



## PURCHASING AND SUPPLY SERVICE

Desmond Brown  
Director of Purchasing and Supply Services  
13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952 6560

### RFP PUR27-005 ADDENDUM NO. 2

|                                                                                                                                                                                                                |                                                                                     |                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>ISSUED BY:</b><br><br><b>PRINCE GEORGE'S COUNTY<br/>PUBLIC SCHOOLS</b><br><br><b>OFFICE OF PURCHASING AND<br/>SUPPLY</b><br><br><b>13300 OLD MARLBORO PIKE,<br/>UPPER MARLBORO,<br/>MARYLAND 20772-9983</b> | <b>Date of this Addendum:</b><br><br><b>September 16, 2026<br/>No. of Pages: 11</b> | <b>Proposal Submissions:</b><br><br><b>October 7, 2026<br/>10:00 AM, Eastern<br/>Standard Time</b> |
|                                                                                                                                                                                                                | <b>RFP No.: PUR27-005</b>                                                           | <b>RFP Issuance Date:<br/>July 27, 2026</b>                                                        |
|                                                                                                                                                                                                                | <b>TITLE: WRITTEN TRANSLATION SERVICES<br/>FOR THE IMMERSION PROGRAM</b>            |                                                                                                    |

### TO ALL PROSPECTIVE OFFERORS AND OTHER RECIPIENTS OF SOLICITATION DOCUMENTS

This Addendum is hereby made a part of the Contract Document that will be the basis of the Contract. This Addendum is issued to change the original Solicitation Documents issued July 27, 2026. Prospective Offerors are required to attach this Addendum to your Contract Documents. Receipt of this Addendum must be acknowledged in the Proposal Document (see Appendix A). Failure to do so may subject the Offerors disqualification.

### THE FOLLOWING RFP PROVISIONS ARE HEREBY CHANGED AS FOLLOWS:

#### PROPOSAL SUBMISSION DATE

The Proposal submission due date has changed from September 23, 2026, to October 7, 2026, at 10:00 A.M.



## PURCHASING AND SUPPLY SERVICE

Desmond Brown

Director of Purchasing and Supply Services

13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952 6560

### RFP Questions & Responses for Written Translation Services for the Immersion Program

| Item No. | Questions                                                                                                                                                                                                                                                                                                                                            | Comments                                                                                                                                                                                                                                                                                                     |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1        | Could you provide the estimated annual volume of usage per word?                                                                                                                                                                                                                                                                                     | 70,000 words                                                                                                                                                                                                                                                                                                 |
| 2        | What are the top requested languages, and the percentage of use for each language?                                                                                                                                                                                                                                                                   | Spanish and French equally followed by Mandarin (about 1/3 Mandarin)                                                                                                                                                                                                                                         |
| 3        | Is there a current incumbent contractor providing these services? If so, could you share the current contract number, the incumbent's name, and the total historical spend for the previous period/contract term?                                                                                                                                    | This information should be requested through the Office of General Counsel MD Public Information Act.<br><a href="https://www.pgcps.org/offices/general-counsel/public-information-act-requests">https://www.pgcps.org/offices/general-counsel/public-information-act-requests</a>                           |
| 4        | Regarding MBE status, are out of state certifications allowed?                                                                                                                                                                                                                                                                                       | No. Only those vendors that hold a current certification issued by Maryland Department of Transportation (MDOT), Washington Metropolitan Area Transit Authority (WMATA) and/or recertification issued by Prince George's County Government Supplier Development & Diversity Division (SDDD).                 |
| 5        | Is this a new contract, or is PGCPS currently receiving these services under an existing contract? If the services are currently being provided under an existing contract, will the District disclose the name of the incumbent contractor(s)?                                                                                                      | It is a current contract. This information should be requested through the Office of General Counsel MD Public Information Act.<br><a href="https://www.pgcps.org/offices/general-counsel/public-information-act-requests">https://www.pgcps.org/offices/general-counsel/public-information-act-requests</a> |
| 6        | To assist offerors in estimating staffing requirements and pricing, can PGCPS provide any historical usage information from the most recent school year, such as the number of translation projects completed, total pages translated, total words translated, annual expenditures, or, if available, a breakdown of translation volume by language? | Over 70,000 words translated in French and Spanish                                                                                                                                                                                                                                                           |
| 7        | The solicitation requires offerors to submit translations of Exhibit 1 and Exhibit 2 in Spanish, French, and Simplified Chinese, in addition to previously completed educational/curricular translation samples in those same languages. If an offeror has                                                                                           | Instructional resources similar to curriculum documents would be accepted                                                                                                                                                                                                                                    |



