



PURCHASING AND SUPPLY SERVICES

De'Nerika Johnson, MBA, CPPO, NIGP-CPP
 Director of Purchasing and Supply Services
 13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952 6560

ADDENDUM NO. 1

CONTRACT NUMBER ADDENDUM NO. 1

ISSUED BY: PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS OFFICE OF PURCHASING AND SUPPLY 13300 OLD MARLBORO PIKE ROOM 20 UPPER MARLBORO, MARYLAND 20772-9983	Date of this Addendum: May 9, 2024 No. of Pages: 4	Proposal Submissions: May 17, 2024 (11:00 a.m.) EST
	RFP No.: PUR 013-24	RFP Issuance Date: April 19, 2024
	TITLE: REBID SIGN LANGUAGE INTERPRETIVE SERVICES	

TO ALL PROSPECTIVE OFFERORS AND OTHER RECIPIENTS OF SOLICITATION DOCUMENTS

This Addendum is hereby made a part of the Contract Document which will be the basis of a Contract. This Addendum is issued to modify the original Solicitation Documents issued April 19, 2024. Prospective Offerors are requested to attach this Addendum to your Contract Documents. Receipt of this Addendum must be acknowledged in the Proposal Document (see Appendix A). Failure to do so may subject the Offerors disqualification.

The purpose of this addendum is to make the following modifications and provide responses to questions:

Modifications:

- Delete: Section 3.1.8 in its entirety.
- Delete: Section 3.2.9 in its entirety.

Questions and Responses

Item No.	Questions	Responses
1.	Who is the incumbent?	This information must be obtained via submission of a Maryland Public Information Act (MPIA) request to: Sally.Robinson@pgcps.org
2.	Can PGCPS provide the hourly rate currently being paid for these services?	This information must be obtained via submission of a Maryland Public Information Act (MPIA) request to: Sally.Robinson@pgcps.org
3.	Historically, what has been PGCPS biggest challenge in covering assignments?	Having a sufficient number of providers.



PURCHASING AND SUPPLY SERVICES

De'Nerika Johnson, MBA, CPPO, NIGP-CPP
 Director of Purchasing and Supply Services
 13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952 6560

ADDENDUM NO. 1

4.	Can PGCPS provide historical data from the past year or projected for the next year (and please indicate which one) on:	
	<ul style="list-style-type: none"> The total number of hours of services 	On an annual bases we are on pace to complete 12,103.00
	<ul style="list-style-type: none"> The number of all-day on-call assignments (interpreters scheduled 7 or more hours per day on the same days each week) 	PGCPS anticipates 10/11 position requests for 5 or more hours per day
	<ul style="list-style-type: none"> The number of assignments that were 3 hours or less 	PGCPS does not track this data specifically. However, assignments include IEP meetings and afterschool activities may apply.
	<ul style="list-style-type: none"> The number of assignments that were 7 hours or more 	PGCPS does not track this data. Please see annual totals.
	<ul style="list-style-type: none"> The number of hours of evening/weekend work 	PGCPS does not track this specific data, as the need is guided by the student's needs. Historically, some students have Saturday activities and there are years when no students had weekend activities.
	<ul style="list-style-type: none"> The number of short-notice assignments (less than 5 business days' notice) 	PGCPS does not track this data. This is dependent upon the specific vendors we contract with and their ability to meet their accepted assignments.
	<ul style="list-style-type: none"> The number of short-notice assignments (less than 1 business days' notice) 	See above.
	<ul style="list-style-type: none"> How many requests were outside of the main location? 	We are the 2 nd largest school district in the State of Maryland. Needs are defined according where our students attend school and participate in activities. The specific school assigned to the interpreter will be the primary location.
	<ul style="list-style-type: none"> How much work is on-going and preplanned? 	See above. Work is planned annually and as needs arise.
5	Will PGCPS remove the requirement for notarized documents??	No, this is a mandatory requirement.
6	Section 3.1.8 -- Provide a plan highlighting tools and processes to help parents and teachers reinforce and support students' therapeutic outcomes and encourage their application in the classroom, home and during social interactions. Will PGCPS confirm this does not apply to this contract?	This section will be deleted from the requirement.
7.	Section 3.2.7 -- Provide interpreters with computer equipment and peripherals to facilitate in-person and/or virtual learning. Industry standards are for clients to provide equipment for interpreters supporting in-person services. Will PGCPS clarify why equipment is going to be required onsite?	If there is a circumstance where you must provide services offsite, in cases of extended closure that will still require synchronous learning, vendor staff will need to have equipment.
8.	Section 3.2.9 -- The contractor shall have flexibility for adding and withdrawing interpreter assignments with 48 hours notice, without any additional cost.	This section will be deleted from the requirement.



