DEPARTMENT OF PROCUREMENT SERVICES – CITY OF CHICAGO

June 27, 2019

CLARIFICATION NO. 1

FOR

CERTIFIED AMERICAN SIGN LANGUAGE INTERPRETERS AND COMPUTER ASSISTED REAL-TIME TRANSLATION (CART) SERVICES

Specification No. 846996

This document contains:

I. Questions Submitted for Clarification of the Bid Specification
II. Clarification Receipt Acknowledgement

For which Bids are scheduled to be received no later than 11:00 a.m., Central Time on July 12, 2019, in the Department of Procurement Services, Bid & Bond Room 103 City Hall.

Required for use by:
CITY OF CHICAGO
(Mayor's Office for People with Disabilities)

This Clarification is distributed by:

CITY OF CHICAGO
Department of Procurement Services

Bidder must acknowledge receipt of this Clarification No. 1 in the Bid Execution Pages and should complete and return the attached Acknowledgment by email to: Robert.Kelly@cityofchicago.org Attn: Robert Kelly, Senior Procurement Specialist

The information contained in this Clarification No. 1 is incorporated by reference into the original Specification issued on June 10, 2019.

LORI E. LIGHTFOOT
MAYOR

SHANNON E. ANDREWS
CHIEF PROCUREMENT OFFICER
June 27, 2019

CLARIFICATION NO. 1

FOR

COMPETITIVE BID FOR CERTIFIED AMERICAN SIGN LANGUAGE INTERPRETERS AND COMPUTER ASSISTED REAL-TIME TRANSLATION (CART) SERVICES

Specification No. 846996

For which Bid submissions are due in the Department of Procurement Services, Bid & Bond Room, Room 103, City Hall, 121 N. LaSalle Street, Chicago, Illinois 60602, at 11:00 a.m., Central Time July 12, 2019.

BIDDERS SHOULD ACKNOWLEDGE RECEIPT OF THIS CLARIFICATION IN THE EXECUTION PAGE OF YOUR BID.

The following questions/answers will be incorporated in the above-referenced Specification. All other provisions and requirements as originally set forth remain in full force and are binding.

Section I: Questions submitted for Clarification of the Bid Specification

Question 1: Whether companies from Outside USA can apply for this? (like, from India or Canada)

Answer: Companies from outside the USA can submit bids. However, please know that interpretation services provided would require the interpreter to be present in person at the site requested.

Question 2: Whether we need to come there for meeting?

Answer: Attendance at the Pre-Bid Conference is not mandatory.

Question 3: Can we perform the tasks (related to RFP) outside USA?

Answer: No, the tasks cannot be performed outside of the USA.

Question 4: Can we submit the proposals via e-mail?

Answer: No. All bids must be submitted to the Bid and Bond Room with original signed documents for this solicitation. Refer to Section 1.16. Submission of Bids in the Specification for details.
Question 5: Does the bid allow for Indirect Participation for MBE/WBE participation when a vendor is not a business but a not-for-profit organization and does not subcontract the services to be provided under this contract with a business or does the bid allow Direct Participation only?

**Answer:** Refer to Article 1. Requirements For Bidding And Instructions To Bidders, Section 1.22.1. Bid Incentive to Encourage MBE/WBE Utilization on No Stated Goals Contracts.

Refer to Article 6. Special Conditions Regarding Minority Business Enterprise Commitment and Women Business Enterprise Commitment for Commodities or Services.

In addition, Refer to Article 10. (page 115) Bidder Commitment To Utilize MBE And WBE Firms On No Stated Goals Contract. Only complete and submit this form if applicable to your bid submission.

Question 6: For the Economic Disclosure Affidavit, does the City receive any federal funding for this?

**Answer:** No

Question 7: Can a vendor bid only on ASL Interpreter or CART services or are bids including both required types of services required?

**Answer:** Bidder must bid on all 11 lines as described on Article 9, Proposal Pages in the Specification. This is required to enable the City to determine the lowest responsive and responsible bidder. Refer to Section 5.6. Basis of Award in the Specification. Also, Section 1.20.1.1. Must Bid All Line Items.

Question 8: Can narratives describing how the vendor addresses the Scope of Services and fee schedules be included as attachments?

**Answer:** Yes. However, material exceptions to the Specification may be grounds for bid rejection.

Question 9: Can a comments page be included with the Schedule of Prices given the limited space for comments on the Schedule of Price page?

**Answer:** Yes.

Question 10: Is the entire bid package to be included as the bid or just the documents on the Bid Submittal Checklist?

**Answer:** All pages of the Bid Specification solicitation document must be submitted in its entirety.
Question 11: Are Certificates of Insurance required to be submitted with the bid?

Answer: Yes.

Question 12: Is this RFP seeking to contract with agencies that provide both interpreting AND CART services or may interpreting agencies bid just on interpreting services and CART companies bid only on the CART section of the RFP?

Answer: Refer to Article 5, Scope of Work and Detailed Specifications for details. Both services are required. This contract is seeking a Contractor who can provide the most comprehensive package of services requested in this bid document which is ASL interpreting and CART services.

Question 13: Is this a single agency award or a multiple agency award?

Answer: Refer to Section 5.6. Basis of Award of the Scope of Work and Detailed Specifications. This solicitation is for a single contract award.

Question 14: Who is the current vendor for ASL interpreting services?

Answer: At this time, the City does not have a current contract for ASL Interpreting services.

Question 15: How long have they been on contract with the City?

Answer: See the Answer to Question 14.

Question 16: What is the current standard hourly rate paid by the City to the vendor on contract? What is the premium hourly rate paid by the City to the vendor on contract?

Answer: See the Answer to Question 14.

Question 17: The RFP states 0% for MBE prime and subcontract requirements. Is page 115 still required to be submitted with Notary stamp as part of the proposal?

Answer: See the Answer to Question 5, paragraph number 3.

Question 18: Pages 117 & 118 are related to locally manufactured goods. Would those documents be required to be notarized and submitted with this bid?
Answer: This document is a standard form, but it is not required to complete and notarize unless applicable to your bid submission.

Question 19: Badging: Is new badging required for each city agency? How long does badging take at each agency? If an interpreting agency already provides photo ID for each staff member is that sufficient to meet badging requirements?

Answer: Refer to Article 3. Standard Terms and Conditions, Section 3.6. Department Specific Requirements. Contractor must comply with the relevant User Department's specific requirements including any badging requirements in the performance of this Contract.

Question 20: What challenges has the city faced with providing interpreters under the current contract?

Answer: The greatest challenges have been providing interpreters on short notice. Some press conferences are scheduled with little advance notice and the City hasn’t always been able to meet those deadlines - which is operationally very important to the City.
June 27, 2019

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Specification No. 846996

Required by:

CITY OF CHICAGO
Mayor’s Office for People with Disabilities

Consisting of Sections I and II including this Acknowledgment.

SECTION II. CLARIFICATION RECEIPT ACKNOWLEDGMENT

I hereby acknowledge receipt of Clarification No. 1 to the Bid Specification named above and further state that I am authorized to execute this Acknowledgment on behalf of the company listed below.

Signature of Authorized Individual __________________________________________________________________________________________

Title _____________________________________________________________________________________________________________

Name of Authorized Individual (Type or Print) __________________________ Company Name __________________________

Business Telephone Number _______________________________________________________________________________________

Complete and Return this Acknowledgment by email to: Robert.Kelly@cityofchicago.org
Attn: Robert Kelly, Senior Procurement Specialist