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T. ELOISE FOSTER
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Deputy Secretary

**Amendment #4 to Request for Proposals (RFP)
DBM Statewide Language Interpretation Services
Solicitation No. 050B2400001
April 16, 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 § 1.2 AS FOLLOWS:

y. **“Point-To-Your-Language” Cards – Two** cards (no smaller than 2” x 3” and no larger than 3” x 5”) that are constructed of a lightweight, but durable material that contain the appropriate translation for “Do You Speak” in (at a minimum) all ~~eleven (11)~~ **twenty-five (25) On-Site Core Languages on one side card (twelve (12) on one side and thirteen (13) on the other side) and at least ten (10) On-Site Non-Core Additional Languages and Dialects on the other side another card. These cards** shall be made available by the Primary Contractor to on-site interpreters, Requesting Agency(s), Requesting Entity(s) and the Contract Administrator.

rr. Non-Core Languages Not Continuously Available – Languages not specified as Core Languages that the Offeror has made available during a limited period of time in terms of hours of the day and/or days of the week

2. AMEND § 2.6.5.4 AS FOLLOWS:

If an Offeror is awarded contracts for more than one service category in accordance with RFP Section 3.5.2 and **Section B** of Attachment E Pricing Instructions, all billings shall reflect the appropriate percentage discount, if any, ~~as entered into the Attachment E Price Form in lines 56 & 57 on Tab 1 (Telephonic), lines 61 & 62 on Tab 2 (On site) and lines 57 & 58 on Tab 3 (Written)~~ **as specified on each tab (Telephonic, On-Site and Written) on the Attachment E Pricing Form.**

3. **In Section 3.5, all the existing wording should be prefaced with “3.5.1” to indicate it will all now be part of 3.5.1. A new Section 3.5.2 will then be added, as follows.**
- 3.5.2 In accordance with Section B of the Attachment E Instructions, if an Offeror submits a proposal for more than one service category (Telephonic, On-Site or Written Document), it may, but is not required to, offer discounted pricing in the event it is awarded contracts in two or more service categories.**

~Effective Resource Management~

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After a review of each Offeror's technical merit in accordance with Section 4.5, qualified Offerors will have their financial proposals opened. If an Offeror has submitted for, and been determined to be qualified for more than one service category, the prices that will be used to determine if the Offeror has submitted the most advantageous offer will be the Attachment E quoted prices, less any quoted discount percentage on Attachment E.

3.5.2.1 If the Offeror is selected for award for more than one service category based upon its quoted percentage discount, all billings under the contracts it performs shall reflect these discounts.

3.5.2.2 If an Offeror is not selected for award in one or more service categories such that it would no longer be possible to obtain multiple contract awards, that Offeror would be considered for contract award for any remaining service category for which it is still in award contention on the basis of its initial financial pricing, without regard for any quoted multiple contract award percentage discount.

- 4. REPLACE ATTACHMENT E (Instructions and Price Form) THAT CAME WITH THE RFP WITH THE NEW ATTACHMENT E.**

Issued and authorized by
<signed>
Erin Oliver
Procurement Officer