

**CITY OF NEWTON, MASSACHUSETTS
PURCHASING DEPARTMENT**
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February 9, 2024

**ADDENDUM #2
INVITATION FOR BID #24-44**

TRANSLATION SERVICES FOR NEWTON PUBLIC SCHOOLS

THIS ADDENDUM IS TO: ANSWER THE FOLLOWING QUESTIONS.

Q1. Would Newton Public Schools (NPS) be open to extending the deadline for responses? The due date for clarifying questions is six calendar days before the deadline for responses, which might not leave vendors sufficient time to incorporate clarifications from NPS into their response, especially considering the additional time associated with mailing a response.

A1. No.

Q2. This question is regarding the bidder's qualifications and references form on page 8 of the solicitation. Therein the NPS requests a list of all contracts at hand. Would the NPS be willing to waive this list, as preparing a full list of all contracts can be burdensome for a vendor to create? Alternatively, are prospective vendors able to attach a supplementary page?

A2. As noted in IFB, "If necessary, add additional sheet for starred items." You must list a minimum of 4 contracts.

Q3. This question is regarding the certificate of foreign corporation on page 11 of the solicitation. Could the NPS clarify if prospective vendors are required to be registered with the Massachusetts' Secretary of State to submit a response, or if NPS would accept proof of this registration upon notification of award?

A3. If a bidder is not registered to do business in Massachusetts and it wins the bid, it must provide proof of registration and good standing before a contract will be signed.

Q4. This question is regarding the business category information form on page 15 of the solicitation. Would national certifications, such as those issued by the Women's Business Enterprise National Council, or by state and local governments outside of Massachusetts, count as documentation that a vendor fits into one of these categories?

A4. No supporting documentation is needed.

Q5. This question is regarding the requirement for certified translators, first identified on page 26 of the solicitation. Therein NPS indicates that the contract shall provide "qualified, certified translators." Could NPS please clarify what sort of certifications would be acceptable? Please note that the American Translators Association (ATA) currently only certifies translators in certain language pairs, and some indicated in the solicitation are not included in ATA's certifications (e.g. Swahili, Tagalog, or Thai into or from English).

A5. You do not have to provide certifications.

Q6. Under the list of required languages, identified on page 26, of the solicitation, NPS indicates that Cantonese and Mandarin are required languages. Cantonese and Mandarin are spoken Chinese dialects and not written ones. Could NPS please confirm that including these was inadvertent, since Simplified Chinese is already indicated on the list?

A6. Yes, that was inadvertent.

Q7. This question is regarding the requirement for Portuguese, as identified in the scope of services. Could NPS please clarify what particular variant of Portuguese that you are requesting?

A7. Primarily Brazilian Portuguese.

Q8. You wrote that Bids shall be submitted with one (1) original and two (2) copies of the Bid Form and the Rates Spreadsheet.

I assume the ONLY parts that need to be included are the ones below (pages 6-15 filled in of file 2444 Translation Services).

Could you confirm that or should we also print/include the other pages (1-5 and 16-29)?

- **Signed Bid Form, 2 pages (pag.6-7)**
- **Bidder's Qualifications and References Form, 2 pages (pag 8-9)**
- **Certificate of Non-Collusion, 1 page (pag.10)**
- **Certificate of Foreign Corporation, 1 page (pag 11)**
- **Certificate of Tax Compliance, 1 page (pag 12)**
- **Debarment Letter, 1 page (pag 13)**
- **IRS Form W-9, 1 page (pag 14)**
- **Business Category Information Form, 1 page (pag 15)**
- **Excel Spreadsheet "Rates Spreadsheet For Translation Services," 1 page**

A8. Yes.

Q9. All staff provided to NPS will be employees of the Contractor. (refer para 4 of page 26)

As is industry standard and best practice, Language Link utilizes a large pool of independent contractors to provide access to hundreds of languages at affordable rates. Use of these resources is critical and necessary to our ability to provide you with service. Please note that our subcontractors are thoroughly vetted, qualified, and approved before use, and their performance is routinely monitored. They are covered by our insurance policies and Language Link maintains responsibility for their work as our own. We do not outsource any portion of work other than what we partner with our independent linguists on; all other tasks are performed at Language Link.

Requesting you to clarify clauses above and make necessary changes in RFP document.

A9. We realize that bidders may need to call on independent contractors for certain languages. In that case, it is okay to use an independent contractor as long as they are partnered with the vendor and not Newton Public Schools.

Q10. Contractor must provide a full list of languages for which they are certified and licensed to provide translation services. (refer clause 3.3 of page 27).

**We will provide a full list of languages for translation services; however, languages are not certified and licensed. Language companies and linguists are certified and licensed.
Requesting you to clarify clauses above and make necessary changes in RFP document.**

A10. It is the bidder that must be certified.

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.

A handwritten signature in black ink that reads "Nicholas Read". The signature is written in a cursive, slightly slanted style.

Nicholas Read
Chief Procurement Officer