



Solicitation Information
19 April 06

LOI # B06251

TITLE: Interpreting Services (MPA # 54)

Submission Deadline: 25 May 06 at 2:00 PM (EDT)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **10 May 06 at 12:00 Noon (EDT)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

The Rhode Island Department of Administration/ Division of Purchases is soliciting Letters of Interest and Statements of Qualifications from qualified firms and organizations to provide foreign language interpreting services on a statewide basis for all state agencies, as needed, during a 36 month period, 1 July 06 to 30 June 09, renewable, at the sole option of the State, for two (2) additional twelve month terms, as described herein, and in accordance with the State's General Conditions of Purchase, which is available on the Internet at www.purchasing.ri.gov.

This is not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the submission, in addition to price; there will be no public opening or reading of responses received by the Division of Purchases pursuant to this request.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and may not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Office of Purchases.

It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the selected vendor (s)

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

Scope of Work

The contractor(s) selected as a result of this solicitation will provide both oral and written translation on an as-needed basis to State Departments and agencies during the term of this Master Price Agreement. **Providers must indicate if they wish to extend the offer to provide interpretation / translation services to Rhode Island cities & towns at rates offered to the State**

Estimated Contract Value

From 1 July 01 – 10 March 06, the State spent over 1.9 million dollars in contracted services relating to MPA # 54. No expenditures by Rhode Island Cities / Towns are included in that 1.9 million dollar calculation.

The Department of Human Services, The Department of Labor & Training, and the R.I. Court System represented the three biggest users of MPA # 54 during that period. The Court System is now, from a centralized procurement standpoint, an independent agency and use of this MPA by the Court system is discretionary.

Vendor Questions & Submission

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date & time listed on page one of this solicitation.. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Letters of Interest to provide the services covered by this Request must be received by the Division of Purchases **on or before the date & time listed on page one of this solicitation**. Responses received after this time, as registered by the official time clock in the reception area of the Office of Purchases, may not be considered.

Responses must include the following:

1. An R.I.V.I.P.generated bidder certification cover sheet (downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.ri.gov>).
2. A statement of Qualifications, including staff resume (s) and other materials demonstrative of the Offeror's ability to provide the services covered by this Request, including a list of languages and / or dialects for which the offeror can offer oral and written translation, and (where applicable) evidence of satisfactory completion of the "Interpreting for the Court" training program, and any other information that is relevant to your selection as a qualified MPA vendor. Provide a list of three business or government references (Corporate or Government Name, Address, Contact Person, Telephone Number).
3. A completed IRS Form W-9, which also may be downloaded from the Division of Purchases Internet Home Page. If technical help is needed to download this information, call the Helpline at (401) 222-2142 ext 134
4. A signed Cost Proposal featuring all-inclusive hourly fees or rates to be charged and a **confirmation that the Offeror is not a State employee**. Hourly rates are to be submitted for each year of the maximum 5 year term of the contract period. If only one set of hourly rates are submitted, those rates will remain in effect for the duration of the contract (maximum 5 years). Remember, the rates are all-inclusive.
 - **Please indicate if your firm would accept payment via State purchase card / credit card.**
 - **Indicate any discounts provided if payment, by purchase card or other means, is made within 10 days of invoice receipt.**

An original plus three copies of all materials, in a sealed envelope marked *LOI # (as provided on page one) Interpreting Services* should be mailed or hand-delivered to:

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered.

Evaluation & Selection

Responses will be evaluated on the basis of apparent ability of the Offeror, the relevancy of the language for which interpreting services are offered, and the cost of the service. All evaluation criteria are of equal importance. The State intends to make multiple awards as a result of this solicitation.

As a result of this solicitation, the State will establish a list of qualified Interpreters/ Translators for up to the maximum five year contract term. Selection and utilization of individual providers will be based on need, availability, and price. Inclusion on the qualified provider list is no guarantee of income

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

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