## PURCHASING AND SUPPLY SERVICE

Desmond Brown  
Director of Purchasing and Supply Services  
13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952 6560

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                     |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|    | extensive K-12 educational translation experience but is unable to provide publicly releasable curriculum translation samples in all three required languages due to client confidentiality restrictions, would the offeror still be considered responsive, given that its translation capabilities in all three languages will be demonstrated through the required Exhibit 1 and Exhibit 2 submissions? If so, would PGCPS accept alternative evidence of relevant experience, such as references, project descriptions, or similar documentation demonstrating experience translating K-12 instructional materials? |                                                                                     |
| 8  | Can we clarify whether the Chinese requested/required should be written as Simplified or Traditional?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Simplified                                                                          |
| 9  | Can we clarify the dialect of the intended target audience for French? (Standard European French, Canadian French, African French, or other?)                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Standard European French                                                            |
| 10 | Can we clarify whether standard US Spanish or Mexica Spanish would be the preferred dialect for the requested/required Spanish translation?                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Latin American Spanish                                                              |
| 11 | What is the average cadence of requests daily, weekly, and/or monthly?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Quarterly                                                                           |
| 12 | Are there any TMs, Glossaries, or Style Guides that may be provided upon award?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | No                                                                                  |
| 13 | Does PGCPS anticipate awarding this contract to a single vendor or multiple vendors, and if multiple vendors are selected, how will assignments be allocated?                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Mulitple vendors. Assignments will be allocated based on quality and speed of work. |
| 14 | What is the anticipated annual budget or historical annual spend for these written translation services?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$100,000                                                                           |
| 15 | What is the anticipated Notice of Award date and expected operational start date?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | TBD                                                                                 |



## PURCHASING AND SUPPLY SERVICE

Desmond Brown  
Director of Purchasing and Supply Services  
13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952 6560

|    |                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                       |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16 | What is the typical word count/page count for a written translation request?                                                                                                                                                                                                                         | 17,000 words per contract                                                                                                                                                                                                                                                                             |
| 17 | How much do you spend on document translation in a year?                                                                                                                                                                                                                                             | \$80,000-\$100,000                                                                                                                                                                                                                                                                                    |
| 18 | How many words do you translate in a month?                                                                                                                                                                                                                                                          | 7,000                                                                                                                                                                                                                                                                                                 |
| 19 | Please provide incumbent(s) and incumbent(s)'s rates.                                                                                                                                                                                                                                                | Vendors requesting contract information must submit a request through the Office of General Counsel MD Public Information Act.                                                                                                                                                                        |
| 20 | Please provide historical volumes.                                                                                                                                                                                                                                                                   | Approx. 70,000 words per year                                                                                                                                                                                                                                                                         |
| 21 | Please provide breakdown by language (Spanish, French and Chinese Mandarin).                                                                                                                                                                                                                         | Majority of work is Spanish and French equally, 1/3 of that volume is Mandarin Chinese                                                                                                                                                                                                                |
| 22 | Please provide historical spend.                                                                                                                                                                                                                                                                     | Up to \$100,000                                                                                                                                                                                                                                                                                       |
| 23 | Please provide projected volumes.                                                                                                                                                                                                                                                                    | Approx. 70,000 words per year                                                                                                                                                                                                                                                                         |
| 24 | Please provide projected budget.                                                                                                                                                                                                                                                                     | Up to \$100,000                                                                                                                                                                                                                                                                                       |
| 25 | How many awards do PGCPs plan to award?                                                                                                                                                                                                                                                              | Up to 5 awards based on quality of work and scores on rubric.                                                                                                                                                                                                                                         |
| 26 | As per 8. Contract Type (p. 3), are vendors still required to contract with MBE firms if vendors have the required expertise? If vendors are required to contract with MBE firms, are vendors required to contract with MBE firms prior to bid submission? Where are vendors to list such MBE firms? | 1. Yes, vendors are still required to contract with MBE firms if vendors have the required expertise. 2. The apparent low bidder within ten (10) working days from notification shall submit a Schedule of Participation of MBE's. 3. The vendors will use Attachments 4 and 5 to list the MBE firms. |
| 27 | Are vendors required to list their PGCPs iSupplier ID Numbers in Transmittal Letters? Or can a PGCPs iSupplier ID Number be obtained upon award only. If upon award, are vendors to list N/A in Transmittal Letters?                                                                                 | Yes, vendors must include their PGCPs iSupplier ID Number in the transmittal letter. If a vendor does not yet have an iSupplier ID Number, it is their responsibility to register their business directly with PGCPs.                                                                                 |
| 28 | Will PGCPs provide Attachment A in Excel format? C. Volume III – Cost Proposal (p. 6) requires the submission of Attachment A in Excel format.                                                                                                                                                       | Proposers shall submit pricing on the provided Attachment "A" Cost Proposal Form. Excel format is not required.                                                                                                                                                                                       |
| 29 | As per C. Volume III – Cost Proposal (p. 6), are vendors allowed to submit their D&B reports in lieu of financial statements?                                                                                                                                                                        | No D&B reports will be accepted in lieu of financial reports. The Proposer shall demonstrate its financial stability. The Offeror shall include a fiscal integrity /                                                                                                                                  |



