

PRICING INSTRUCTION FORM

A(1). Instructions

Offerors are instructed to use the Price Form provided separately as Excel file “Attachment E– Proposal Price Form.” Enter information in only the “yellow” fields in the Price Form. Each tab includes fields for five years (Year 1, Year 2, Year 3, Year 4, and Year 5). All other fields are locked. The Price Form will automatically make the calculations described below in the “blue” fields.

The Financial Proposal is to be completed, signed, and dated by an Authorized Representative for the Offeror. Each tab (Telephonic, Onsite, and Written) includes fields at the bottom of the form for the Offeror’s completion and signature. Offerors are to enter their Company Name, Address, Federal Identification Number, Contact Person, and Phone Number and Email Address for the Contact Person.

Proposing for two (2) or more service categories – As described in Section 1.1.3, an award will be made in each of the three service categories. Offerors can, but are not required to, offer to provide services in each of the three service categories. An Offeror may not make a proposal for any service category contingent upon receiving an award in two or more service categories. This prohibition is different than the request described in Part (B) of these instructions for Offerors to quote a discount percentage if they win more than one service category award.

A(2). Column Descriptions

Column A- Description of Services for each of the Five Years NOTE: For a number of the Column instructions below a description of what that Column represents is included. These descriptions may be the same as, or slightly different than the definitions contained in RFP Section 1.2, but any variations from the definitions are not substantive.

Telephonic Tab: Standard per Minute Rate, Estimated Quantity of Minutes, Extended Total 1, Non-Standard per minute Rate, Estimated Quantity of Minutes, Extended Total 2, and Summarized Total 3.

Onsite Tab: Standard Hourly Rate, Estimated Quantity of Hours, Extended Total 1, Non-Standard Hourly Rate, Estimated Quantity of Hours, Extended Total 2, and Summarized Total 3.

Written Tab: Expedited per Word Rate, Estimated Quantity of Words, Extended Total 1, Non-Expedited Per Word Rate, Estimated Quantity of Words, Extended Total 2, and Summarized Total 3.

Column B, Telephonic and Written Tabs: Core Languages – A specified group of mandatory languages within each service category that Offerors shall be able to provide on a Continuously Available basis (be available 24-hours per day, 7 days per week, 365 days per year basis (366 days in a leap year)). This column includes an Estimated Quantity of Minutes (Telephonic) or Estimated Quantity of Words (Written Document) of translation to be provided.

Column B, Onsite Tab: Core Languages Routine - A specified group of mandatory languages that Offerors shall be able to provide on a Continuously Available basis (be available 24-hours per day, 7 days per week, 365 days per year basis (366 days in a leap year)). Routine Onsite language services are requests sent by the Requesting Agency/Entity to the Primary Contractor with greater than or equal to forty-eight (48) hours notice. This column includes an Estimated Quantity of Hours of translation to be provided.

Column C on Telephonic Tab & Written Tab – Non- Core Languages Continuously Available – At least ten (10) languages not specified as Core Languages that the Offeror has offered to provide on a Continuously Available basis (be available 24-hours per day, 7 days per week, 365 days per year basis (366 days in a leap year)). This column includes an Estimated Quantity of Minutes (Telephonic) or Estimated Quantity of Words (Written Document) of translation to be provided.

Column C on On-site Tab – Core Languages Expedited - A specified group of mandatory languages that Offerors shall be able to provide on a Continuously Available basis (be available 24-hours per day, 7 days per week, 365 days per year basis (366 days in a leap year)). Expedited On-site language interpretation services are requests sent by the Requesting Agency/Entity to the Primary Contractor with less than forty-eight (48) hours but greater than or equal to six (6) hours notice. This column includes an Estimated Quantity of Hours of translation to be provided.

Column D on Telephonic Tab & Written Tab – 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. This column includes an Estimated Quantity of Minutes (Telephonic) or Estimated Quantity of Words (Written Document) of translation to be provided.

Column D on On-site Tab – Core Languages Critical - A specified group of mandatory languages that Offerors shall be able to provide on a Continuously Available basis (be available 24-hours per day, 7 days per week, 365 days per year (366 days in a leap year)). Critical On-site language interpretation services are requests sent by the Requesting Agency/Entity to the Primary Contractor with less than six (6) hours notice. This column includes an Estimated Quantity of Hours of translation to be provided.

Column E on On-site Tab – Non-Core Languages Routine - Languages not specified as Core Languages. Routine On-site language interpretation services are requests that are sent by the Requesting Agency/Entity to the Primary Contractor with greater than or equal to forty-eight (48) hours notice. At least ten (10) languages not specified as Core Languages shall be available. This column includes an Estimated Quantity of Hours of translation to be provided.

