

## LANGUAGE SERVICES - IFB 2015

### AMENDMENTS

**Amendment to: Section I, Procurement Information and Requirements, Paragraph D, Timetable, page #3,** is amended as below to allow for additional time for preparation of Offeror proposals:

- **Section I, paragraph D, page #3, Original**

Issuance of Request for Proposal – 9/3/2015  
Final Date for Receipt of Letter of Intent – 9/27/2015  
Questions Due – 9/24/2015  
Official Responses to Questions (on or about) – 10/11/2015  
Proposal Due Date – 11/5/2015 (3:00p.m. est)  
Approximate Notification of Award(s) – 3/24/2016  
Start Date of Contract – 7/11/16

- **Section I, paragraph D, page #3, Amended**

Issuance of Request for Proposal – 9/3/2015  
Final Date for Receipt of Letter of Intent – 9/27/2015  
Questions Due – 9/24/2015  
Official Responses to Questions (on or about) – 10/11/2015  
Proposal Due Date – 11/13/2015 (3:00p.m. est)  
Approximate Notification of Award(s) – 3/24/2016  
Start Date of Contract – 7/11/16

**Amendment to: Section I, Procurement Information and Requirements, Paragraph G, page # 4,** is amended as below, to add an additional Secondary point of contact (to the Offeror)

- **Section I, paragraph G, page # 4, Original**

The Secondary point of contact (to the Offeror) is:

Laurie Eckert, Bureau of Contract Management  
NYS Office of Temporary and Disability Assistance  
40 North Pearl Street, 12th Floor, Section D  
Albany, NY 12243  
(518) 408-3784; fax (518) 474-3555  
E-mail Address: Laurie.Eckert@otda.ny.gov

- **Section I, paragraph G, page # 4, Amended**

The Secondary points of contact (to the Offeror) are:

John Binseel, Bureau of Contract Management  
NYS Office of Temporary and Disability Assistance  
40 North Pearl Street, 12th Floor, Section D  
Albany, NY 12243

(518) 474-7091; fax (518) 474-3555  
E-mail Address: John.Binseel@otda.ny.gov

Michael Barber, Bureau of Contract Management  
NYS Office of Temporary and Disability Assistance  
40 North Pearl Street, 12th Floor, Section D  
Albany, NY 12243  
(518) 473-5683; fax (518) 474-3555  
E-mail Address: Michael.Barber@otda.ny.gov

**Amendment to: Section I Procurement Information and Requirements, Paragraph H, page # 4** – the first two (2) paragraphs have been amended as below, to clarify the bid proposal submission requirements

• **Section I, Paragraph H, Page # 4, Original:**

Proposals must be signed by an official authorized to bind the Offeror to its provisions.

To be eligible, each Offeror is required to submit three separate sections, as follows:

- Cover Sheet/Executive Summary, including necessary forms from Appendix C
- One original and three (3) copies of the technical proposal,
- One original and three (3) copies of the cost proposal, and
- One original and three (3) copies of the sample translations.
- Submit ONE original and three copies of EACH of the sections outlined above on SEPARATE CDs/thumb drives; an acceptable format is Adobe PDF. The CD/thumb drive copies of EACH of the Sections described herein should be representative copies of the original documents, including signatures, and must be in one file on each CD/thumb drive.

• **Section I, Paragraph H, page # 4, Amended:**

Proposals must be signed by an official authorized to bind the Offeror to its provisions.

To be eligible, each Offeror is required to submit four separate sections, as follows:

- Cover Sheet/Executive Summary, including necessary forms from Appendix C;
- One original and three (3) paper copies of the technical proposal;
- One original and three (3) paper copies of the cost proposal; and
- One original and three (3) paper copies of the sample translations.
- Submit ONE original and three paper copies of EACH of the sections outlined above, plus a total of four (4) separate CDs/thumb drives, one (1) CDs/thumb drive of each section, as follows:
  - CD/thumb drive # 1 - Cover Sheet/Executive Summary;
  - CD/thumb drive # 2 - Technical proposal including signatures;
  - CD/thumb drive # 3 - Cost proposal including signatures and Appendix C forms;
  - CD/thumb drive # 4 - Sample translations.