## PURCHASING AND SUPPLY SERVICE

Desmond Brown  
Director of Purchasing and Supply Services  
13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952 6560

|    |                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                   |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                                                                                                                                                                                                                                                                                                                             | financial statement for the last two calendar years. If the Offeror has not had its financial statements audited by an independent accounting firm, the Offeror must submit such un-audited financial statements. |
| 30 | Are SAMPLE TRANSLATIONS. 5.1. PGCPS-provided Sample Translations to be included in Volume I, Tab C?                                                                                                                                                                                                                                                                         | Yes. PGCPS-provided Sample Translations shall be provided in Volume I, Tab C.                                                                                                                                     |
| 31 | Are SAMPLE TRANSLATIONS. 5.2. Respondent-provided Approved Work Translations to be included in Volume I, Tab C?                                                                                                                                                                                                                                                             | Yes. Respondent-provided Sample Translations shall be provided in Volume I, Tab C.                                                                                                                                |
| 32 | Are answers to 6.0. TECHNICAL RESPONSE to be included in Volume I, Tab C?                                                                                                                                                                                                                                                                                                   | Yes. Technical Responses are to be included in Volume I, Tab C.                                                                                                                                                   |
| 33 | As per 6.2 Experience and Qualifications, 3., what certifications and how many are agencies to submit? Are agencies to submit certifications that agencies hold? Are agencies to submit certifications that their translators hold? If the latter, please specify how many per language.                                                                                    | Submit the certifications that agencies hold. Submitting certifications that translators hold is optional and can be generalized (translators hold certificates in.....)                                          |
| 34 | As per 6.5. MBE, vendors are to provide such information in their technical proposal. Are vendors to include their responses to 6.5. MBE in Volume I, Tab C, or Volume II. If in Volume I, Tab C, what are vendors to list then under Volume II?                                                                                                                            | MBE responses shall be submitted with technical proposal in Envelope One as Volume II, not Volume III.                                                                                                            |
| 35 | As per 24. STATE OF MARYLAND CERTIFICATE OF GOOD STANDING (p. 24), may vendors submit their State of Maryland Certificates of Good Standing or other State of Maryland issued documentation verifying the offeror is in Good Standing with the Department of Assessment and Taxation of Maryland and/or registered to do business in the State of Maryland upon award only? | The State of Maryland Certificate of Good Standing is due upon submission of proposal.                                                                                                                            |



