the number of part-time deaf students at each?

| Campus         | Spring 2018 |      | Fall 2018 |                |
|----------------|-------------|------|-----------|----------------|
|                | HOH         | Deaf | HOH       | Deaf           |
| Abilene        | 0           | 1    | 0         | Possibly 1     |
| Breckenridge   | 0           | 0    | 0         | 0              |
| Brownwood      | 0           | 0    | 0         | 0              |
| Fort Bend      | 0           | 1    | 0         | 0              |
| Harlingen      | 2           | 1    | Pending   | 2 (Possibly 3) |
| Marshall       | --          | --   | --        | 1              |
| North Texas    | 0           | 0    | 0         | 0              |
| Sweetwater     | 2           | 1    | 0         | 1              |
| Waco           | 2           | 2    | 2         | 1              |
| Williamson Co. |             |      |           |                |

- 18.) Please provide a break-down showing the number of interpreting hours per campus provided last academic year that were not provided by staff or contractual staff interpreters. **None**

19.) How many hours of interpreting services (from last academic year) were provided on weekends?  
How many hours of interpreting services were provided after 6pm in the evening? **Graduation events for each campus 3x's annually and tutorials and workshops where over \$2,000.**

20.) What are the parking rates, if any, and is this a reimbursable expense? **No parking fees.**

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End of Addendum #1

***PROPOSER MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON ATTACHEMENT B – EXECUTION OF OFFER, “ACKNOWLEDGEMENT OF ADDENDA”, PAGE 19 OF THE RFP.***