



August 11, 2026

## ADDENDUM #1

### REQUEST FOR PROPOSALS (RFP) NUMBER: 26-01 INTERPRETATION AND TRANSLATION SERVICES

## IMPORTANT NOTICE

**Please note the following responses to a questions asked by prospective Proposers:**

Question 1: What, if any, issues are you currently experiencing with your current vendors? Have you had any issues with current vendors regarding assignment coverage?

**Answer:** We have had issues with coverage specially for language of lesser diffusion.

Question 2: Can we submit rates for the language services we only provide (e.g., ASL interpreting rates only?

**Answer:** Yes

Question 3: Given the number of languages listed and the possibility that not one vendor can provide all the services needed by Superintendent, will the Superintendent consider awarding multiple vendors?

**Answer:** Yes, as stated in the RFP documents.

Question 4: Will the selected vendor(s) be requested to provide dedicated, full-time K-12 ASL interpreters for classroom placement for the upcoming school year?

**Answer:** No

Question 5: Is this a single vendor award or are you planning on utilizing multiple vendors? If you are awarding multiple vendors, do you know how the work is being distributed amongst them?

How many vendors will be awarded?

**Answer:** At this point in the process, we do not know how many contracts will be awarded. We expect to award to multiple vendors. Work will be distributed based on availability, cost, and response time.

Question 6: Will the Superintendent consider making a separate solicitation/contract for ASL only?

**Answer:** We anticipate executing contracts with multiple vendors for single and/or multiple languages.

Question 7: Do you have an estimated budget, or do you know the annual volume of work?

**Answer:** Between \$10,000 - \$100,000 per fiscal year, which starts July 1 and ends June 30.

Question 8: Is there an incumbent vendor for ASL services? If so, what rates do they provide for each language service? Please provide their rates.

**Answer:** We used multiple vendors; rates vary in accordance with the services provided.

Question 9: Are the current incumbents still under contract or pending optional extension?

**Answer:** We have executed a new short-term contract with a few of the vendors.

Question 10: Have you exercised all renewal options with your existing provider(s)?

**Answer:** No

Question 11: Is the Superintendent only interested in bids that are comparable to the current incumbent rates or rates that will successfully complete contract requirements?

**Answer:** We are looking for quality services at a reasonable cost.

Question 12: Will the Superintendent accept a workers' compensation statement of exemption in its place as most vendors are agencies contracting independent contractors and therefore are not legally required to supply this insurance? If so will the Superintendent provide the waiver for the contractor to fill in and sign?

**Answer:** Can not make a determination at this time.

Question 13: How many contract hours were actually used by the ASL incumbent?

**Answer:** 1500 hours per year

Question 14: What was the total outlay disbursed under the previously awarded contracts?

**Answer:** Information is unavailable at this time.

Question 15: To ensure that potential vendors can submit competitive and comprehensive proposals, we kindly request that you provide the most relevant and available data or information regarding the incumbent rates, services, and past performance percentages.

**Answer:** We used multiple vendors; rates vary in accordance with the services provided.

Question 16: Must vendors respond to all services, or may we select which services we are able to provide (e.g., we can provide over-the-phone interpretation but not onsite interpretation, or translation but not interpretation)?

**Answer:** Vendors can respond to only those services they are able to provide. This does not affect the evaluation process.

Question 17: Does the RFP include any preference or evaluation consideration for certified small businesses, woman-owned businesses, minority-owned businesses, or other disadvantages business enterprises? If so, must the certification be issued or recognized by the State of California?

Answer: No

Question 18: Are authorized, original electronic signatures accepted?

Answer: No

Question 19: What is the past contract ID?

Answer: N/A

Question 20: Section 39 lists five proposal content items while Section 6 lists eight tabbed sections, A through H. Please confirm the required order and tabbing of the proposal.

Answer: Section 39

Question 21: In years past, what were the weekly, monthly, or yearly averages of services supplies on-site? Averages of last-minute requests in the previous contract year?

Answer: Services on site – 400 assignments per year  
Services Virtual – 400 assignments per year  
Last minute requests – 20-30%

Question 22: What is the expect volume of this contract for ASL? What is the total number of hours for this contract, are there any challenges you anticipate?

Answer: 1500 hours per year

Question 23: What percentage of your interpreting rates are for emergency needs?

Answer: The percentage depends on the different vendor rates.

Question 24: What percentage of your service requests are for after-business hour's needs, i.e., 6 p.m. or later and weekends?

Answer: Between 10 -20%

Question 25: For ASL interpreting services, what is your current need and averages for supplying special interpreting services for the following modes of communication: TACTILE, PRO TACTILE, CDI (Certified Deaf Interpreter- Deaf Interpreters assist hearing interpreters to increase the expression of a signed language for LEP individuals or those with other disabilities other than deafness.) Is the Superintendent open to further advice with these specifications that may require a team of two interpreters to effectively provide communication?

