

COUNTY of KANE
PURCHASING DEPARTMENT
KANE COUNTY GOVERNMENT CENTER

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ADDENDUM 1

Bid No. & Title: 37-015 Interpreter Service (JC)

The attention of bidders is called to the following changes, clarifications and/or additions/deletions to the original bid document and they shall be taken into account in preparing the BID and shall be part of the contract.

CLARIFICATION

- Q. How many part-time and full-time interpreters do you need?
- A. **Each service location required at least one interpreter. The agency needs to decide how many interpreters they would need to fill the County requirements. This would be the same as requirement for a full-time interpreter.**
- Q. When will you need these services to begin? If you sign a contract with said interpreting company, is that company responsible for part-time and full-time interpreters (all interpreting needs)?
- A. **The new contract will start on December 1, 2015 and end on November 30, 2016 or upon contract execution by the Kane County Board Chairman or by the Chief Judge Office, with three (3) options year. The agency is responsible to secure and provide the Spanish interpreter as specified.**
- Q. Do you know when contracted company will begin?
- A. **Reference to above answer.**

- Q. SOW, Page 7, section B, B. Training and certification
When submitting a bid proposal for an interpreting agency, is submitting the company hiring requirements sufficient to fulfill the Training/Certification section? Or are actual interpreter resumes required?
- A. **Agency hiring requirements are fine and/or the AOIC (Administrative Office of the Illinois Courts) state registry number, for the state registered or certified interpreters.**
- Q. Terms and Conditions, Page 4, #26 Certificate of insurance required by Kane County. Do we need to provide a certificate of Liability insurance, Errors/Omissions, that includes Kane County as a certificate holder before being awarded vendor status or proof of insurance enough until actual award is made?
- A. **That is correct. Vendor need to provide a certificate of Liability insurance, Errors and Omissions, that includes naming the Kane County as a certificate holder and additional insured before being awarded vendor status.**
- Q. SOW, Page 7, section B, G.
In regards to the Interpreter's Standard of Conduct, the documents ask a signed form be included. If submitting for an agency, will the submitter's signature suffice until after award, or will all interpreters who will potentially work through this contract be required to sign and be submitted before award?
- A. **Yes, Agency or Interpreter's Standard of Conduct is sufficient for bid purpose.**
- Q. Offer to Contract Form, Page 4, E. Optional
The first part, requesting hourly rate for full time interpreter, is clear. The following bullets however are confusing. Hourly rate for additional part time interpreter on an as needed basis inclusive of travel and service time at all locations - Does this mean you cannot add travel time or mileage? If so, why does it then ask for rate per mile?
- A. **The optional service is on an as need and if needed basis. It is up to the submitter to determine if they will be charging a mileage rate (separate) or includes their travel and mileage cost in the total cost per hour.**
- Q. Offer to Contract Form, Page 4, E. Optional
Document translation services - Is it acceptable to add a note that the price is not per page but per word and Spanish only?
- A. **Yes, you may add a note indicating your cost or pricing structure.**

- Q. SOW, Page 4
Section A - Full time interpreter position: This statement is at odds with what national standards are for professional court interpreters. If continuous, simultaneous interpreting is needed for hours, it is expected the interpreter work with a team. Will 2 interpreters be hired in these instances to work as a team for several continuous hours?
- A. **The vendor or submitter need to make a determination regarding how many interpreter required and the cost to meet the specified bid requirement. Currently we have one provider (full-time) for all the services specified in bid document.**
- Q. Does the county plan to give awards to many providers? A section of the bid document says the county encourages providers to bid on all positions but also states that services will be required within 10 days of award.
- A. **It is the intent of the County to award a contract to the lowest responsive, responsible bidder meeting specifications. Service to commence after contract is executed or as approved by the County Board or the Chief Judge Office.**

Please respond accordingly and confirm your receipt of Addendum 1. If you have any additional questions, please fax to (630) 208-5107 or via e-mail.

Sincerely,
Tim Keovongsak, Buyer II
Kane County Purchasing Department