



**REQUEST FOR PROPOSALS (RFP) NO. 301:
Interpretation and Translation Services**

Pre-Bid Questions and Answers

Deadline for proposal submissions: Wednesday, May 22, 2024 at 3:00 p.m. CT

Answer to questions received by CMAP are provided below:

- 1. For the languages commonly spoken in northeastern Illinois, what is the percentage mix?**
CMAP is required to provide language services in Spanish, Mandarin, Polish, Hindi, and Arabic. The specific translation/interpretation services we need may not reflect the prevalence of languages in the region, as language need would depend on specific projects. However, Spanish and Mandarin are most common for our projects.
- 2. What is the estimate of volume for translation/interpretation services by year or month?**
We estimate 1-2 events per month that will require interpretation services and 5-6 document translation projects per month.
- 3. What is the reason for the issuance of your RFP?**
We are obligated and desire to provide language access and our previous vendor contracts expired.
- 4. Will there be a single or multi-vendor award?**
We are expecting a single vendor award, which may include subcontractors.
- 5. Is it OK to submit a single vendor proposal that doesn't cover all the services in the scope statement?**
Yes, please submit your response to the RFP and we will evaluate the proposal accordingly.
- 6. With only a week to review answers to questions submitted, will you extend the time to submit responses to the RFP?**
No. Our deadline is driven by our need for contract approval by the CMAP Board at its June meeting for contract effective at our July 1 fiscal year and we regret that we cannot extend the time to respond to the RFP.

7. Must the live interpretation service be in-person or can it be remote?

You are welcome to submit a proposal for remote interpretation and it will be evaluated accordingly.

8. Can CMAP provide who is/are the current providers names and pricing for services?

Vendor would need to file a FOIA request.

9. Per RFQ attachment 1 scope of service the service you are looking for are Interpretation and translation service which have different pricing for each service and typical by each language, but your submission form has roles and not by service or language. Only Face to face have hourly rates the other service is either by minutes, word, or page. How are we supposed to show pricing for each service if it is not on your form?

See revised price proposal form and please include additional sheets with your pricing for translation and interpretation services by language and in appropriate pricing units (minutes, word, page). Thank you.

10. Can CMAP please provide the historical spend in previous years for the following Onsite interpreting, Over the phone interpreting, Document translation, Video Remote Interpreting, Sign Language, Closed captioning, & transcription service by the CMAP?

Vendor would need to file a FOIA request.