PURCHASING AND SUPPLY SERVICES

De'Nerika Johnson, MBA, CPPO, NIGP-CPP
 Director of Purchasing and Supply Services
 13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952 6560

ADDENDUM NO. 1

	<p>Can PGCPS clarify if they mean the offeror/contractor or that PGCPS has the flexibility for adding or withdrawing interpreter assignments? If it is the latter, industry standard is 2 business days for cancellation and late notice rates begin at 5 business days.</p> <p>Can PGCPS change the wording to 2 full business days notice for withdrawing and pricing to reflect a more common pricing tier or >5 <5 <1?</p>	
9.	<p>Section 3.2.10 -- The Offeror must notify the Department of Special Education Support Programs and Related Services on each occasion the assigned staff is not available. Specific Guidance related to the person of contact and methodology will be provided during onboarding of the assigned contractor.</p> <p>Can PGCPS clarify what onboarding consists of?</p>	<p>PGCPS will discuss with staff the location/operational guidelines of building, their specific assignment and specific staff who will be available to support any needs associated with the assignment. For long-term providers completion of the process for building access via badges</p>
10.	<p>Section 3.3.9 -- Contractor shall include in their response to PGCPS current profiles for each interpreter consisting of a resume, two work references, and a criminal background check.</p> <p>Can PGCPS clarify if a purchased 12. 5.2 background check needs to be completed and submitted prior to award, in the bidding response or post award?</p>	<p>Fingerprinting and background checks must be obtained upon notification of contract award. Further, fingerprinting and background checks must be conducted by PGCPS contracted vendor.</p>
11.	<p>Section 5.2 -- All assignments that are canceled by PGCPS less than 24 consecutive hours prior to the scheduled assignment or event will be compensated at the agreed upon hourly rate for the predetermined time of the assignment.</p> <p>The industry standard is any cancellation with less than 2 full business days' notice is billed (and paid to the interpreter) for the full, originally assigned time. Will PGCPS change the wording to "PGCPS shall not be charged for assignments scheduled then canceled by PGCPS staff when notice of cancellation is provided more than two full business days in advance."?</p>	<p>No, when there are elements associated with school closures that are weather related, systemic closure influences our decision.</p>
12.	<p>\$3,000,000 annual aggregate. With dozens of federal government and commercial contracts, some valued in the millions, our company has never been asked to provide more than \$2,000,000 aggregate insurance coverage. We have been advised by our insurance provider that we most</p>	<p>The amount indicated in the RFP was determined by the PGCPS Risk Management Office. PGCPS will not change this requirement.</p>



PURCHASING AND SUPPLY SERVICES

De'Nerika Johnson, MBA, CPPO, NIGP-CPP
 Director of Purchasing and Supply Services
 13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952 6560

ADDENDUM NO. 1

	likely could not get this much coverage in one policy as it is considered too much for our type of business. Increasing to meet the requirement of \$3,000,000 would be very costly and force vendors to charge more to cover this cost. Will PGCPS accept the standard, industry appropriate \$2,000,000 aggregate?	
13.	Is this a multi-award? If yes, are there penalties for not fulfilling a request?	PGCPS reserves the right to award the contract to multiple Respondents. If awarded a contract and the Respondent is unable to fulfill the terms and conditions of the contract, the contract may be terminated.
14.	Can we ONLY bid on TypeWell/CART, or bid on the entire RFQ but only accept TypeWell/CART requests?	Responsive proposals are those that comply with the requirements as detailed in the RFP.
15.	Historically, what is the demand in hours on an annual basis?	On an annual bases we are on pace to complete 12,103.00
16.	How many assignments are requested with 48 hours or less notice?	PGCPS has not tracked that data. However, based on historical assessment, this is rare.
17.	Historically, how many emergency requests have been made? How much advance notice will we receive for emergency requests?	PGCPS has not tracked that data. However, based on historical assessment, this is rare.
18.	How many Deaf/Hard of Hearing individuals utilize the services?	The services are requested for student (s), staff and parents...there is an annual fluctuance...the annual hours above can provide guidance to the level of need.
19.	Who is the incumbent?	See Question and Response No. 1
20.	What is the total value of the current contract?	\$350,000 was the average expenditure
21.	What price is the establishment currently paying?	See Question and Response No. 2

Bidders must complete, sign, and return the Appendix B -- Addenda Acknowledgement (see Appendix B) with their proposal response. Failure to do so MAY be cause for your offer to be ruled non-responsive and not considered for award.

END OF ADDENDUM NO. 1