

**ADDENDUM**

**SOLICITATION NO.: P2025-018148SL**

**SOLICITATION NAME: SIGN LANGUAGE  
INTERPRETING SERVICES**

**ADDENDUM NO.: 1**

**DUE DATE AND TIME: APRIL 15, 2025 (2:00 PM)**

**DATE: APRIL 2, 2025**

**PROCUREMENT ANALYST: SCOTT LOMMERS**

The following questions were received with regard to the solicitation named above. OSU has provided answers below to each question, but the RFP or contract documents have not been modified as a result.

1. How many agencies and individuals do you plan to award?

*OSU intends to establish a contract with the awarded Proposer(s). If OSU believes that current and future student needs in this area can be better met with multiple contracts, we may award and contract with additional Proposers, as described in Section 6.05 CONTRACT AWARD in the RFP.*

2. Once awarded, does the requesting person request a quote and bid within the awarded vendors?

*Yes, we will need pricing and a quote for the anticipated work. Once the cost has been reviewed, additional quotes will not be necessary, unless it is outside the Scope of Work agreed upon.*

3. Who is your current vendor and what are the rates? What was the volume for 2024?

*OSU does not provide information regarding current providers or rates for services. Information may be obtained through a Public Records Request at <https://communications.oregonstate.edu/public-records-request>. Information on recent volume of services needed can be found in Section 2.02 BACKGROUND in the RFP.*

4. The RFP indicated that the bid is for supplemental support. Can you tell us how many ASL, tactile and CDI's you have on staff?

*Yes, there are 4 OSU ASL interpreters.*

5. There is an industry standard of 2 hours. Will there be a minimum time period for requested services?

*Most classes are an hour and at times students have meetings that are 30 minutes. There is no industry standard that indicates a minimum of 2 hours. If you feel that you need to follow a 2-hour minimum you will be scheduled for 2 hours blocks of time, which can mean interpreting for multiple classes or events.*

6. The pricing sheet looks very similar to a request. Are these immediate needs? When is this expected to begin?

*As stated in Section 6.02 EVALUATION CRITERIA, Exhibit D is for evaluation/scoring purposes only. Exhibit D scenarios are sample scenarios and not immediate needs.*

7. It is industry standard to have a team interpreter. I did not see that language in the RFP.

*Team interpreting is determined by the length of a class or event and complexity of the material being presented and is not an industry standard.*

8. Will OSU accept redlines or riders for this RFP?

*As stated in Section 3.02 SAMPLE CONTRACT of the RFP: "A sample contract containing contractual terms and conditions is included at Exhibit A. Final contract, including terms and conditions, will be negotiated." Also, see Section 7.14 CONTINGENT PROPOSALS: "Proposer should not make its Proposal contingent upon OSU's acceptance of specifications or contract terms that conflict with or are in addition to those in the Request for Proposal, its Exhibits, or Addenda. Proposers should submit with their Proposal a detailed list and reasoning for the contract terms they wish to negotiate if awarded."*

9. Who is the current incumbent vendor(s) for ASL services at OSU?

*See Question #3.*

10. Year to date, what has been the spending for ASL services at all locations?

*See Question #3.*

11. Which location is most likely to be requested for onsite ASL services?

*Most likely, requests will be made for Corvallis Campus. Occasionally, we will have requests for Bend or events or field trips inside/outside Oregon.*

12. Would OSU be open to additional services that may fulfill the needs of Deaf and Hard of Hearing students?

*Proposals only need to include services listed in the Scope of Work of the RFP. Other services that are provided to DHOH students include transcribing, real-time captioning, and CART, but those services are outside the scope of this RFP.*

13. What has been the biggest challenge that OSU has had with ASL services?

*Some of the biggest challenges are: qualified ASL interpreters with experience in STEM heavy courses and general availability of interpreters.*

14. Can Proposers provide their own price sheet in addition to Exhibit D?

*As stated in 6.02 EVALUATION CRITERIA: "For pricing evaluation, please provide pricing for all scenarios listed in Exhibit D. Exhibit D will be used for evaluation/scoring purposes only; the Proposer should also submit within their proposal complete and itemized pricing of all goods and services requested in the Scope of Work."*

15. Who is your current incumbent?

*See Question #3.*

16. What are their rates?

*See Question #3.*

17. What is your reason for going to RFP?

*To secure an agency or agencies via contract and provide more options when scheduling.*

18. What are your current pain points?

*Some of the current pain points are: lack of availability of interpreters and a general shortage of interpreters.*

19. Do ASL interpreters need to be state licensed for virtual interpreting?

*Yes, all ASL interpreters will need to be licensed by July 1st, 2025 as per State of Oregon Health Licensing Office (HLO).*

20. Who is the incumbent vendor(s) providing ASL Interpretation services to OSU and what is the pricing structure?

*See Question #3.*

21. On page 2 of the RFP, it states "In the 2023-2024 academic year, DHOH Access Services received 94 student requests for services. To date in the 2024-2025 academic year, there have been 71 student requests and it is anticipated that the final number will exceed the number of requests from 2023-2024." Can you please define the term "requests?" Would you be able to provide the total interpreting hours for both in-person and VRI in 2023-2024 and 2024-2025(to date)?

*Requests are generated by students receiving accommodations. This can be for classes, work, presentations, group projects, events, meetings, field trips, interviews, trainings, internships/practicums. GTA and GRA. We do not have total interpreting hours information available, but the breakdown is approximately 90% in-person and 10% virtual.*

22. What is the predicted percentage of requests that will be in person vs. virtual?

*In-person 90% and virtual 10%*

23. Will the parking passes be complimentary for our interpreters? If not, would this be a reimbursable cost by OSU?

*OSU will not pay for parking or reimburse parking costs.*

24. Will the background checks and drug screenings for Independently Contracted Interpreters be a reimbursable cost by OSU?

*As stated in Section 6H SECURITY/BACKGROUND CHECKS of the Sample Contract, "The costs and Fair Credit Reporting Act obligations for criminal background checks and drug and alcohol testing are the responsibility of the Contractor."*

Entities are not required to return addendums with their offers but are responsible to make themselves aware of, obtain and incorporate into their final offer any information contained in addendums. Failure to do so may make the offer non-responsive and cause it to be rejected.