**Questions and Answers**

**Interpretation and Translation Services**

**IFB-22-402  
December 16, 2022**

(Responses are in bold lettering)

**Please Note: additional Q&As will be released by December 20, 2022, to answer questions received by the deadline that were not addressed in this document.**

1. Who is the incumbent for this contract?  
   **A: Cal Interpreting and Translations Inc. (CIT)**
2. Is the current incumbent allowed to bid on IFB-22-204? Yes, the IFB is open to all public and private entities.  
   **A: Yes, the IFB is open to all public and private entities.**
3. We have noticed that IFB 22-402 has an identical Scope of Work to the IFB recently awarded to Cal Interpreting and Translations (IFB 22-401, Contract No. 140-21-001). We would like to know if the new IFB and the existing contract are somehow related and if the new IFB affects in any way the existing contract.

**A:** **The CEC currently has an existing contract No. 140-21-001 for translation and interpretation services. The CEC solicited the existing contract using the special IFB process for certified small businesses (Government Code § 14838.5; Public Contracting Code §§ 10335.5(c)(6), 10340(b)(6); State Contracting Manual § 5.80.A.9). A contract, including any amendments, procured through that process must be less than $250,000.**

**In the past year, the CEC has needed more translation and interpretation services than originally expected and has spent a significant amount of the funds under the existing contract. While the exact future need of translation and interpretation services is unknown, the CEC anticipates a need for a contract with a larger budget for translation and interpretation services for the future. The CEC has issued IFB-22-204 for a new larger contract for translation and interpretation services using the standard IFB process that does not have a $250,000 dollar limit.**

**Please note that the Scope of Work for IFB-22-402 states that "this is a nonexclusive Agreement for interpreter/translator services and the Energy Commission does not guarantee any minimum amount of work under this Agreement." (IFB, Section II, page 4).**

**This same language is part of the Scope of Work for 140-21-001. "This is a nonexclusive Agreement for interpreter/translator services and the Energy Commission does not guarantee any minimum amount of work under this Agreement." (140-21-001, Exhibit A, Section II, page 1). Although the CEC's intent is to procure a new contract for services beyond the budget of the existing contract, it is some possible that there will be overlap of the contracts. There is no guarantee for any minimum amount of work for the existing contract.**

1. Has the CEC considered how work would be split between the two contracts?  
   **A: The CEC has not made any decisions about how work would be split between the two contracts if there is an overlap. Most of the budget of the existing contract has already been spent and it is important that there is not a gap in these important services.**
2. It is the industry standard to have a minimum number of hours for interpreting services.  Can vendors list a minimum number of hours per assignment as part of our proposal?   
   **A: This is a nonexclusive Agreement for interpreter/translator services and the CEC does not guarantee any minimum amount of work under this Agreement. Attachment 06 Cost Bid states that the minimum charge for interpretation services will be one (1) hour.**
3. Historically, what is the average number of hours that an interpreting assignment lasts?   
   **A: The average interpreting assignment is about 2-4 hours but can be shorter or longer depending on the assignment.**
4. Historically, how many interpreting assignments have taken place outside of the Sacramento area in the past 12 months?   
   **A: We have information from the last 6 months to show that we had about 10 interpreting assignments outside of Sacramento. The remaining assignments took place virtually.**
5. Historically, what is the average number of people that attend an Energy Commission meeting, hearing or event that require interpreting?    
   **A: We do not track the number of people who attend a CEC meeting/event that requires interpretation.**
6. Historically, what is the average number of headsets used in a typical interpreting assignment?   
   **A: The average number of headsets used is under 10.**
7. Would the Energy Commission ever require more than one language at an on-site interpreting session?   
   **A: Yes - two common languages are Spanish and Purepecha.**
8. It is the industry standard to have a minimum charge for written translation projects.  Can vendors list a minimum charge for translation projects as part of our proposal?   
   **A: Attachment 06 Cost Bid states that the minimum charge for translation services will be $50.**
9. In order to accurately calculate a per page cost for formatting, we would need to see a variety of representative sample documents and have time to analyze them.  Can you please provide vendors with a set of representative sample documents?   
   **A: Yes – attached are a couple samples of documents the CEC typically requests for translation.**
10. Will the winning vendor always receive original editable source documents, or will we ever have to recreate formatting using PDF’s, hard copies or other non-original source document?    
    **A: The CEC will provide a variety of documents that are in word document format, PDF, and excel sheets.**
11. Our standard cancelation policy is that if an interpreting assignment is canceled 48 hours before the assignment start time, then we will bill for 50% of the amount quoted.  Can vendors include this in our submission and have it be incorporated into the contract?   
    **A: Our solicitation states on page 14 that a cancellation 24 hours or less will incur no cancellation fee.**
12. Our standard cancelation policy is that if the assignment is canceled 24 hours or less before the appointment start time, then we will invoice for 100% of the amount quoted.  Can vendors include this in our submission and have it be incorporated into the contract?   
    **A: Our solicitation states on page 14 that in the event the CEC cancels or modifies a translation request before the document is delivered, the CEC shall pay for work completed up to the point of cancellation/modification.**