



Arlington Public Schools Procurement Office

Information Item No. 1

Issued on March 7, 2019

ITB Title: American Sign Language Interpreter and Cued Speech Transliterator Service

ITB Number: 38FY19

The following questions were received in response to the Invitation to Bid issuance.

1. Regarding weather closures, or students out with illness, how with the Contractor be compensated?
 - a. Section VI. In-Person Assignment – Cancellations and Inclement Weather addresses these situations. Also, please refer to Addendum No. 1 as this section has been clarified.
2. Will billing be done in hindsight at the end of the month?
 - a. Yes, the intent is for the Contractor to invoice APS monthly in arrears for services rendered under any resulting Contract from this solicitation.
3. Regarding the language on page 20 referencing permanent placement, does this allow APS to offer full time employment to candidates that meet the 26 weeks of Contract assignments as outlined in this section?
 - a. Yes.
4. Regarding the monthly rate on page 25, when you say monthly rate, what constitutes a month for APS?
 - a. Please refer to Addendum No. 1 as the Pricing Schedule has been revised.
5. If you want to follow the monthly billing structure, how is the monthly structure going to address?
 - a. Please refer to Addendum No. 1 as the Pricing Schedule has been revised.
6. Regarding Criminal Convictions Form, is the Bidder providing self-certification that they have met this requirement or is there expectation that the Bidder will submit their candidates to APS for further screening where criminal history is concerned?
 - a. The Bidder is self-certifying that its employees meet the requirements of the Contractor Certification Regarding Criminal Convictions form. APS will not be applying additional background checks and criminal history checks on proposed candidates.
7. Is it permissible to place the mailing label on the outside of the package even if it has to be on the back of a UPS or FedEx package?
 - a. Yes, anywhere on the outside of the package is fine.

8. How many copies of the bid form?
 - a. Per Section 8.10 on page 10 of the ITB, the Bidder shall return two (2) copies of the Bid Form, duly signed with the corporate seal impressed, if applicable, keeping all remaining pages for the Bidder's files. For purposes of this provision, a copy is an exact duplicate of the attached Bid Form reproduced in any manner with no modifications, additions or deletions. By executing and submitting the Bid Form, the Bidder acknowledges that it has read all Bid Documents, understands them, and agrees to be bound by all terms and conditions therein.
9. If something comes up, and the student does not show, will Contractor be compensated for the full day?
 - a. Per Section VI. In-Person Assignments, Cancellations and Inclement Weather, subsection 2. If the person requiring services ("client") does not show up for the assignment, the interpreter/CLT is required to remain at the assignment site for 15 minutes for every hour of the scheduled assignment or until dismissed by an authorized APS employee. The Contractor will be entitled to receive compensation equal to the full amount of the original assignment. No other fees may be added.

In these situations APS will work with the scheduled interpreter/CLT to redirect their scheduled assignment to another recipient and/or site to otherwise utilize the interpreter/CLT for the assignment time scheduled. For this reason, it is beneficial for candidates to be skilled at working with adults as well as students in grades K-12, as assignment may be adjusted and the scheduled interpreter/CLT may be tasked with servicing a different recipient than the originally booked on the assignment.

10. Will last-minute booking fees be accepted under the resulting Contract?
 - a. No last-minute booking fees are acceptable under the resulting Contract, which is why the Bid Form does not include a space for rates of this nature to be provided. APS intends to engage the Contractor for consistent assignments months at a time, whereby last minute booking requests by APS should be rare as opposed to common.
11. This says that the contractor (me) will be held responsible for APS inability to cover me, in the event that I have to call out of work last minute (which would only be due to sickness). What does that mean? That I could be sued by a parent, or the school district, if a kid goes without interpreting services for that day?
 - a. In situations described in the question, APS may seek reimbursement in accordance with Section VI. In-Person Assignments – Cancellations and Inclement Weather, subsections 5 and 6.
12. This says that the contractor (me) can be billed by APS for fees incurred if I have to call out sick. Does that mean APS would expect me to personally pay for them having to go through an agency to cover me?
 - a. Per Section VI. In-Person Assignments – Cancellations and Inclement Weather, subsection 4.b. APS may invoice the Contractor in accordance with this section.
13. Is payment going to be processed through eVA? I have had historically bad experiences with getting paid in a timely manner through eVA.
 - a. Payments will be made in accordance with Section 23. Payment to Contractor on page 44 of the ITB. eVA is not referenced in this Section.
14. It's asking for the bid to include monthly costs, not hourly. I'm not sure at all how I'm supposed to calculate that. Do I do my hourly rate, based on a 7 hour workday, for 5 days a week?
 - a. Please refer to Addendum No. 1 as this section has been revised.
15. Regarding page 20, Special Terms – Permanent Placement. In the even 26 weeks arrives and the district decide at that time they want to move forward with converting a candidate, do we get any type of prior notice such as a 2 week notice of intent to convert?

