

## Solicitation Amendment No. 002

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<b>To: Prospective Bidder/Offeror:</b>	<b>Date:</b>
	February 14, 2013
<b>Project Title:</b>	<b>Project No.:</b>
Sign Language Interpreter Services and Communication Access Real-Time Translation (C.A.R.T.) Services	13-07
<p>Description of Solicitation Amendment:</p> <p>The Request For Proposal (#13-07) for Sign Language Interpreter Services and Communication Access Real-Time Translation (C.A.R.T.) Services is hereby amended as described herein.</p> <p>1. Attached herein are Questions and Answers as per the Inquiries and Interpretations section of the solicitation.</p>	
<b>Acknowledgement of Amendment No. 002 by:</b>	<b>Date:</b>
<b>Company Name (Bidder/Offerer):</b>	
<b>Signed by:</b>	
<b>Name (Type or Print):</b>	<b>Title:</b>



QUESTIONS AND ANSWERS

REQUEST FOR PROPOSALS (RFP)

PROJECT NO. 13-07

PROJECT TITLE: Sign Language Interpreter Services and Communication Access Real-Time Translation (C.A.R.T.) Services

Date: February 14, 2013

To: Prospective Respondents

From: Houston Community College

Subject: Informational Letter # 1 – Request for Proposals, HCC Project No. 13-07

**Note: These are the answers that HCC provided to let the proposers know that HCC answered based on information that was available.**

**Question #1:** -

Is Remote CART an option, or do all CART services need to be performed on campus?

**HCC Answer:** - Presently, all CART services are being performed on campus.

**Question #2:** -

Do you have in-house CART providers? How many?

**HCC Answer:** - HCC currently has four (4) Part-time captionists on staff.

**Question #3:** -

What are you currently paying outside vendors for CART services performed on campus (hourly rate)?

**HCC Answer:** -

<b>C.A.R.T. Services/Captionist</b>
<b>Regular Time (Per Hour):</b> <b>1 Person: \$ <u>75.00</u></b> <b>2 Persons: \$ <u>75.00</u></b>  <b>Set-up Fee (1/2 : \$37.50 per class)</b>
<b>Overtime (Per Hour):</b> <b>1 Person: \$ <u>75.00</u></b> <b>2 Persons: \$ <u>75.00</u></b>  <b>Set-up Fee (1/2 : \$37.50 per class)</b>
<b>Emergency/Holiday Rate (Per Hour):</b> <b>1 Person: \$ <u>75.00</u></b> <b>2 Persons: \$ <u>75.00</u></b>  <b>Set-up Fee (1/2 : \$37.50 per class)</b>

**Question #4:** -

How many hours of on-site CART did your vendor(s) provide HCC in 2012?

**HCC Answer:** - Requested data is not available at this time.

**Question #5:** -

How many hours of remote cart did your vendor(s) provide HCC in 2012?

**HCC Answer:** - Presently, all CART services are being performed on campus.

**Question #6:** -

Do you need CART for classes only, or do you also need it for events (sports, meetings, commencement, etc.)?

**HCC Answer:** - Communication Access Real Time Translation (C.A.R.T) Services are needed in an office environment, classrooms and at any HCC event that requires the services "as needed".

**Question #7:** - In regards to RFP 13-07 Sign Language Interpreters Services and Communication Access Real Time Translation (C.A.R.T) Services, is a proposer able to bid on any portion of the scope of work or is it necessary that the vendor provide both C.A.R.T and Sign language services?

**HCC Answer:** - The proposer may bid the following:

1. Sign Language Interpreters Services, or
2. Communication Access Real Time Translation (C.A.R.T) Services; or
3. Both Sign Language Interpreters Services and Communication Access Real Time Translation (C.A.R.T) Services

**Question #8:** -

On page 13 of the Request for Proposals, Section B General Requirements for CART Services, the first bullet point reads "at the student's classroom."

Will Houston Community College entertain responses that propose delivery of remote CART services, or only on-site CART services?

**HCC Answer:** - Presently, all CART services are being performed on campus.

**Question #9:** - Is there an incumbent for this project?

**HCC Answer:** - Yes.

**Question #10:** - If there is an incumbent, at what rates are services being provided?

**HCC Answer:** -

<b>Interpreter Services:</b>	<b>All Certifications</b>
<b>Regular Day: (8 A.M.-5 P.M.)</b>	<b>\$ 60.00 Per/Hour</b>
<b>Emergency Day:</b>	<b>\$ 80.00 Per/Hour</b>
<b>Regular Evening: (5 P.M.-8 A.M.)</b>	<b>\$ 80.00 Per/Hour</b>
<b>Regular Weekend: (Friday, 5 P.M.-Monday, 8 A.M.)</b>	<b>\$ 80.00 Per/Hour</b>
<b>Emergency Evening/Weekend:</b>	<b>\$ 100.00 Per/Hour</b>
<b>Holidays:</b>	<b>\$ 100.00 Per/Hour</b>
<b>Court Certified Interpreter</b>	<b>\$ 100.00 Per/Hour</b>

Note: Please see answer to Question #3 for the rates for CART services.

**Question #11:** - The Schedule of Fees contained in Houston Community College’s RFP specifies pricing by Level of Interpreter. Can you elaborate? By what criteria are HCC assessing the “level” of each respective interpreter?

**HCC Answer:** - Solicitation Amendment 001 addresses and clarifies the above question. Information regarding the “level” of each respective interpreter is obtained from The Department of Assistive and Rehabilitative Services (DARS) and The Department of Health and Human Services (DHHS) and also Medicaid Reimbursement.

**Question #12:** - Can HCC provide an estimated volume for this project, either in total dollar amount or in estimated hours of interpreting and/or CART services to be provided by the vendor?

**HCC Answer:** - Requested data is not available at this time.

**Question #13:** - Who will be in charge of administering and paying for the drug/alcohol testing required?

**HCC Answer:** - The proposer is responsible for the administration and payment of drug/alcohol testing.

**Question #14:** - In section 3.7, A question asks, "What type of benefits do you provide to your personnel?" Can you please expand on what you mean by benefits? Does this mean health insurance? 401K plans, etc.?

**HCC Answer:** - Yes.

**Question #15:** - In Attachment No.1, section 2, Summary of Requirements, are the requirements all inclusive? Or is it minimum one?

**HCC Answer:** - Yes, the Summary of Requirements are inclusive.

**Question #16:** -

Who is supposed to fill out Attachment #6? Us, as the contractor, or the small businesses we are reaching out to in order to do our good faith effort?

**HCC Answer:** - The proposer is required to complete Attachment No. 6.