Answer: Yes, our DHH team will make specific requests for different DHH needs and certifications prior to any meeting. For ASL, we usually request a team of two ASL per assignment unless the vendor recommends only one person for small meetings.



Question 26. How many contract hours were actually used by the ASL incumbent?

**Answer:** 263 hours

Question 27: May a proposer submit a proposal for selected service categories—such as real-time captioning/CART, closed captioning, transcription, subtitling, audio description, and written translation—without offering every service listed in the Scope of Work, including oral interpretation, ASL, Certified Deaf Interpreter services, voice-over, and dubbing?

**Answer:** Yes

Question 28: Are certified translators required for any written translation assignments under this RFP? If so, please identify the document types, subject areas, or circumstances for which certification will be required.

**Answer:** Certified translators are not required for routine written translation assignments under this RFP; however, the Superintendent reserves the right to require a certified or otherwise qualified translator for specific documents when deemed necessary due to legal, regulatory, or specialized content. Such requirements, when applicable, will be identified at the time of the assignment.

Question 29: Are remote captioners, transcriptionists, translators, and other personnel who will have no direct or incidental contact with students required to complete California Department of Justice fingerprinting or execute the Criminal Records Check Certification?

**Answer:** No

Question 30: May pricing be adjusted or renegotiated at the beginning of each optional annual renewal period, or must the initial fee schedule remain unchanged throughout all five potential years of the agreement?

**Answer:** This decision will be determined on annual basis.

Question 31: Can you provide us with an accurate volume for this contract? Or past usage?

**Answer:** Not at this time.

Question 32: Does the 40 double-sided page limit apply to the entire submission, or does it exclude Attachment A, the required certification forms, resumes, the organizational chart, Rate Schedule, and the financial statement?

**Answer:** Excludes Attachment A, certification forms, and financial statements.

Question 33: Section 6 requires five bound copies, one unbound copy, and an electronic PDF on a CD or flash drive, while Section 39 states that a complete proposal shall include five copies. Please confirm which one is correct.

**Answer:** Please follow Section 6, Proposal Format.

Question 34: Are any specific company certifications, licenses, or professional credentials mandatory for eligibility, such as ISO, ATA, NAJIT, RID, CDI, CART, or California court interpreter certification?

**Answer:** Yes

Question 35: Does the RFP include any preference or evaluation consideration for certified small businesses, woman-owned businesses, minority-owned businesses, or other disadvantaged business enterprises? If so, must the certification be issued or recognized by the State of California?

**Answer:** No

Question 36: Is a physical office or employee presence in Orange County or Southern California a minimum requirement, an evaluation factor, or requested for informational purposes only?

**Answer:** No

Question 37: For in-person interpretation assignments, may the successful proposer use qualified independent contractors or subcontracted interpreters, or must interpreters be W-2 employees?

**Answer:** Both

Question 38: The RFP requests the number of employees located in Orange County or Southern California — is local presence a mandatory requirement or is it evaluated as a qualitative factor? Would a vendor with no physical presence in California be disqualified?

**Answer:** Local presence is not mandatory but preferred.

Question 39: Financial statement format. Section 6.G requests a financial statement that is either audited or authenticated by a CPA. Our accounting firm has advised that they can provide financial statements for the year ended 12/31/2025, but with a note that no assurance is given, since they are not independent of the preparation and are not engaged in an auditor capacity. Given the compressed timeline between this clarification window and the proposal due date, would OCDE accept a CPA-prepared compilation report, with the required independence disclosure, in place of an audited or independently reviewed statement?

Will the Superintendent accept a CPA-authenticated statement in lieu of a full audit, and will the statement be treated as confidential and exempt from public disclosure?

**Answer:** A financial statement is required. Unless the financial statement is marked "Confidential," it may be released in pursuant to a FOIA or CA PRA request.

Question 40: DOJ fingerprint clearance. Section 29 and the accompanying Notice to Contractors reference fingerprint clearance requirements under Education Code 45125.1 for personnel with contact with students. We want to raise two points relevant to how this applies to our service model. First, our interpreters are independent contractors rather than employees, and the certification form itself is worded around "employees," while Section 29 more broadly references "all assigned personnel." Second, and separately, our interpreters are never alone with students in any case: they are present specifically to facilitate communication between a student or family and OCDE staff, who remain present throughout the assignment. Given both of these, could you confirm whether the fingerprint clearance requirement applies to our interpreters under this contract, and if so, how it should be documented for



contracted (non-employee) personnel? Who pays? Can we use existing DOJ clearances?