Column F on On-site Tab – Non- Core Languages Expedited - Languages not specified as Core Languages. Expedited On-site language interpretation services are requests sent by the Requesting Agency/Entity to the Primary Contractor with less than forty-eight (48) hours but greater than or equal to six (6) hours notice. At least ten (10) languages not specified as Core Languages shall be available. This column includes an Estimated Quantity of Hours of translation to be provided.

Column G on On-site Tab – Non- Core Languages Critical - Languages not specified as Core Languages. Critical On-site language interpretation services are requests sent by the Requesting Agency/Entity to the Primary Contractor with less than six (6) hours notice. At least ten (10) languages not specified as Core Languages shall be available. This column includes an Estimated Quantity of Hours of translation to be provided.

A(3). Description of Price Summarizations

Total Estimated Price (per Year, for each services Tab) – These prices will be automatically calculated by the Excel spreadsheet once the Offeror has entered its prices above.

Total Evaluated Price (for each services Tab) – This price will be automatically calculated by the Excel spreadsheet once the Offeror has entered its prices above.

A(4). Other Pricing Descriptions

On-site Tab – 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 twenty-five (25) On-Site Core Languages on one 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 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. Offerors will enter the Unit price here in Column B. The Estimated Quantity is twenty-five (25). The Excel spreadsheet will calculate the total cost.

Knowledge/Skill-set/Certification Surcharge - If the Contractor is requested to provide an on-site interpreter with a specific, commonly recognized professional certification, a flat percentage surcharge, not to exceed 20%, may be added to the Contractor’s otherwise applicable rate(s).

B. Multiple Contract Award Discount

If a qualified Offeror submits proposals for more than one service category, the Offeror may, but not required to, propose a discount from its individual service category prices if it wins a Contract for more than one service category. If a discount percentage is quoted by an Offeror the proposed discount will be applied to the total evaluated price for five years for the minimum of two service categories covered by the discount. The Offeror may indicate the discount percentage in the indicated area on the price form for one, two or all three combination of service categories proposed, as noted below. These lower (discounted) prices would then be used to determine if the Offeror is selected for award in any service category.

If Awarded Service Categories Telephonic & Written:

Telephonic _____ % discount

Written _____ % discount

If Awarded Service Categories Telephonic & On-site:

Telephonic _____ % discount

On-site _____ % discount

If Awarded Service Categories Onsite & Written:

On-site _____ % discount

Written _____ % discount

If Awarded ALL THREE Service Categories:**Telephonic _____ % discount****Onsite _____ % discount****Written _____ % discount****Two Award Scenario #1**

For example, if Offeror A submits proposals for Telephonic and Written service categories and has an Evaluated 5 Year Contract Price of \$1,000,000.00 for the Telephonic category with a 1.5% discount and \$900,000.00 for the Written category with a 3% discount, the amounts to determine if Offeror A is most advantageous to the State would be \$985,000.00 for Telephonic (\$1,000,00.00 – \$15,000.00 = \$985,000.00) and \$873,000.00 for Written (\$900,000.00 - \$27,000.00 = \$873,000.00)

Three Award Scenario

If Offeror B submits proposals for all service categories and quotes a 7% discount for each service category if it receives all three service categories, then its Total Evaluated Price would be reduced by 7% for all three service categories. If the Offeror is then selected for award, all normal prices quoted for the each service category shall be reduced by 7%.

For example, if Offeror B has an Evaluated 5 Year Contract Price of \$850,000 for the Telephonic category, a Contract Price of \$1,500,000 for the On-Site category, and a Contract Price of \$750,000 for the Written category with a 7% discount for all three service categories, the amounts to determine if Offeror B is most advantageous to the State would be \$790,500 (\$850,000- \$59,500 = \$790,500) for Telephonic, \$1,395,000 (\$1,500,000.00- \$105,000.00 = \$1,395,000.00) for On-Site, and \$697,500 (\$750,000.00 - \$52,500.00 = \$697,500.00) for Written). In other words, if Offeror B is determined to be the most advantageous Offeror for all service categories (the Three Award Scenario from above), all its quoted prices shall be reduced by 7% and these reduced rates are what the Contractor shall invoice for all provided services.

Two Award Scenario #2

Offeror B quotes a 7% reduction under the three award scenario and a 5% reduction if awarded two service categories. If Offeror B is not selected in any single award category, the 7% reduction based upon 3 awards will no longer apply. Instead, the 5% reduction for the two service categories for which the Offeror is still in the running for an award will be used to determine if Offeror B would be selected for award. If the 5% reduced rate results in Offeror B being the most advantageous offeror (the Two Award Scenario from above), all its quoted prices shall be reduced by 5% and these reduced rates are what the Contractor shall invoice for all provided services in the two service categories for which it received an award.

One Award Scenario

If Offeror B quotes a 5% reduction for two service category awards and 7% for all three services category awards, but receives only 1 award, neither the 5% nor 7% reductions shall apply unless the Offeror (now the Contractor) voluntarily extends one of these, or any other, discount percentage to Requesting Agencies/Entities.