



KEAN

ADDENDUM NO. 1

Interpreter Services

Bid No. K24-3-4-1

KEAN UNIVERSITY
1000 MORRIS AVENUE
UNION, NEW JERSEY 07083

DATE OF ADDENDUM: July 11, 2024

The attention of all Bidders is called to the following Addendum from Kean University (the "University"). This Addendum forms part of the Request for Quotation ("RFQ") and modifies the original RFQ specifications and documents dated June 25, 2024.

This Addendum is hereby included in and made a part of the Contract Documents, whether or not attached thereto. All requirements of the original RFQ shall remain in force and effect, except as amended by this Addendum.

The purpose of this Addendum is to:

- (i) amend portions of the RFQ dated June 25, 2024;
- (ii) clarify issues raised in questions submitted by Bidders, as set forth below; and
- (iii) amend Attachment A to the RFQ, the Bid Quotation Form (see Amended Bid Quotation Form at Attachment 1).

Except as amended herein, the original RFQ instructions and specifications shall remain in full force and effect.

I. AMENDMENTS TO RFQ:

1. Section 1 of the RFQ is hereby revised as follows:
The purpose of this Request for Quotation ("RFQ") is to solicit quotations from experienced interpreters to provide services for deaf

and hard of hearing students enrolled at Kean University, **deaf and hard of hearing faculty or staff employed by the University**, and for University events **as deemed necessary**.

2. Section 7.3.1 of the RFQ is hereby revised as follows:

7.3.1 The successful Vendor shall at a minimum, provide Kean University with the following services. Any charges for these services must be noted in the Bid Quotation Form in Attachment A. Any variation from these requirements **MUST** be noted.

- a. Interpreter services for deaf and hard of hearing students enrolled at the University **and deaf and hard of hearing faculty or staff employed by the University**.
- b. Interpreter services for University Events. Examples of University Events include but are not limited to commencement, convocation, lectures, meetings, conferences, educational seminars, concerts, banquets, and social events.

II. QUESTIONS AND ANSWERS:

Question 1. Whether companies from outside USA can apply for this? (like from India or Canada)

A. *No. See section 5.3 of the RFQ.*

Question 2. Whether we need to come over there for meetings?

A. *Meetings may be held on campus.*

Question 3. Can we perform the tasks (related to RFP) outside USA?

A. *No. See section 5.3 of the RFQ.*

Question 4. Can we submit the proposals via email?

A. *Yes. See section 2.3 of the RFQ.*

Question 5. Are you able to provide your incumbent pricing information?

A. *The average hourly rate for our existing contracts is \$73.*

Question 6. Can you please provide the estimated breakdown of spend for Over-the Phone Interpretation (OPI), Video Remote Interpretation (VRI), and On-Site Interpretation (OSI) Services through the duration of the last contract term?

A. *Currently the University only uses OSI. The University does not anticipate using OPI or VRI.*

Question 7. How many minutes of Over-the Phone Interpretation (OPI) Services were billed in the previous year?

A. *The University did not provide Over-the Phone Interpretation (OPI) services in the previous year.*

Question 8. How many minutes of Video Remote Interpretation (VRI) Services were billed in the previous year?

A. *The University did not provide Video Remote Interpretation (VRI) services in the previous year.*

Question 9. How many hours of On-Site Interpretation (OSI) Services were billed in the previous year?

A. *The University did not track this data.*

Question 10. What challenges do departments currently face with Over-the Phone Interpretation (OPI), Video Remote Interpretation (VRI), and On-Site Interpretation (OSI) Services?

A. *The University does not use OPI or VRI. There have not been any challenges with OSI.*

Question 11. Are there any specific requirements regarding the location/base of the interpreters?

A. *See answers to questions 1, 2, and 3 above, and section 5.3 of the RFQ.*

Question 12. Are you able to provide your historically required language list for Interpreter Services?

A. *Historically the University has only used American Sign Language interpreters.*

Question 13. How much notice will be given for a specific On-site request?

A. *The amount of notice will vary by the department making the request.*

For student services during the Fall semester, the Office of Accessibility Services will typically seek to secure interpreters in July. For student services during the Spring semester, the Office of Accessibility Services will typically seek to secure interpreters during the course registration cycle in November.

Question 14. Industry standards are minimums of 2 hour per appointment for onsite interpreters. Your attachment A only shows Rate per hour. How will you know what the minimums will be?

A. *There is no minimum number of hours for onsite appointments.*

Question 15. p. 23, section 7.3

7.3.1 a and b specify interpreting services provided for deaf/hoh students and "University Events"

Does this contract also govern interpreting services provided regularly to Deaf staff/faculty as coordinated by the Office of Human Resources?

