

## Questions and Answers

### **RFP # SA-15: Translations of New York State Common Core Learning Standards and Curriculum Modules for Math**

- 1. Where is the exact location of the Translations of New York State Common Core Learning Standards and Curriculum Modules for Math, RFP #SA-15 contract?**

The RFP can be found at the following web address: <http://usny.nysed.gov/rttt/RFP/sa-15/>

- 2. Can a vendor from outside of the United States apply for this RFP?**

There are no across the board prohibitions on non-US vendors, nor on work being performed in other countries. Be aware that there are travel requirements, however. Bidders should ensure that they and any subcontractor comply with New York State assurances as stated in Appendix A of the contract language and, in addition, Chapter 1 of the Laws of 2012, which amends State Finance Law by adding section 165-A known as the Iran Divestment Act of 2012.

- 3. Can we submit our proposals via email?**

Copies of the proposals submitted by email or facsimile are not acceptable.

- 4. Does a vendor need to attend meetings in New York?**

Travel to New York City for an introductory meeting with NYSED staff within thirty days of final contract approval is necessary. After the initial introductory meeting, the project manager will be required to meet with NYSED staff in New York City approximately one time per year. See the Project Management section of the RFP.

- 5. Can the task for this RFP be performed from outside of the United States?**

Yes. However, please refer to the section Final Product Specification on page 14 for submissions requirements and to the answer to question number 2.

- 6. Do the 30% subcontractor limit and the non-employee definition apply to independently-contracted interpreters?**

Yes, provided those interpreters have been subcontracted by the NYSED approved vendor. Subcontracting is defined as non-employee, direct, personal services and related incidental expenses, including travel.

- 7. Is the original file of the Math documents from which the PDF was generated available?**

The Word version of the RFP includes the math documents in the original word format, and can be downloaded here: <http://usny.nysed.gov/rttt/rfp/sa-15/>. The math materials

can also be downloaded in Word here: <http://www.engageny.org/resource/grade-7-mathematics-module-1>.

**8. What is the proposed budget range for this project?**

Vendors must provide a cost quote based on the total word count offered in the RFP. See the Total Word Count and Cost Proposal section of the RFP for more information.

**9. Is there an incumbent for this project, or a company that has been hired by NYSED to provide translation services of manuals in the last 3 years?**

No, there is no incumbent for this project. NYSED has hired multiple vendors in the last 3 years for various translation projects, however this is the first RFP released to translate curriculum materials.

**10. Is there preference for being the prime contractor and a M/WBE?**

No preference will be given to applicants based on their M/WBE status.

**11. Would we be hurt by not having a subcontracting plan because of our small business status?**

Bidders will be evaluated solely on the criteria outlined in the Evaluation Criteria and Method of Award section of the RFP. Bidders will not be evaluated based on whether or not they subcontract. Bidders will be evaluated based on their Technical Proposal which includes a Staffing Plan. See the Technical Proposal section of the RFP for more information.

**12. Would it be possible to eliminate the 30% subcontracting limit for this contract?**

No, subcontracting is limited to 30% of the annual contract budget.

**13. Who is the current vendor for these services and what are the current rates?**

There is no current vendor for the translation of Common Core Learning Standards and curriculum modules in Mathematics.

**14. Can the 20% M/WBE goal be met through one, individual sub-contractor that is both minority- and women-owned, or is it necessary to have separate sub-contractors to meet the goals of 12% minority-owned and 8% women-owned businesses?**

The 20% goal can be met by one firm.

**15. For the sample translations, is it necessary to translate all 18 pages of both attachments 1 and 2?**

Yes. Sample pages must be translated into all five (5) required languages in their entirety.

**16. For the sample translations, is it necessary to translate the table of contents?**

Yes. The translation includes the Table of Contents

**17. For the sample translations, is it necessary to translate into both traditional and simplified Chinese?**

Yes. Bidders must provide the sample translations in all five languages including Chinese (Simplified and Traditional).

**18. In providing pricing for translations into Chinese, should our process reflect full, separate translations of each document into both traditional and simplified Chinese?**

Chinese translations must be budgeted and invoiced as one language with a total cost for both Traditional and Simplified. The vendor should use all technology available to minimize the cost of translating in both Traditional and Simplified Chinese. All translations into Chinese must be done in both Traditional and Simplified Chinese. See the Payments and Cost Proposal sections of the RFP.

**19. As PDFs are not fully editable, is it possible to receive documents in the original file format the document was created in, e.g. InDesign, Quark, etc?**

Modules and other materials will be provided to the vendor electronically in PDF and Word format. See the Translation Process and Timeline section of the RFP.

