This Addendum contains proposal submission postponement, vendor questions and DOHMH responses.

Except as otherwise stated below and by any prior or subsequent Addenda to the above-referenced small purchase solicitation, which was released on May 18, 2020, the solicitation remains unchanged.

The deadline for proposal submission had been postponed to June 4, 2020 at 2:00 p.m. If you have submitted a proposal prior to receiving this addendum, you may amend your proposal and it will be considered if submitted before the proposal due date.

I. Vendor Questions and DOHMH Responses.

Question 1: Is there an incumbent vendor for this bid? If so, please name the incumbent(s).
   Response 1: The incumbent is Human Touch Translations.

Question 2: If there is an incumbent, at what rates are services being offered?
   Response 2: The current purchase order has a maximum reimbursable amount of $100,000.

Question 3: Was there a previous RFP for these services? If so, can we see that previous RFP document?
   Response 3: DOHMH has not issued a Request for Proposals for these services in the past.

Question 4: We appreciate that NYCDHMH has provided quantities for bidding purposes. Based on historical data and your best projections, how often will work be needed under this contract? Volume of work is one of the factors that contribute to price, so we want to make sure our pricing model reflects the expected volume.
Response 4: DOHMH anticipates between 20 and 40 projects per month.

Question 5: Are the numbers in the pricing annual volumes, total volumes for the contract (3 years’ worth), or arbitrary volumes for the purposes of bidding?

Response 5: As indicated in Attachment B: Price Proposal Form, the quantities listed are estimates for the term of the contract. DOHMH may use more, less or none of the quantities.

Question 6: Given the current conditions surrounding the COVID-19 pandemic, as many of our clients are working remotely, there may be a delay in gathering letters of reference. Is there any possibility of waiving or modifying this requirement?

Response 6: No. Letters of reference supplement the proposer’s demonstration of its experience and quality of services. The proposer’s failure to submit the requested letters does not preclude the proposer from participating in this RFQ.

Question 7: Again, given the conditions surrounding the COVID-19 pandemic, would NYCDHMH consider waiving the requirement for notarized signature for the Iran Divestment Act form?

Response 7: Yes.

Question 8: Would NYCDHMH accept alternative pricing for translation services? In particular, we could offer more cost-effective pricing if we were able to price per language, at least for the common languages. Please let us know if this would be acceptable.

Response 8: No.

Question 9: Could DOHMH share the estimated number of annual words translated per language?

Response 9: DOHMH is unable to project the estimated number of annual words translated per language at this time.

Question 10: Is this RFP for local businesses only or are out of state companies able to bid as well?

Response 10: All qualified NYC Certified M/WBEs can participate in this RFQ.