



RFP #869-19P Translation Services

**Addendum 001
Issued November 12, 2019**

1. What is the approximate (estimated) volume (how many words / pages / files) do you need translated per year?

We have no estimate at this time.

2. What is the nature of the content to be translated (i.e. marketing material, legal documents, financial forms, etc.)

The content would primarily be marketing and recruiting, addressing the monolingual Spanish speaking community within the College's district in Western Colorado.

3. In what format (software application) are the files (Word docs? PDFs? InDesign?)

We anticipate primarily Word and PDF files.

4. Is there an incumbent vendor for this contract?

No.

5. Is page production art of the scope in this project? In other words, creating a final document with Spanish, after fixing any oversight or layout issues that occur. If page production is included in the scope, what software type(s) will be used? (e.g., InDesign)

We do not anticipate the need for this service at this time.

6. Will art need to be recreated using Spanish labels? If yes, what kinds of source files will be used? (e.g. Illustrator, Photoshop, other)

We do not anticipate this at this time.

7. Will there be any translation work for interactive software? If so, will work be done in HTML?

No.

8. Will there be a need for Spanish translations for video subtitles? If so, would the vendor only translate, or would the vendor be expected to provide videos with Spanish subtitles?

In the event that a video would need Spanish language subtitles, we would simply need translation services, not video production.

9. In past years, what was the budget for translation work that was completed for the college?

This is the first year that the college will include translation services in its budget.

10. Can you provide representative examples of the English files to be translated?

Please refer to the college's website at coloradomtn.edu, and click on the Español link for some examples.

11. If not, what is the nature of the translated materials? Will it include technical content from courses, including Nursing, Business, Education, Leadership & Management, and Sustainability?

Please refer to the college's website at coloradomtn.edu, and click on the Español link for some examples. We do not expect to ask for translation of coursework.

12. What is the average number of English words per page for materials to be translated?

This cannot be predicted.

13. What is the average length (number of English words or number of pages) for each translation request?

This cannot be predicted.

14. What is the typical turn-around time expected for translation requests?

This will vary and therefore there is not a typical turn-around time. We ask that each proposal include lead time requirements.

15. Is a surcharge acceptable for rush requests, in which the requested turnaround is less than three days?

We will evaluate this as part of the proposal's overall fee structure. No proposal will be disqualified for imposing a reasonable surcharge.

16. Are there existing glossaries or guidelines for translation that you can share with us now?

Not at this time.

17. The RFP indicates that "CMC staff with Spanish language expertise may be utilized to assist with achieving optimal results." We typically would expect a short launch meeting and then one round of CMC review of the translation, expecting feedback that affects a small percentage of the document. Can you verify this is a reasonable assumption for the workflow?

We cannot predict the nature of the project work flow or the amount of feedback at this time.

18. Can you please tell us the contract length?

Contract length will be negotiated with the selected vendor, however, a one year contract is typical. If the pricing changes due to length of contract, please specify that.

19. What is the anticipated contract value?

We will make the contract value determination upon award.

20. CMC requires insurance carriers be licensed to conduct business in the State of Colorado and a minimum A.M. Best Rating of A. Vendor shall require in all Vendor's subcontracts, if any, the same limits and coverage required herein." Is there a Colorado-specific license we and our subcontractors would have to actually have? Or does that mean we just have to adhere to a certain set of requirements established by Colorado and, if so, what are they?

We require the successful bidder to have any licenses or certifications required by the State of Colorado to perform these services.

21. Is the scope of this contract only limited to English to Spanish translations, or are there expected to be any other desired target languages, outside of Spanish?

Yes, English to Spanish only.

22. In order to present the best and most relevant sample projects in our bid response, we'd like to ask—what types of projects are historically carried out under similar translation contracts for the CMC?

CMC has not entered into translation contracts in the past.

23. Due to the extensive reach of the CMC district, does the CMC find it beneficial to award bidders that have a more comprehensive array of resources and pertinent capabilities, in favor of a single translators or small groups of linguists?

CMC has not made this determination at this time and will consider all of the benefits offered by all proposals.

24. How many colleges are within the CMC district? How many of those colleges historically seek assistance for translation services?

CMC is a single college with eleven campuses. A majority of the campuses require translation assistance from time to time.

25. What are the current rates that the incumbent translators are offering to the CMC?

This information is not available.

26. What are the CMC's pain-points and/or areas for improvement, for translation services?

These needs would need to be identified with the assistance of the successful bidder.

27. Regarding the Sample Translations we are to provide, these documents are confidential in nature between us and our clients. How do you recommend that we provide you with our Sample Translations in a way that will not impact our confidentiality agreements?

You may mark portions of your response confidential but it may not avoid disclosure. If it is something that is required to be provided under the Colorado Open Records Act, CMC will do so. CMC will comply with CORA at all times, and cannot assure that requests for confidentiality can be honored due to the CORA requirements.

28. What are you looking to improve in language services moving forward?

Effective communication with families within the college district.

29. On Page 6 of the RFP, it states "CMC requires payment and performance bonds for all construction projects greater than \$50,000. Please price the bonds separately when you submit your response." It sounds like this section was included accidentally in this RFP. Can you confirm whether or not payment and performance bonds are required for this contract?

This is not applicable to this RFP as this is not a construction project.

30. On Page 4 of the RFP, it states "It is intended that these services will be done remotely and that travel will not be needed. However, please include travel rates for information in case of need." Can you describe the circumstances in which these services would not be done remotely and travel would be needed?

We cannot predict the circumstances at this time.

31. Does the College have a preference for in-state vendors or will out-of-state vendors be evaluated equally?

There is not a preference. CMC will award to the most qualified bidder(s) based on the stated Selection Criteria.

32. Do you plan to award this to multiple vendors or a single vendor?

That will be determined upon review of the proposals. CMC reserves the right to make multiple awards resulting from this RFP or to award no contract at all.

33. Given that our work with similar clients is protected by confidentiality agreements so providing the requested samples would be problematic. As an alternative, can the College provide two brief text samples that offerors can translate to submit with their proposals?

We will rely on the proposing parties to provide samples that are not confidential.

34. If a pre-award presentation is required, can this be conducted via web or teleconference?

Yes.