**20. Can you provide more detail regarding how many modules will be sent at any one time? For example, if the NYSED submits 5 modules in one day, at 7,000 words per module, that is 35,000 words in five days, which falls outside the scope of industry standard turn-around time.**

NYSED anticipates delivering to the vendor (2-4) modules per week for translation, in addition to the translation of the New York State P-12 Common Core Learning Standards translations. The vendor must indicate in the staffing plan their capacity and the volume of modules that can be translated by the vendor per week.

**21. Regarding the translation stylebooks discussed at page 11 of the RFP, does the NYSED have an example we could review?**

NYSED does not currently have sample style books available for review.

**22. Pg. 26 - If a VendRep questionnaire has been completed in fulfillment of another NY State contract, is it required to fill out an additional questionnaire for this RFP?**

A Vendor Responsibility Questionnaire must be recertified if it was last certified more than nine months prior to the bid due date. If the vendor completed the Questionnaire via hardcopy, they should submit the hardcopy with their proposal.

**23. Are the graphs and images available in the module 7 sample representative of the volume of desktop publishing work to be performed throughout the scope of work for each component?**

Each module contains a variety of graphs and images. Module 7 is a representative sample. Additional modules can be reviewed here:  
<http://www.engageny.org/mathematics>.

**24. For sample translations to be completed and submitted with the RFP response, should the handwritten responses to questions be translated as well?**

Yes. See the Translation Requirements section of the RFP.

**25. On page 6 of the RFP document, six languages are listed. The text then refers to 5 languages. The charts from the foot of Page 6 also only list 5 languages. However, it seems that both versions are actually required to be delivered. Please confirm that six languages are indeed required.**

Bidders must bid on all five languages (Spanish, Chinese (Simplified and Traditional), Arabic, Bengali and Haitian-Creole). For the purposes of this RFP we are counting Chinese Simplified and Traditional as one language.

**26. On page 20 of the RFP document, the page ends with a paragraph titled “Section 3: Work Plan (30 Points)”. Page 21 then starts with ‘Section 5: Sample Translations (15 points)’. Is there a missing Section 4?**

Correct: there is no section 4.

**27. What format will the native files be provided in?**

If “native files” refers to the original English version of the modules, they will be provided to the vendor electronically in PDF and Word formats.

**28. The Cost Proposal document only allows for a per word rate. Should all formatting costs be incorporated into this per word cost?**

Yes. Any cost associated with the completion of the translations (including formatting) should be included in the per-word cost.

**29. Does this subcontracting limitation apply to independent contract workers, or only to agencies or other companies?**

See question 6 above.

**30. Is this a multiple award contract?**

No, NYSED will award one contract for this RFP.

**31. Will NYS DOE provide the source file embedded charts and graphs to the contractor? It is important that the original file be embedded, not a .PDF or .JPG image.**

NYSED will provide the materials electronically in PDF and Word formats.

**32. For modules with embedded images, graphs, and tables, more time will be spent on Project Management than on translation. The contractor suggests amending this section. This can cause the turnaround time to vary. It is also industry standard to produce an output of 1,000 words per day with translation, editing, DTP and Project Management. This would mean extremely tight to impossible deadlines for an average module of 5,000-7,000 words.**

NYSED expects that the selected vendor has the capacity to produce approximately 2,000 words per day.

**33. Who will conduct the internal review for the NYS DOE? A bilingual person is not a qualified professional translator, advises NYS DOE to use caution when reviewing documents.**

Translated documents will be reviewed by a group of internal and external language experts who are contracted by NYSED to conduct these reviews.

**34. Is there a style guide in place?**

As guides, the vendor should use NYSED translations of Common Core related materials and any math materials including, but not limited to, assessments. In using these guides, the vendor should consult with NYSED if the vendor believes that a term found in the guides, reference tables, or other documents would not provide the best translation.

**35. It is industry standard to have a minimum fee for document translation projects. Will NYS DOE honor this standard? It is currently not included in the pricing sheet.**

All cost proposals must include a per-word count that incorporates all costs associated with the requirements in the RFP. See questions 8 and 28. NYSED will honor the cost quote provided by the winning bidder.

**36. "Chinese translations must be presented as one language with a total cost for both Traditional and Simplified": these are two separate languages and cannot be purchased at the price of one language. Do you mean if for example Traditional was \$.31 per word and Simplified was \$.29 that we should price Chinese at \$.60 per word?**

Yes, the total cost should include the per-word cost of both Traditional and Simplified Chinese added together.

**37. It is industry standard to charge for Desktop Publishing at an hourly rate. Will the State of New York Department of Education honor this standard? It is not included in the Pricing sheet.**

All cost proposals must include a per-word count that incorporates all costs associated with the requirements in the RFP. See question 28 and 35.

**38. Does NYSED expect translations to be performed for both Simplified and Traditional Chinese? If so, for what reason are the two languages required to be presented as one? What benefit does NYSED expect to achieve through this requirement, which is outside of translation industry norms?**

See the answers to questions 17 and 18.