## PURCHASING AND SUPPLY SERVICE

Desmond Brown

Director of Purchasing and Supply Services

13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952 6560

|    |                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                               |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 36 | Is Appendix A to be included in Volume I as the first item?                                                                                                                                                                                                                                                                                                                              | Appendix "A" is to be submitted with all Appendices in Envelope One as Volume IV.                                                                                                                                             |
| 37 | Are vendors allowed to list N/A in Appendix A under REGISTERED MARYLAND OFFEROR NUMBER and provide REGISTERED MARYLAND OFFEROR NUMBER upon award only?                                                                                                                                                                                                                                   | Yes, vendors can list N/A in Appendix "A" under Registered Maryland Offeror Number. However, if a vendor does not yet have an iSupplier ID Number, it is their responsibility to register their business directly with PGCPS. |
| 38 | As per Appendix F, are vendors allowed to submit with their bids their certificates of insurance on Acord forms without listing The Board Of Education of Prince George's County as Additional Insured? Are vendors allowed to submit Acord forms listing The Board Of Education of Prince George's County as Additional Insured upon award only?                                        | Proposers are to provide insurance information in accordance with Appendix F.                                                                                                                                                 |
| 39 | As per Appendix F, will PGCPS accept lower limits under Commercial General Liability Aggregate of \$3mn provided that vendors can show on their Acord forms coverage under Umbrella Liability where both Each Occurrence and Aggregate exceed \$3mn?                                                                                                                                     | Proposers are to provide insurance information in accordance with Appendix F.                                                                                                                                                 |
| 40 | Are vendors allowed to furnish Appendix I to the Comptroller of the Treasury upon award only?                                                                                                                                                                                                                                                                                            | No. Proposers shall submit Appendix I with proposal submission.                                                                                                                                                               |
| 41 | Will PGCPS change the unit of measurement for translation from per page to per word to make it consistent with industry standards? This change is especially important since the number of words per page varies greatly. If PGCPS decides to keep the per page pricing, please advise the number of words per page for Primary Documents, Intermediate, and Content-Specific/Secondary. | Per word is acceptable                                                                                                                                                                                                        |
| 42 | Does the translation include formatting, or desktop publishing, or DTP? If not, where are vendors to list their DTP rates? The industry standard is to charge for DTP by the hour.                                                                                                                                                                                                       | All translations should be returned in ready to use formats that exactly match the original documents. DTP rates are not required for this application.                                                                       |



## PURCHASING AND SUPPLY SERVICE

Desmond Brown

Director of Purchasing and Supply Services

13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952 6560

|    |                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                        |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 43 | Are translations to be localized? Please specify the localization for French and Spanish.                                                                                                                                                         | French should be standard European French and Spanish should be Latin American Spanish.                                                                                                                                                                                                                |
| 44 | Where are vendors to list their minimums, and after-hour charges? Attachment A lists expedited fees only. Document Translation Minimum Fee is charged when the combined word count multiplied by the price per word is less than the minimum fee. | provide an additional price sheet to show cost for items not listed on Attachment A.                                                                                                                                                                                                                   |
| 45 | Are vendors allowed to list % for their after-hour charges? As per the industry standard, a specified % is added to the standard rate.                                                                                                            | No. We do not accept after-hour charges. There should be no need for after hours work.                                                                                                                                                                                                                 |
| 46 | Is there an incumbent currently providing these services? If so, can you share the rates?                                                                                                                                                         | There is an incumbent. This information should be requested through the Office of General Counsel MD Public Information Act. <a href="https://www.pgcps.org/offices/general-counsel/public-information-act-requests">https://www.pgcps.org/offices/general-counsel/public-information-act-requests</a> |
| 47 | Based on historical data from past years and projections for 2026: What is the approximate volume of work needed per language ? If the data per language is not available, please provide any volume breakdowns you have.                         | 70,000 words in French and Spanish. 20,000 words in Mandarin Chinese.                                                                                                                                                                                                                                  |
| 48 | What challenges have you faced with similar scope of work from vendors you worked with?                                                                                                                                                           | Our biggest challenge has been turn around times on large projects.                                                                                                                                                                                                                                    |
| 49 | What file types, content type, etc. will be submitted for translation?                                                                                                                                                                            | File types can include GoogleSlides, GoogleWord documents, and PDFs                                                                                                                                                                                                                                    |
| 50 | Is there a budget allocated to this contract? If yes, how much?                                                                                                                                                                                   | Up to \$100,000                                                                                                                                                                                                                                                                                        |
| 51 | Are you looking for Simplified Chinese or Traditional Chinese?                                                                                                                                                                                    | Simplified Chinese                                                                                                                                                                                                                                                                                     |
| 52 | Do you expect to award this solicitation to one or to multiple vendors?                                                                                                                                                                           | PGCPS reserves the right and discretion to award multiple contracts for services provided under this solicitation.                                                                                                                                                                                     |
| 53 | If there is a current incumbent, could you please provide their current rates so we know in advance if we can submit a competitive offer?                                                                                                         | Vendors requesting contract information must submit a request through the Office of General Counsel MD Public Information Act.                                                                                                                                                                         |