**Answer:** Fingerprint requirements apply to services where vendor employee(s) or independent contractor(s) have unsupervised contact with students. The vendor is responsible of payment of all fees related to fingerprinting.

No, existing DOJ clearances on file through another California education agency will not be accepted.

Question 41: Hybrid events. The Scope of Work lists "hybrid events" among the interpretation modalities. Could you clarify what this entails? Specifically, does it mean an in-person event with a remote interpretation component (some attendees in the room, others joining by video), a single event using multiple interpretation modalities simultaneously, or something else?

**Answer:** This means an in-person event with a remote interpretation component (some attendees in the room, others joining by video).

Question 42: Section 6.F invites proposers to list reimbursable items and miscellaneous costs in the Fee/Service Rate Schedule, while paragraph 5 of the Attachment B sample agreement states that any hourly rate shall be inclusive of mileage, travel, incidentals, and similar expenses. Please clarify which provision governs, and confirm whether mileage, travel time, and parking are separately reimbursable or must be built into the quoted hourly rate.

**Answer:** Section 6 F

Question 43: Attachment A Section D, item 21, requests a fee schedule for additional as-needed services. Is this intended to be a separate document from the Section 6.F Fee/Service Rate Schedule, or may a single consolidated fee schedule satisfy both requirements?

**Answer:** Separate document

Question 44: What is the zip code to mail our documents to?

**Answer:** 92626

Question 45: Will hand delivery and courier delivery be accepted, and if so, what are the Purchasing Department's receiving hours and building access instructions on the morning of August 14, 2026? Will a date and time stamped receipt be provided?

**Answer:** Yes, hand delivery and courier deliveries are accepted. The Purchasing Department hours are 7:30 a.m. – 4:00 p.m. PST.

Question 46: Fifteen of the 100 available points are allocated to services previously provided to the Superintendent. How will this criterion be scored for a proposer that has not previously contracted with the Superintendent, and is any portion of those points available to a first-time proposer?

**Answer:** Points will be allocated based on experience

Question 47: Section 8 requires that any exceptions or deviations be segregated under a separate heading. Will taking an exception to a term of the Attachment B sample

agreement reduce a proposer's score under the 15-point criterion covering acceptance of terms and conditions, or render a proposal nonresponsive?

**Answer:** As noted, the Agreement included in the RFP is clearly marked "Sample," and is not the final Agreement. Exceptions will not be noted as non-responsive.

Question 48: The Responsible Use of Artificial Intelligence provisions require human review of all final deliverables. Please confirm that real-time captioning produced by a qualified human captioner, and scheduling or administrative software that does not generate deliverable language content, are outside the scope of the disclosure and human-review requirements.

**Answer:** Yes, the responsible use of artificial intelligence requirements apply only to AI-generated deliverables. Real-time captioning performed by a qualified human captioner, and scheduling or administrative software that does not generate language content delivered to the Superintendent.

Question 49: For each of the last two fiscal years, please provide the volume of American Sign Language interpreting services requested, broken out by month, including the number of requests placed, total interpreter hours delivered, and total expenditure. If a monthly breakdown is not readily available, please provide annual totals together with the Superintendent's estimate of average monthly interpreter hours.

**Answer:** See attached breakdown for FY 25-26

All Project Documents remain unchanged except sections or parts of sections added to, revised, deleted, or clarified by this Addendum.

This Addendum shall be considered part of the Project Documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally herewith. Where provisions of the following supplementary data differ from those of the original Project Documents, this Addendum shall govern and take precedence.

Firms are hereby notified that they shall make any necessary adjustments in their proposal on account of this Addendum. It will be construed that each Firm's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