- a. APS will not provide any advance notice that an interpreter/CLT may be offered full time employment with APS. APS views this as the responsibility of the subject interpreter/CLT to provide notice to their employer (Contractor) of their intent to leave employment with the Contractor.
16. I know we talked about in the call and you two were going to discuss off line, I just want to make sure when pricing monthly versus hourly that we have clear definitions of what the expectations are. Is it a true flat rate so when the school is closed we bill the same or is expected to be pro-rated. Regarding additional hours over the 7 per day do you expect it to go over 8? That potentially could put us as the employer of record into an overtime pay situation which would be a negative impact if it's not accounted for in the monthly (hope that makes sense).
- a. Please refer to Addendum No. 1 as the Pricing Schedule has been revised to change the monthly rate to an hourly rate. Also, where invoicing is concerned APS expects the hours of completed assignments to be referenced on each invoice along with the hourly rate for the individual interpreter/CLT. Overtime rates are not billable under the resulting Contract.
17. Can you confirm that vendors can respond and bid for ASL and/or Cued Speech?
- a. Yes, Bidders may bid for one or both Categories. Bidders are not obligated to bid both if they do not wish to do so.
18. For the pricing schedule- is the "Monthly Rate" assuming each interpreter will work 7 hour days, M-F?
- a. Please refer to Addendum No. 1 as the Pricing Schedule has been revised.
19. The Permanent Placement clause under Special Terms and Conditions seems unreasonable. You are telling us that after 7 months you have the right to hire our personnel directly?
- a. Once the criterion stated in this provision has been met, APS has the option to hire interpreter/CLTs at no fee to APS.
20. Are you willing to drop the Permanent Placement Clause?
- a. No.
21. Are you currently working with any agencies providing ASL/CLT services to your District?
- a. Yes, APS has multiple Contracts in place for these services.
22. Who are your current ASL/CLT vendors and what prices do they charge?
- a. See table below for specifics.

Contractor	ASL Interpreter Hourly Rates Levels I & II	ASL Interpreter Hourly Rates Levels III & higher	Cued Speech Transliterator (CLT) Hourly Rates	Urgent Request Rates
Graham Staffing Services	\$84.00	\$99.00		\$25.00+
Sign Language Professionals	\$74.50	\$88.50	\$74.50	\$25.00+
Access Interpreting	\$80.00	\$110.00	\$80.00	\$25.00+
Allied Instructional Services	\$45.00	\$55.00 - \$65.00		
Soliant Health		\$59.89	\$59.89	
Maldon Interpreting	\$79.00	\$95.00		\$95.00
HIS Sign	\$75.00	\$75.00	\$75.00	\$75.00

23. Have these vendors been able to meet all of your ASL/CLT needs?
- a. No, the demand for the services has exceeded the capacity of the Contractors which is one of the reasons for this solicitation taking place.

24. Do you require that therapist resumes and/or licensure be submitted with the proposal [Bid]?
 - a. No this information is to be submitted during the period of Contract performance when proposing candidates to APS' request for candidates. There is no need to submit this information with the Bid response as a given Bid may not be awarded a Contract.

25. What are the factors considered in evaluating proposals for award?
 - a. Please refer to Section 9.0 Contract Award on pages 10 and 11 for this information.

26. How is the award criteria weighted? Are these factors assigned a point value? If yes, please outline.
 - a. There is no evaluation criteria as this is an Invitation to Bid and not a Request for Proposal. The Contract Award will be made in accordance with Section 9.0 on pages 10 and 11.

27. Is the contracting agency able to bill for both direct and indirect treatment time (paperwork, meeting, teacher consultations, etc.)?
 - a. The Contractor can charge for time spent providing the American Sign Language Translation and Cued Speech Transliteration Services. Administrative tasks such as record keeping and consultation time is not billable.

28. Will our therapists bill Medicaid on behalf of Arlington Public Schools and Medicaid will pay Arlington Public Schools or does our company bill Medicaid directly and receive payment from Medicaid directly?
 - a. No Medicaid billing will be done by APS for the 2019-2020 School Year. This may be introduced in future school years under the Contract. APS contracts with Accelify for its Medicaid billing solution.

The following page includes the Attendance Record from the Pre-Bid Conference held on March 4, 2019 at 3:00 PM (EST).

PRE-BID CONFERENCE ATTENDANCE RECORD

RFP #38FY19: American Sign Language Interpreter and Cued Speech Transliterators Services

Room 416 3/4/19 at 3:00 PM

CLOSING DATE & TIME: Prior to March 13, 2019, @ 2:00 P.M. (Local Prevailing Time)

COMPANY	PRINT NAME	SIGNATURE
HIS Sign	Name: Matt Peev E-MAIL ADDRESS: matt@hissign.com PHONE NUMBER: 202-734-2256	Conference Call
Sunbelt Staffing	Name: Wayne Bridges E-MAIL ADDRESS: wayne.bridges@sunbeltstaffing.com PHONE NUMBER: 813-792-3407	Conference Call
ContextGlobal	Name: Fredrik Starmark E-MAIL ADDRESS: fstarmark@contextglobal.com PHONE NUMBER: 202-200-6300	Conference Call
The Stepping Stone Group	Name: Angela Demers E-MAIL ADDRESS: ademers@thesteppingstonegroup.com PHONE NUMBER: 404-630-9135	Conference Call
Geneva Worldwide	Name: Charlie Higman E-MAIL ADDRESS: chigman@genevaworldwide.com PHONE NUMBER: 212-255-8400 ext 118	Conference Call
Deaf Access Solutions	Name: Kitt Wood E-MAIL ADDRESS: businessdevelopment@deafaccess.com PHONE NUMBER: 202-391-0074 ext. 106	Conference Call
Context Global	Name: Keursten Jourdan E-MAIL ADDRESS: kjourdan@contextglobal.com PHONE NUMBER: 202-200-6300	In Person