



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

**Amendment #3 to Request for Proposals (RFP)
DBM Statewide Language Interpretation Services
Solicitation No. 050B2400001
April 12, 2012**

This Amendment is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been double underlined and marked in bold (ex. **new language**) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1. AMEND KEY INFORMATION SHEET AS FOLLOWS:

Closing Date and Time: Date: ~~April 19, 2012~~ **May 7, 2012** 2:00 PM Local Time

2. AMEND § 1.4. AS FOLLOWS:

1.4 Proposals Due (Closing) Date

An unbound original and five (5) bound or unbound copies of each proposal (technical and financial) shall be received by the Procurement Officer, at the address listed in Section 1.7, no later than **2:00 PM** (Local Time) on ~~April 19, 2012~~ **May 7, 2012** in order to be considered. An electronic version (diskette or CD) of the Technical Proposal in MS Word or Excel format shall be enclosed with the original technical proposal. An electronic version (diskette or CD) of the Financial Proposal in MS Word or Excel format shall be enclosed with the original financial proposal. Ensure that the diskettes are labeled with the RFP title, RFP project number, and Offeror name and packaged with the original copy of the appropriate proposal (technical or financial).

Requests for extension of this date or time will not be granted. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Except as provided in COMAR 21.05.02.10, proposals received by the Procurement Officer after the due date, ~~April 19, 2012~~ **May 7, 2012** at **2:00 PM** (Local Time) will not be considered.

3. AMEND § 2.2 AS FOLLOWS:

- A. Amharic *
- B. Arabic *
- C. Bengali
- D. Burmese *

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45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-7041 • Fax: (410) 974-2585 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay

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- E. Chin **Haka**
- F. Chinese* (Inclusive of Mandarin * and Cantonese *)
- ~~G. Creole~~
- H. Dari
- I. Farsi / Persian
- J. French *
- K. Gujarati
- L. Haitian Creole
- M. Hindi
- N. Korean *
- O. Nepali
- P. Portuguese *
- Q. Romanian
- R. Russian *
- S. Somali
- T. Spanish *
- U. Swahili
- V. Tagalog
- W. Tigrinya
- X. Turkish
- Y. Urdu
- Z. Vietnamese *

4. AMEND § 2.7 AS FOLLOWS:

2.7.1 General Reporting Requirements:

2.7.1.1 The Contractor shall submit all **monthly** reports to the Contract Administrator and the Requesting Agency or Requesting Entity ~~on a monthly basis~~, within 15 days of the last day of the month being reported.

2.7.1.2 Unchanged

~~2.7.1.3 The Contractor shall describe additional reporting capability(s) in their technical proposal; i.e. summary reports for number/timeframe/day of week of requests received: during standard/non-standard hours, for expedited/critical on-site requests, for expedited written requests, during observed holidays, for routine on-site requests, for routine written requests, etc.~~

2.7.1.3 The Contractor shall provide additional reports described in its technical proposal in response to 3.4.7.1.1 in the manner and timeframe as described.

2.7.1.4 The Contractor shall separately summarize, as appropriate, the use of language services by State agencies and by non-State agencies.

2.7.1.5 Annual reports shall be provided by the last day of the month following the final (twelfth) month of each Contract year. e.g., July 31st for a Contract year ending June 30th.

2.7.2.3 Add 5 new monthly report elements and 2 annual report elements to this section, as follows:

- Total number of translation assignments during the month
- Total number of target language words translated for all assignments
- The shortest assignment in terms of the number of target language words translated;
- The longest assignment in terms of the number of target language words translated;
and,
- Average number of target language words translated per assignment (based upon a division of the total number of assignments for the month into the total number of target language words translated.

2.7.2.4 The Contractor shall sum the totals numbers for the twelve months of each Contract year to produce an annual total of:

- Assignments
- Target Language Words translated

In addition, for each Contract year an average number of words translated per assignment shall be calculated. (Divide the yearly number of assignments total into the yearly total number of target language words translated to produce an annual average number of target language words translated per assignment.

5. AMEND § 3.4.7.1.1 AS FOLLOWS:

3.4.7.1.1 The Offeror shall describe in detail its:

- Reporting capability(s) in addition to any report required in Section 2.7; i.e. summary reports for number/timeframe/day of week of requests received: during standard/non-standard hours, for expedited/critical on-site requests, for expedited written requests, during observed holidays, for routine on-site requests, for routine written requests, etc.
- System reporting features and capabilities, and provide illustrative samples.

Issued and authorized by
<signed>
Erin Oliver
Procurement Officer