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## Arlington Public Schools Procurement Office

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### Notice of Addendum No. 1

Issued on March 7, 2019

<b><u>ITB Title:</u></b>	American Sign Language Interpreter and cued Speech Transliterator Service
<b><u>ITB Number:</u></b>	38FY19
<b><u>ITB Issue Date:</u></b>	February 27, 2019
<b><u>Bid Due Date And Time:</u></b>	March 13, 2019, Prior To 2:00 PM (Local Prevailing time)

### Addendum No. 1

#### **Scope of Work**

Update **VI. IN-PERSON ASSIGNMENTS - CANCELATIONS AND INCLEMENT WEATHER:**  
Subsections 2, 3.a., 3.b., and 3.c. on page 18 to read as follows:

2. If the person requiring services (“client”) does not show up for the assignment, the interpreter/CLT is required to remain at the assignment site for 15 minutes for every hour of the scheduled assignment **or** until dismissed by an authorized APS employee. The Contractor will be entitled to receive compensation equal to the full amount of the original assignment. No other fees may be added.

In these situations APS will work with the scheduled interpreter/CLT to redirect their scheduled assignment to another recipient and/or site to otherwise utilize the interpreter/CLT for the assignment time scheduled. For this reason, it is beneficial for candidates to be skilled at working with adults as well as students in grades K-12, as assignment may be adjusted and the scheduled interpreter/CLT may be tasked with servicing a different recipient than the originally booked on the assignment.

3. APS closings can be found at the APS home page <https://www.apsva.us>, the emergency alerts page <https://www.apsva.us/emergency-alerts/>, the recorded telephone hot line 703-228-4277, in English and in Spanish, as well as through local television stations, radio stations and social media (Facebook and Twitter).
  - a. If APS declares **administrative leave/closes school** or the facility where the assignment is to take place is closed on the day of the assignment, the assignment will be canceled and **Contractor may bill for 25% the total amount for the day’s assignment.** For example, if an assignment is for 7 hours and APS declares administrative leave whereby schools are closed, the Contractor may seek **compensation for 1.75 hours of work for that day.** This section takes precedence over Section VI paragraphs 2 and 3 above.

- b. If APS declares **unscheduled leave/dismisses early for weather related conditions** on the day of an assignment, it is the responsibility of the APS department requesting the service and the Contractor to contact one another to verify **how** the assignment will **be adjusted**. APS and the Contractor may mutually choose to **adjust** the assignment to align with the unscheduled leave/early dismissal. **If this is the case, the Contractor shall be compensated equal to 25% of the assignment that ended early due to the unscheduled leave/early dismissal plus the full amount for the portion of the assignment that is completed prior to the unscheduled leave/early dismissal.** This section takes precedence over Section VI paragraphs 2 and 3 above.
  
- c. If APS issues a **delayed start** to the school day on the day of an assignment, the Contractor is expected to adjust their scheduled arrival based on the delayed start. The Contractor shall be compensated only for the portion of the assignment completed and **not** for any portion of the assignment not completed due to the delayed start.

**Bid Form – Pricing Schedule Revised**

Bidder shall complete the Bid Form – Pricing Schedule Revised as attached on the following page.

**This Addendum No. 1 must be signed, dated and received in the Procurement Office prior to the date and time stated above OR acknowledgment of receipt of this addendum may be noted on the Proposal (See page 22 of the ITB).**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Issued By:**

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**Bid Form**

**Pricing Schedule Revised**

Estimates referenced in the tables below are for Bid evaluation purposes only and do not necessarily represent the actual demand for services under any resulting Contract. The rates below are applicable to all services offered by the Contractor in the performance and delivery of Work for all APS Schools and Programs. **Overtime rates are not billable under any resulting Contract.**

Extended fees shall be calculated by multiplying the **Hourly** Rate by the number of Estimated Interpreters multiplied by the Estimated Number of **Hours**.

<b>Category A – ASL Interpretation</b>				
<b>Description of Service Fee</b>	<b>Hourly Rate</b>	<b>Estimated Interpreters</b>	<b>Estimated Number of Hours</b>	<b>Extended Fees</b>
In-Person Sign Language Interpretation (English to ASL) – Levels III and higher	\$	<b>12</b>	<b>1,316</b>	\$
<i>(A) Total for All In-Person Sign Language Interpretation (English to ASL) Services</i>				\$

Extended fees shall be calculated by multiplying the Hourly Rate by the Estimated Number of Cued Speech Transliterators (CLTs) multiplied by the Estimate Number of Hours

<b>Category B – Cued Speech Transliteration</b>				
<b>Description of Service Fee</b>	<b>Hourly Rate</b>	<b>Estimated CLTs</b>	<b>Estimated Number of Hours</b>	<b>Extended Fees</b>
In-Person Cued Speech Translation	\$	<b>4</b>	<b>100</b>	\$
<i>(B) Total for all In-Person Cued Speech Translation Services</i>				\$