

CHATHAM COUNTY PURCHASING & CONTRACTING DEPARTMENT

ADDENDUM NO. 2 TO RFP 20-0040-4

FOR: TRANSLATION SERVICES FOR CHATHAM COUNTY

PLEASE SEE THE FOLLOWING FOR ADDITIONS, CLARIFICATIONS AND/OR CHANGES:

NOTE: SEE ATTACHED SHEET (1 page) FOR RESPONSES TO ADDITIONAL QUESTIONS RECEIVED.

**PROPOSAL DUE DATE REMAINS:
5PM, TUESDAY, JUNE 30, 2020**

THE PROPOSER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES AND MUST ACKNOWLEDGE RECEIPT OF ADDENDUM.

6/24/20
DATE



ROBERT E. MARSHALL
SENIOR PROCUREMENT SPECIALIST
CHATHAM COUNTY

Additional Questions Received:

1. Q) Standard, industry practice is to have a minimum fee per project. This is because the linguists themselves charge minimum fees, and therefore companies would actually lose money on short translation projects. Should we read your response to Question 12 to prohibit including a minimum fee in our pricing structure?
A) No minimum fee.
2. Q) For 2-hour turnaround translations, would you be amenable to a system that includes having the requestor call a designated, toll-free phone number to alert the vendor that an emergency translation request has been submitted?
A) The County is fine with calling a toll free number for notification on 2 hour turn around.
3. Q) Section IV 4.2.2 states: "Resumes including experience, education, Spanish language proficiency, and certifications relating to Spanish Translation and Interpretation." Will vendors be required to provide interpretation services as well?
A) No interpretation services are needed at this time.
4. Q) Can you please clarify if the projects be text/content translation only, or will the projects require layout work or other desktop publishing?
A) We do not require any lay out work, just content translation.
5. Q) Can you please tell me if the volume is closer to 200 or 300 press releases in a year?
A) 200.