



COUNTY OF ALAMEDA

ADDENDUM No. 3

to

RFP No. 902371

for

IN-PLACE INTERPRETATION AND DOCUMENT TRANSLATION SERVICES

This County of Alameda, General Services Agency (GSA), RFP Addendum has been electronically issued to potential bidders via e-mail. E-mail addresses used are those in the County's Small Local Emerging Business (SLEB) Vendor Database or from other sources. If you have registered or are certified as a SLEB, please ensure that the complete and accurate e-mail address is noted and kept updated in the SLEB Vendor Database. This RFP Addendum will also be posted on the GSA Contracting Opportunities website located at [Alameda County Current Contracting Opportunities](#).

**** BIDDERS MUST USE REVISED EXCEL BID FORM WHEN SUBMITTING BID RESPONSE****

PLEASE NOTE THAT BID RESPONSES ARE NOW DUE ON JANUARY 18, 2024, BY 2:00 P.M



Alameda County is committed to reducing environmental impacts across our entire supply chain. If printing this document, please print only what you need, print double-sided, and use recycled-content paper.

**County of Alameda, General Services Agency – Procurement
RFP No. 902371, Addendum No. 3**

The following Section has been modified to read as shown below. Changes made to the original RFP document are in **bold** print and **highlighted**, and deletions made have a ~~strike through~~.

Page 2 of the RFP, CALENDAR OF EVENTS, has been revised as follows:

CALENDAR OF EVENTS

REQUEST FOR PROPOSAL No. 902371 IN-PLACE INTERPRETATION AND DOCUMENT TRANSLATION SERVICES

EVENT	DATE/LOCATION
Request Issued	November 3, 2023
Networking/Bidders Conference	<p>November 13, 2023, at 10:30a.m. (Pacific Time)</p> <p>TO ATTEND ONLINE: Click here to join the meeting Meeting ID: 286 127 598 853 Passcode: jmNSNg Download Teams Join on the web Or call in (audio only) +1 415-915-3950,,286540553# United States, San Francisco Phone Conference ID: 286 540 553#</p>
Written Questions Due via Email: kachina.handy@acgov.org	November 14, 2023, by 5:00 p.m.
List of Attendees	November 16, 2023
Addendum No. 1 Issued	November 8, 2023
Addendum No. 2 Issued	December 12, 23023
Addendum No. 3 Issued	December 20, 2023 December 29, 2023
Questions & Answers Issued	December 20, 2023 December 29, 2023
Response Due and Submitted through EZSourcing Supplier Portal	January 5, 2024 January 18, 2024 , by 2:00 p.m.
Evaluation Period	January 5 – January 31, 2024 January 18 – February 15, 2024
Optional Vendor Interviews	Week of January 22 , February 5, 2024
Notice of Intent to Award Issued	February 9 15 , 2024
Board Consideration Award Date	March 12 26 , 2024
Contract Start Date	May 1, 2024

NOTE: All dates are tentative and subject to change.

**County of Alameda, General Services Agency – Procurement
RFP No. 902371, Addendum No. 3**

Page 4 of the RFP, (TABLE OF CONTENTS), Attachments, is revised as follows:

ATTACHMENTS

- EXHIBIT A - **BID RESPONSE PACKET**
- EXHIBIT B - **ADDITIONAL CONTRACT PROVISION – FEDERAL PROVISIONS**
- EXHIBIT B-1 **CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS
CERTIFICATION REGARDING LOBBYING (APPENDIX A, 44 C.F.R. PART 18)**
- EXHIBIT C – **HIPPA BUSINESS ASSOCIATE AGREEMENT**

Page 17-18 of the RFP, Section H (EVALUATION CRITERIA/SELECTION COMMITTEE), Item 14(H), is revised as follows:

H.	<p>Methodology:</p> <p>Proposals will be evaluated considering the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> 1. Does the methodology depict a logical approach to fulfilling the requirements of the RFP? <ol style="list-style-type: none"> a) Service Design – Ease of access to interpreters and written translation services and multiple avenues to schedule and obtain services. 2. Does the methodology match and contribute to achieving the objectives set out in the RFP? <ol style="list-style-type: none"> a) Strength of Interpreter Pool – Number of locally qualified interpreters that can provide translation services in-person. b) Multi-Languages Capability – Availability of all or most of the languages listed in the Specific Requirements. 3. Does the methodology interface with the County’s schedule? <ol style="list-style-type: none"> a) Service Availability –24 hours/7 days a week quick and short notice access to interpreters. 	10 Points

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Page 3 of the Bid Response Packet, Form (BIDDER ACCEPTANCE), Item 8, is revised as follows:

~~8. The undersigned acknowledges the following by checking the box:~~

- ~~Bidder is LOCAL to Alameda County and has attached the following documentation to this Exhibit:~~
- ~~▪ Copy of a verifiable business license issued by the County of Alameda or a City within the County; and~~
 - ~~▪ Proof of six months of business residency, identifying the name of the bidder and the local address. Example of proof includes but are not limited to utility bills, deeds of trusts or lease agreements, etc., which are acceptable verification documents to prove residency.~~

Page 15 of the Bid Response Packet, (MINIMUM INSURANCE REQUIREMENTS), is revised as follows:

EXHIBIT C

COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

County of Alameda, General Services Agency – Procurement
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EXHIBIT C

HIPPA BUSINESS ASSOCIATE AGREEMENT



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