December 29, 2022

**IFB-22-402**

**Translations and Interpretation Contract**

**Addendum 1**

The purpose of this addendum is to notify potential applicants of changes that have been made to IFB-22-402. The addendum includes the following revisions to the Solicitation Manual. Added language appears in **bold underline**, and deleted language appears in [~~strikethrough~~] and within square brackets.

**Solicitation Manual**

1. **Page 1, Section I. Key Activity And Dates:**

**Deadline to submit bid for IFB-22-402 has been extended to January 5, 2023
The Public Bid Opening date as been changed to January 12, 2023 at 10 a.m. PST**

|  |  |
| --- | --- |
| **ACTIVITY** | **ACTION DATE** |
| IFB Release | 12/7/2022 |
| Deadline to Submit Written Question by 5:00 p.m.\* | 12/14/2022 |
| Distribute Questions/Answers and Addenda (if any) | 12/20/2022 |
| **Deadline to Submit Bid by 5:00 p.m.\*** | **1/5/2023** |
| Public Bid Opening | **1/12/2023 at 10:00 a.m. PST** |
| Notice of Proposed Award  | 1/13/2023 |
| Contract Start Date | 2/1/2023 |
| Contract Termination Date | 1/31/2025 |
| Potential one-year contract extension termination date | 1/31/2026 |

1. **Page 2, Section I** “Public Bid Opening – IFB-22-402” link provided:

[**Public Bid Opening – IFB-22-402**](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_ZTY5YWI4YjAtMTM5ZS00NWI1LWEyYTMtYTRjMzk2MDA1ZjNh%40thread.v2/0?context=%7b%22Tid%22%3a%22ac3a1244-13f4-4ef6-8d1b-baa27148194e%22%2c%22Oid%22%3a%22c3140ef9-26fe-488b-b82d-f8dfab8b563e%22%7d)

**Meeting ID: 288 052 941 13
Passcode: DsJQTz**

**Or call in (audio only)**

**+1 916-306-7589,,361494683#** **United States, Sacramento**

**Phone Conference ID: 361 494 683#**

3. **Attachment 6 Cost Bid**

Addition of tables to include rates for expedited and standard requests for one audio technician as part of the cost bid.





The instructions to fill out the interpretation rate columns have been updated to specify that all fees should include the appearance of two (2) interpreters and the equipment necessary to perform simultaneous interpretation services.



4. **Q&A Addendum**
Updates to response for question 38:

Q: It is the industry standard to charge for interpreting equipment such as transmitters, headsets, etc. separately from the interpreting.  Can vendors list the pricing for interpreting equipment separately from the hourly charge for interpreting?
**A: No, the hourly interpretation and audio technician rates should include any equipment costs. Our current contract’s audio technician rate is $100/hour. We are updating our cost bid sheet to include a section for bidders to list the hourly rate for an audio technician.**

**Phil Dyer,**

**Commission Agreement Officer**