A. Yes. Please see amendments to RFQ.

Question 16. pp. 26-32, section 9

These pages do not pertain to individuals submitting bids for this RFQ. The current pool of Kean interpreters are individuals providing services as independent contractors. As such, information sought for regional and district managers, organizational chart etc. do not apply to individuals. Typically, individual interpreters bidding on NJ state school RFQs are required to provide a current resume or CV to establish professional experience. Pp 26-32 apply to interpreter referral agencies or other entities.

Do you prefer that individuals bidding on K24-3-4-1 submit pages 26-32 marked **N/A** or can bids submitted by individuals (e.g. me) omit these pages from our bid submission packet?

A. If there are questions in the Vendor Data Sheet (section 9) that are not applicable to your business, it is acceptable to answer N/A.

Question 17. p. 9-11, section 4.4

Professional ASL interpreters carry liability insurance in the name of the individual interpreter. Please acknowledge. Please also acknowledge that most other insurance requirements noted in this section do not apply to individuals submitting bids.

A. Please refer to section 4.4 of the RFQ. Some requirements may not apply to individuals submitting bids and will be evaluated on a case-by-case basis.

Question 18. p. 33, Attachment A

ibid, does this contract apply to those of us who regularly work for Deaf faculty members? Attachment A specifies "for *Students* enrolled in Kean University's Accessibility Services Program."

A. Yes. Please see Attachment 1 below for the amended bid quotation form.

Question 19. Also on this page, please clarify question 1 under Price Extension.

Individuals providing interpreting services to other NJ colleges and universities negotiate separate contracts at each institution. Are you asking individuals bidding on K24-3-4-1 to extend a "blanket price" for all post-secondary schools in NJ? If so, why?

A. Please refer to N.J.S.A. 18A:3b-6.5 for more information.

Question 20. p. 44, Affirmative Action questionnaire

as above, this questionnaire does not apply to individuals submitting a bid to become/remain a direct hire ASL interpreter/independent contractor at Kean. Will you waive this questionnaire for bidders who are individuals?

A. This requirement is for all vendors and will not be waived.

ATTACHMENT 1 TO ADDENDUM NO. 1, INTERPRETER SERVICES, BID NO. K24-3-4-1

Amended Attachment A

**Kean University
Interpreter Services
Bid No. K24-3-4-1**

QUOTATION FORM

(Company Name)

Vendor to provide Kean University the following pricing set forth in this bid in accordance with the terms and conditions specified herein:

Description	Contract Term (Years 1-3) Rate per hour	Contract Renewals (Years 4-5) Rate per hour
Interpreter Services for Students, Faculty or Staff	\$_____/hr.	\$_____/hr.
Interpreter Services for University Events	\$_____/hr.	\$_____/hr.

Name of individual who will provide Interpreter Services:

Price Extension

Will you extend contract prices to other State Colleges and Universities?

☐ YES ☐ NO

Kean University is a member of the New Jersey Higher Education Purchasing Association (NJHEPA), whose members include the 4-year Public Colleges and Universities, as well as private institutions. The private Universities include Princeton University, Seton Hall University, Rider University, and Monmouth University.

Will you extend pricing to members of NJHEPA?

☐ YES ☐ NO

The Vendor agrees that this quotation shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for

quotations. Upon receipt of written notice of the acceptance of the quotation, Vendor will execute the formal contract within ten (10) days and deliver insurance certificates as per contract terms and conditions.

Pursuant to P.L. 2017, c. 95, please indicate whether the Vendor identifies as any of the following as defined in N.J.S.A. 52:32-19:

☐ Minority-Owned Business ☐ Women-Owned Business ☐ Small Business ☐ Not Applicable

By signing and submitting this Bid Quotation Form, Vendor certifies and confirms that:

1. Vendor has read, understands, and agrees to all terms, conditions, and specifications set forth in Bid No. K24-3-4-1, including all terms and conditions for doing business with the State of New Jersey;
2. Vendor's failure to meet any terms and conditions of the quotation documents shall constitute a breach and may result in suspension or debarment from further State bidding;
3. A defaulting Vendor may also be liable, at the option of Kean, for the difference between the contract price and the price bid by an alternate vendor of the goods or services in addition to other remedies available; and
4. By signing and submitting this Bid Quotation Form, Vendor consents to receipt of any and all documents related to this quotation solicitation and the resulting contract by electronic medium or facsimile.

Respectfully submitted, (Seal required if Quotation is by corporation)

(Name of Company)

(Print Name & Title)

(Authorized Signature)

(Address)

(City, State, Zip)

Telephone Number: _____ Email Address: _____

Date: _____

Note: This Bid Quotation Form must be signed. Not signing this quotation form will be grounds to disqualify.

****END OF BID QUOTATION FORM****