

STATE OF HAWAII
DEPARTMENT OF EDUCATION
PROCUREMENT & CONTRACTS BRANCH

December 14, 2012

ADDENDUM A

TO

REQUEST FOR PROPOSALS

RFP NO. RFP F12-155

INTERPRETIVE SERVICES FOR THE
DEAF AND HARD-OF-HEARING STUDENTS

DEPARTMENT OF EDUCATION

KAUAI COMPLEX AREA

Questions and Answers

1. The rate of pay per hour states "\$51 an hour" in a few places, is this the rate in which you are seeking to get per hour, or is it an example?

A) This is the flat rate of pay.

2. Please clarify on your cancellation policy. If canceled within 24 hours, will the 1 hour cancellation rate of pay be applied? What if an interpreter arrives without being notified?

A) If the DOE fails to notify the provider of cancellation before they arrive on site for services, then provider may bill DOE for one (1) hour of service.

3. Is Automobile Liability a MUST requirement or can a company still respond to the solicitation if it does not meet the automobile liability requirement? Our company works with independent contractors which are required to have automobile insurance however; we do not keep record of that on file. Would a copy of their automobile insurance be sufficient?

A) If awarded a contract, award is conditioned upon receipt of items that would include a current certificate of insurance (Acord form) that reflects the contract coverage and limits requirements. This requirement, where appropriate, would also apply to any subcontractors.

If any subcontractor is involved in the performance of the contract, the insurance policy or policies shall name the subcontractor as additional insured.

As an alternative to the Contractor providing insurance to cover operations performed by a subcontractor and naming the subcontractor as additional insured, Contractor

may require subcontractor to provide its own insurance which meets the requirements herein. It is understood that a subcontractor's insurance policy(ies) are in addition to the Contractor's own policy or policies.

4. If we are unable to attend the orientation, will this result in other applicants being favored over people who do not attend? Will information given at the orientation be sent out to applicants that do not attend?

A) Interested parties are encouraged to attend the orientation, however attendance was not mandatory. Any questions or substantive matters raised at the orientation are included in this addendum to the solicitation.

5. Time sheets are mentioned in the reporting requirements, is this something that is for internal purposes only? Will the contractor be expected to provide the time sheets to the interpreter and maintain that for our files? Will this need to be submitted with invoices?

A) Timesheets are for internal purposes and are kept on site.

6. Please elaborate on your service log expectations.

A) If and when interpreters are given computer access to service logs they will be required to enter them.