

**CITY OF NEWTON, MASSACHUSETTS  
PURCHASING DEPARTMENT**  
[purchasing@newtonma.gov](mailto:purchasing@newtonma.gov)  
Fax (617) 796-1227

February 2, 2024

**ADDENDUM #1  
INVITATION FOR BID #24-44**

<b>TRANSLATION SERVICES FOR NEWTON PUBLIC SCHOOLS</b>
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THIS ADDENDUM IS TO: ANSWER THE FOLLOWING QUESTIONS.

**Q1. Is there a minimum MBE participation requirement?**

**A1. No.**

**Q2. In that case, is there a procedure in place to request a waiver?**

**A2. N/A.**

**Q3. Can we submit our bid electronically?**

**A3. No.**

**Q4. Is this bid issued under the statewide contract PRF75?**

**A4. No. You do not have to be an approved vendor for PRF75.**

**Q5. Should we submit a signed copy of the Debarment Letter (page 13)? It seems to be required from the awarded vendor only.**

**A5. Yes, this is a requirement with the bid submittal.**

**Q6. What is the estimated value/budget of the contract?**

**A6. \$150,000.**

**Q7. Could you please share past usage statistics broken down by service and language?**

**A7. We do not track this.**

**Q8. What is the name of the incumbent(s) and their contract number(s)?**

**A8. Lingolet, Inc., Contract C-4018.**

**Q9. Did the incumbent cover every single assignment successfully?**

**A9. For the most part, yes.**

**Q10. What challenges have you faced with a similar scope of work from vendors you worked with?**

**A10. We did have some invoicing challenges in the beginning.**

**Q11. In order for the incumbent not to have an advantage over the other bidders, could you please provide the incumbent rates for each of the services requested in this solicitation.**

**A11. \$0.14 - \$0.19 per word**

**Q12. If there is no incumbent, please describe how you are obtaining these services up to now and what you are paying for the service.**

**A12. N/A**

**Q13. In what formats are the documents to be translated? Are there InDesign files?**

**A13. Some. Also, Microsoft Word, Adobe Acrobat and Google Docs.**

**Q14. What is the average number of words in a document needing translation?**

**A14. Varies. 1 page to up to 100 pages.**

**Q15. Will Desktop Publishing and Graphic Design services be required?**

**A15. No.**

**Q16. Would we be disqualified if we submitted a reference for a client that does not have a contract number with us?**

**A16. No.**

**Q17. Would we be disqualified if the total contract value of one of our references is significantly lower than the scope of the solicitation due to the client usage being less than anticipated?**

**A17. No.**

**Q18. In your bid it is written:**

*Massachusetts law requires all employees who work on Massachusetts public works construction sites must have no Less than 10 hours of OSHA-approved safety and health training. See M.G.L. c.30, §39M( c), M.G.L. c.30, §39S(a)(1), M.G.L. c.149, §44E(2) & M.G.L. c.149, §44F(2)*

**But I am registered as an S-Corporation under the State of Florida. Am I therefore eligible to apply?**

**A18. This language relates to public work construction projects only.**

**Q19. Is Insurance mandatory when submitting the bid or only after the contract is awarded? If after, within how long?**

***INSURANCE REQUIREMENTS***

*The Contractor shall provide insurance coverage as listed below. This insurance shall be provided at the Contractor's expense and shall be in full force and effect during the full term of this Contract.*

**A19. Insurance is only required when the City issues the contract.**

**Q20. What is the Addenda Number(s) ?**

**A20. The number of addenda issued against any IFB should be acknowledged. Addendum #1 is and will be the only addendum issued against this bid.**

**Q21. You wrote that:**

*The term of the awarded contract shall extend from March 1, 2024, through February 28, 2025.*

**But you also mentioned that:**

*A contract will be awarded within sixty (60) days, Saturdays, Sundays, and legal holidays excluded, after the opening of bids.*

So if bid openings happen on 02/15/24, the contract shall start around the end of April not March 1<sup>st</sup> correct? Please clarify.

**A21. A contract will be awarded within 60 days. Ideally, March 1<sup>st</sup> but that could change. No later than April 15<sup>th</sup>.**

**Q22. You mentioned that you need Certified translators.**

According to ATA, a certification statement is enough:

<https://www.atanet.org/client-assistance/what-is-a-certified-translation/>

Could you please confirm that you do not need any further certification requirements?

**A22. We do not.**

**Q23. You also mentioned that there is a SECTION C on the Bid Form about ‘Alternates’ but I can not find any. Where is it exactly?**

**A23. There are no alternates on this project.**

All other terms and conditions of the IFB remain unchanged.

**PLEASE ENSURE THAT YOU ACKNOWLEDGE ALL ADDENDA ON YOUR  
BID FORM. FAILURE TO ACKNOWLEDGE ALL ADDENDA COULD  
RESULT IN REJECTION OF YOUR BID AS NONRESPONSIVE.**

Thank you.



Nicholas Read  
*Chief Procurement Officer*