## PURCHASING AND SUPPLY SERVICE

Desmond Brown

Director of Purchasing and Supply Services

13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952 6560

|    |                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                       |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 54 | Besides the solicited services, would you consider other available language access services to be requested upon need?                                                                                                                                                                                                                                                         | No. PGCPS has its own office of interpreters.                                                                                                                                                                                                                         |
| 55 | What was your historical spending on these types of services last year?                                                                                                                                                                                                                                                                                                        | \$50,000                                                                                                                                                                                                                                                              |
| 56 | Can you please indicate if, historically, other departments, dependencies or units have taken advantage of your contracts to request services?                                                                                                                                                                                                                                 | No                                                                                                                                                                                                                                                                    |
| 57 | Is there a preference for SBE, WOB, or other disadvantaged businesses?                                                                                                                                                                                                                                                                                                         | Yes, a minority business that holds a certification issued by Maryland Department of Transportation (MDOT), Washington Metropolitan Airport Transportation Authority (WMATA) and recertification issued by Prince George's County Government is able to self-perform. |
| 58 | We observed that point 19. Fingerprinting from Part V: Terms and Conditions states the need of fingerprinting and CPS clearances for all the people that begin working in PGCPS. Since the solicited services are going to be provided remotely, would the fingerprinting be really necessary?                                                                                 | Yes                                                                                                                                                                                                                                                                   |
| 59 | Since the proposal is to be submitted through the eMMA platform electronically, what do you mean by "two envelopes"? Is our proposal meant to be sent in two different PDF files?                                                                                                                                                                                              | The technical proposal shall be uploaded into eMMA as envelope one and the cost/price proposal uploaded as envelope two.                                                                                                                                              |
| 60 | Is there a budget allocated to this contract? If yes, how much?                                                                                                                                                                                                                                                                                                                | Up to \$100,000                                                                                                                                                                                                                                                       |
| 61 | If multiple awards are granted under the contract, what criteria will be used to determine which vendor(s) is/are issued work under the contract, how much work will be issued to each vendor under the contract, and which vendor is issued each assignment of work? How will you ensure there won't be any dormant contracts for those who are willing and ready to perform? | Work will be assigned by score on the rubric, quality of work, and turnaround time.                                                                                                                                                                                   |



## PURCHASING AND SUPPLY SERVICE

Desmond Brown  
Director of Purchasing and Supply Services  
13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952 6560

