



## Questions and Answers

### RFQ #2021-157 Document Translation Services

Please be advised all questions are keyed as submitted.

1. Whether companies from Outside USA can apply for this? (like, from India or Canada)

A. No.

2. Whether we need to come over there for meetings?

A. No.

3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

A. No.

4. Can we submit the proposals via email?

A. Yes.

5. Are out of state vendors able to participate as well?

A. Yes, however, they must be registered to conduct business in the State of Florida.

6. Is there an incumbent for this contract? If there is, can you tell us who the incumbent is? Can you share the rates they are currently being charged?

A. This information is subject to a public records request and must be submitted through our Communications department for processing at [Publicrecords@elcmdm.org](mailto:Publicrecords@elcmdm.org).

7. What is the estimated volume in words and/or pages for this solicitation? Could you provide historical information of written translation services utilization per language?

A. This information varies, it is based on program needs. Documents vary between 5-10 pages.

8. Is there an incumbent vendor for this bid? If so, please name the incumbent(s).

A. This information is subject to a public records request and must be submitted through our Communications department for processing at [Publicrecords@elcmdm.org](mailto:Publicrecords@elcmdm.org).

9. If there is an incumbent, at what rates are services being offered?

A. This information is subject to a public records request and must be submitted through our Communications department for processing at [Publicrecords@elcmdm.org](mailto:Publicrecords@elcmdm.org).

10. Was there a previous RFP for these services? If so, can we see that previous RFP document?

A. No, there has not been an RFP for Document Translation Services previously. For this particular threshold an RFQ is usually conducted. This information is subject to a public records request and must be submitted through our Communications department for processing at [Publicrecords@elcmdm.org](mailto:Publicrecords@elcmdm.org).

11. Is The Early Learning Coalition of Miami-Dade/Monroe (“the Coalition”), planning to award contracts to a single vendor or multiple vendors?

A. That is a possibility and up to the discretion of the requester of these services and/or RFQ evaluators.

12. In the interest of securing the optimal prices to accomplish the goals of the Coalition, it is desirable for us to know the volume, by language, of historical usage for translation. Would the Coalition provide this?

A. This information varies, it is based on program needs. Documents vary between 5-10 pages.

13. In the interest of securing the optimal prices to accomplish the goals of the Coalition, it is desirable for us to know the volume, by language, for projected usage for translation. Providing this info will allow us to provide volume discounts. Would the Coalition provide this?

A. This information varies, it is based on program needs. Documents vary between 5-10 pages.

14. Do you require participating vendors to quote by source page, source word or which unit would you prefer?

A. That is up to the vendor’s discretion.

15. Does the ELC, have an estimate of the amount of documents to be translated in a year?

A. This information varies, it is based on program needs.

16. Does the ELC currently have a contract with a Language Service Vendor?

A. This information is subject to a public records request and must be submitted through our Communications department for processing at [Publicrecords@elcmdm.org](mailto:Publicrecords@elcmdm.org).

17. Will this RFQ select just one single vendor or will two vendors be considered (1 main vendor, 2 back up vendor)?

A. That is a possibility and up to the discretion of the requester of these services and/or RFQ evaluators.

18. Which file format is ELC most likely to be sending files for translation? (.doc, .pdf, other)

A. Most commonly utilized are .doc and .pdf.

19. Will other services (besides translation) be required? (DTP, Graphic design, transcription of audio tapes, subtitling)

A. This has not been previously requested however, should the need arise we will request additional information for these services.