Sincerely,



Patricia McCaughey  
Executive Director, Business Operations

Attachment

# ASL

| Appt. #    | Scheduled Date/Time | Duration | Language               |
|------------|---------------------|----------|------------------------|
| ED25-472   | 8/19/2025 18:00     | 1        | American Sign Language |
| ED25-489   | 9/4/2025 13:00      | 1        | American Sign Language |
| ED25-444   | 9/8/2025 12:00      | 2        | American Sign Language |
| ED25-444   | 9/8/2025 12:00      | 2        | American Sign Language |
| ED25-514   | 9/18/2025 12:00     | 1        | American Sign Language |
| ED25-514   | 9/18/2025 12:00     | 1        | American Sign Language |
| ED25-563-A | 9/24/2025 9:00      | 6        | American Sign Language |
| ED25-563-B | 9/24/2025 9:00      | 6        | American Sign Language |
| ED25-437   | 9/26/2025 8:00      | 7        | American Sign Language |
| ED25-589   | 10/3/2025 9:45      | 1        | American Sign Language |
| ED25-564   | 10/7/2025 8:00      | 6        | American Sign Language |
| ED25-565   | 10/9/2025 8:00      | 6        | American Sign Language |
| ED25-525   | 10/9/2025 13:00     | 1        | American Sign Language |
| ED26-87    | 10/15/2025 8:00     | 4        | American Sign Language |
| VED25-493  | 10/20/2025 9:00     | 8        | American Sign Language |
| VED25-494  | 10/22/2025 9:00     | 8        | American Sign Language |
| VED25-495  | 10/23/2025 9:00     | 8        | American Sign Language |
| ED25-612   | 10/24/2025 8:00     | 7        | American Sign Language |
| VED25-496  | 10/24/2025 9:00     | 8        | American Sign Language |
| VED25-497  | 10/25/2025 9:00     | 8        | American Sign Language |
| ED25-503   | 10/29/2025 8:30     | 2        | American Sign Language |
| VED25-688  | 11/6/2025 8:30      | 2        | American Sign Language |
| ED25-678   | 11/10/2025 8:00     | 7        | American Sign Language |
| ED25-740   | 11/12/2025 8:00     | 7        | American Sign Language |
| ED25-515   | 11/12/2025 14:30    | 1        | American Sign Language |
| ED25-741   | 11/13/2025 8:00     | 7        | American Sign Language |
| ED25-742   | 11/14/2025 8:00     | 7        | American Sign Language |
| ED25-743   | 11/17/2025 8:00     | 7        | American Sign Language |
| ED25-744   | 11/18/2025 8:00     | 7        | American Sign Language |
| ED25-745   | 11/19/2025 8:00     | 7        | American Sign Language |
| ED25-746   | 11/20/2025 8:00     | 7        | American Sign Language |
| ED25-658   | 11/20/2025 8:00     | 1        | American Sign Language |
| ED25-708   | 12/3/2025 9:30      | 1        | American Sign Language |
| ED25-721   | 12/4/2025 17:50     | 2        | American Sign Language |
| ED25-717   | 12/9/2025 18:00     | 2        | American Sign Language |
| ED25-752   | 12/10/2025 15:00    | 0.5      | American Sign Language |
| ED25-711   | 12/11/2025 12:30    | 2        | American Sign Language |
| ED25-759   | 12/19/2025 10:20    | 1        | American Sign Language |
| ED25-737   | 1/9/2026 9:00       | 3.5      | American Sign Language |



|                                 |                 |            |                        |
|---------------------------------|-----------------|------------|------------------------|
| ED26-49                         | 1/22/2026 8:00  | 1          | American Sign Language |
| ED26-46                         | 1/29/2026 8:00  | 7          | American Sign Language |
| ED25-395-C                      | 2/2/2026 16:30  | 2          | American Sign Language |
| ED26-103                        | 2/19/2026 14:00 | 2.5        | American Sign Language |
| VED26-136                       | 3/4/2026 10:00  | 1.5        | American Sign Language |
| ED26-144                        | 3/4/2026 16:45  | 2          | American Sign Language |
| ED26-164                        | 3/25/2026 9:30  | 2          | American Sign Language |
| ED26-196-A                      | 4/6/2026 17:00  | 5          | American Sign Language |
| ED26-196-B                      | 4/7/2026 17:00  | 5          | American Sign Language |
| ED26-196-C                      | 4/8/2026 17:00  | 5          | American Sign Language |
| ED26-196-D                      | 4/9/2026 17:00  | 5          | American Sign Language |
| ED26-223                        | 4/11/2026 10:30 | 2          | American Sign Language |
| ED26-196-E                      | 4/13/2026 17:00 | 5          | American Sign Language |
| ED26-196-F                      | 4/14/2026 17:00 | 5          | American Sign Language |
| ED26-196-G                      | 4/15/2026 17:00 | 5          | American Sign Language |
| ED26-293                        | 5/8/2026 17:00  | 2          | American Sign Language |
| ED26-255-C                      | 5/23/2026 9:00  | 6          | American Sign Language |
| ED26-341                        | 5/29/2026 10:00 | 2          | American Sign Language |
| ED26-341                        | 5/29/2026 10:00 | 2          | American Sign Language |
| ED26-255-D                      | 5/30/2026 9:00  | 6          | American Sign Language |
| ED26-325                        | 6/1/2026 18:30  | 2          | American Sign Language |
| ED26-325                        | 6/1/2026 18:30  | 2          | American Sign Language |
| ED26-255-E                      | 6/13/2026 9:00  | 6          | American Sign Language |
| ED26-255-F                      | 6/20/2026 9:00  | 6          | American Sign Language |
| ED26-255-G                      | 6/27/2026 9:00  | 6          | American Sign Language |
| ED26-377                        | 6/29/2026 14:00 | 2          | American Sign Language |
| <b>TOTAL ASL HOURS PER YEAR</b> |                 | <b>263</b> |                        |