The CD/thumb drive copies of EACH of the Sections described herein should be complete and accurate copies of the original documents, including signatures

**Amendment to: Section I, Procurement Information and Requirements, Paragraph H, page # 5**, third sub-paragraph, is amended as below, to correct a typographical error in the bid proposal due date

- **Section I, Paragraph H, Number 3, Page # 5 Original:**

3. All proposals must be received by mail, hand delivery, courier service, FEDEX, DHL, or UPS delivery by 3pm Eastern Standard Time on August 7, 2015.

Proposals should be transmitted with the following information clearly displayed on the exterior of the box or mailer packaging:

Offeror's name and address

"Language Services RFP"

Proposal Due Date

Proposal Type: 1. Cover sheet/Executive Summary, 2. Technical Proposal, 3. Cost Proposal, and 4. Sample Translations

- **Section I, Paragraph H, Number 3, Page # 5 Amended:**

3. All proposals must be received by mail, hand delivery, courier service, FEDEX, DHL, or UPS delivery by 3pm Eastern Standard Time on November 5, 2015.

Proposals should be transmitted with the following information clearly displayed on the exterior of the box or mailer packaging:

Offeror's name and address

"Language Services RFP"

Proposal Due Date

Proposal Type: 1. Cover sheet/Executive Summary, 2. Technical Proposal, 3. Cost Proposal, and 4. Sample Translations

**Amendment to: Section IV Evaluation Criteria, Paragraph B, Subparagraph I, page # 25 - 26** is amended as below, to clarify that while the use of MemoQ software is preferred, any software with similar functionality is acceptable, and to also clarify that the lack of an M/WBE Subcontracting Utilization Plan may result in disqualification

- **Section IV, Paragraph B, Subparagraph I, Page # 25-26, Original:**

- B. Four-Part Evaluation Process Description

- I. Prescreening

Prior to the complete review and scoring process, a preliminary screening will be conducted to determine if any applications will be disqualified from review. The Offeror will be advised of disqualification by OTDA.

This disqualification will be based on any of the following criteria:

- \*Absence of documentation that the business is at least 5 years old. (DBA or incorporation papers to confirm),
- \*Absence of evidence of full time staff (check box, documented by staffing plan),
- \*Lack of capacity to use MemoQ (documented in work plan narrative describing use of MemoQ),
- \*Absence of evidence that “clean” and “unclean” translations would be provided to OTDA, or
- \*OTDA also reserves the right to consider late submissions as non-responsive, and will disqualify for the lack of an M/WBE Subcontracting Utilization Plan.

Once the prescreening is complete, those applications not disqualified or deemed non-responsive will continue through the review and selection process as described below.

- **Section IV, Paragraph B, Subparagraph I, Page # 25-26, Amended:**

- B. Four-Part Evaluation Process Description

- I. Prescreening

Prior to the complete review and scoring process, a preliminary screening will be conducted to determine if any applications will be disqualified from review. The Offeror will be advised of disqualification by OTDA.

This disqualification will be based on any of the following criteria:

- \*Absence of documentation that the business is at least 5 years old. (DBA or incorporation papers to confirm),
- \*Absence of evidence of full time staff (check box, documented by staffing plan),
- \*Lack of capacity to use MemoQ or software with similar functionality (documented in work plan narrative describing use of MemoQ or software with similar functionality),
- \*Absence of evidence that “clean” and “unclean” translations would be provided to OTDA, or
- \*OTDA also reserves the right to consider late submissions as non-responsive, and may disqualify for the lack of an M/WBE Subcontracting Utilization Plan.

Once the prescreening is complete, those applications not disqualified or deemed non-responsive will continue through the review and selection process as described below.