|    |                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                    |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 62 | Could we mark our financial statements for the last two calendar years in our proposal confidential to avoid public disclosure?                                                                                                                                                                                                                      | Yes.                                                                                                                                                                                                                                                                               |
| 63 | What improvements would you like to see in working with the awarded Language Service company moving forward?                                                                                                                                                                                                                                         | Turnaround time and cost.                                                                                                                                                                                                                                                          |
| 64 | For out-of-state vendors, can State registration be completed upon awarding the contract? Allowing this will not overly restrict the competition pool and allow out-of-state vendors to effectively participate in the Board's contracting opportunity.                                                                                              | No. State registration must be completed upon time of proposal submission.                                                                                                                                                                                                         |
| 65 | Based on historical data, what is the approximate frequency of translation projects and volume per project the Board may have on a monthly or otherwise basis?                                                                                                                                                                                       | Quarterly about 17,000 words                                                                                                                                                                                                                                                       |
| 66 | Is there an incumbent currently providing these services? If yes, please identify them and how long you have been working with them. How much are you currently paying for the services?                                                                                                                                                             | This information should be requested through the Office of General Counsel MD Public Information Act.<br><a href="https://www.pgcps.org/offices/general-counsel/public-information-act-requests">https://www.pgcps.org/offices/general-counsel/public-information-act-requests</a> |
| 67 | Concerning translation, who and how will determine the number of words per page? It is industry standard to quote by word and not by page, since the word count on a page may vary greatly. We would like to ask you to amend this approach to a per word rate.                                                                                      | Per word rate is acceptable                                                                                                                                                                                                                                                        |
| 68 | As per the RFP, some documents may require editing pictures, artwork, and graphs with subtitles, thereby creating a need for desktop publishing to edit them. It is industry standard to bill these services separately; we kindly request consideration to revise the pricing table to include a separate category for Desktop Publishing services. | DTP will be required. We are not requesting DTP rates at this time.                                                                                                                                                                                                                |
| 69 | Will this contract allow a minimum number of words?                                                                                                                                                                                                                                                                                                  | No                                                                                                                                                                                                                                                                                 |



## PURCHASING AND SUPPLY SERVICE

Desmond Brown

Director of Purchasing and Supply Services

13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952 6560

|    |                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                     |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 70 | Is the "Fingerprint Criminal History Background Checks, Child Protective Service Clearances, and Safe Schools Training Requirements" applicable as the translation scope is completely remote?                                                                                                                                                             | Yes                                                                                                                                                                                 |
| 71 | Will Appendix A – Cost Proposal Form be provided to us in an excel format? As the RFP mentions: it needs to be submitted as an excel form - however, the format it was provided on page 51 of the RFP is in pdf.                                                                                                                                           | No. Please use the pricing template as provided.                                                                                                                                    |
| 72 | Are the insurance terms negotiable?                                                                                                                                                                                                                                                                                                                        | No                                                                                                                                                                                  |
| 73 | Will the board need the translated documents in an accessible format? Please advise if we should include pricing for multilingual document remediation services to ensure translated documents comply with the accessibility requirements of the Americans with Disabilities Act (ADA) and Section 508?                                                    | No                                                                                                                                                                                  |
| 74 | RFP Section 5 lists Volume II as Cost Proposal and Volume III as MBE; Section 6 reverses this, and separately places Appendix G (Financial Proposal Form) under Volume IV/Envelope One while Section 8.0 requires it in Envelope Two with the Cost Proposal. Which volume numbering is correct and which volume is Appendix G supposed to be submitted in? | RFP Section 5, Volume II should read Minority Business Enterprise (MBE) and Volume III should read Cost proposal. Appendix G shall be submitted with the Cost proposal in Envelope. |
| 75 | Just clarifying that the fingerprint/CPS/Safe Schools requirement does NOT apply to translators who never physically access PGCPS property and only interact with educators or administrators (i.e., fully remote or freelance linguists performing document translation only)?                                                                            | Just clarifying that the fingerprint/CPS/Safe Schools requirement does apply to all translators.                                                                                    |
| 76 | Can PGCPS provide historical translation volume or spend by language (or page/word counts) for the current or prior contract term, to support accurate per-page pricing?                                                                                                                                                                                   | 70,000 words annually                                                                                                                                                               |



## PURCHASING AND SUPPLY SERVICE

Desmond Brown

Director of Purchasing and Supply Services

13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952 6560

|    |                                                                                                                                                                                                                                                                        |                              |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 77 | Section III.3(g) requires all work to be vetted and approved by the Immersion Programs Office before invoicing, but states no review SLA on the district's side. Is there a defined turnaround commitment for that review (i.e., within 5 business days or two weeks)? | It will occur within 2 weeks |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|

**END OF ADDENDUM NO. 2**