

Winthrop University

Invitation For Bid Amendment 1

Solicitation: IFB FY24-ASL
Date Issued: 10/17/2023
Procurement Officer: Anna Triester
Phone: 803-323-2143
E-Mail Address: triestera@winthrop.edu
Mailing Address: WINTHROP UNIVERSITY
PROCUREMENT SERVICES
210 TILLMAN HALL
Rock Hill SC 29733-0001

DESCRIPTION: **American Sign Language Interpreter/Transliterators Services**

USING GOVERNMENTAL UNIT: **Winthrop University**

SUBMIT YOUR OFFER:

For FedEx and UPS deliveries: OR **For USPS deliveries:** OR **Hand Carry:**

Winthrop University

Procurement Services, 210 Tillman

2020 Alumni Drive

Rock Hill, SC 29733

Winthrop University

Procurement Services

349 Columbia Avenue

Rock Hill, SC 29733

Winthrop University

Procurement Services

Tillman Hall Rm 210 – Drop Box

Rock Hill SC 29733

SUBMIT OFFER BY (Opening Date/Time): **10/19/2023 11:00 AM** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **10/12/2023 @ 2:00 PM** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **1**

CONFERENCE TYPE: **Not Applicable**
DATE & TIME:

(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

LOCATION: **Not Applicable**

AWARD &
AMENDMENTS

Award will be posted on **10/26/2023**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <http://www.procurement.sc.gov>

You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date. (See "Signing Your Offer" provision.)

NAME OF OFFEROR

(full legal name of business submitting the offer)

Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

AUTHORIZED SIGNATURE

(Person must be authorized to submit binding offer to contract on behalf of Offeror.)

DATE SIGNED

TITLE

(business title of person signing above)

STATE VENDOR NO.

(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)

PRINTED NAME

(printed name of person signing above)

STATE OF INCORPORATION

(If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one) (See "Signing Your Offer" provision.)

☐ Sole Proprietorship ☐ Partnership ☐ Other _____

☐ Corporate entity (not tax-exempt) ☐ Corporation (tax-exempt) ☐ Government entity (federal, state, or local)

PAGE TWO

(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	<div style="text-align: right;">_____ Area Code -</div> <div style="text-align: right;">_____ Number - Extension Facsimile</div> <div style="text-align: right;">_____ E-mail</div> <div style="text-align: right;">_____ Address</div>
PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
<div style="text-align: right;">_____ Payment Address same as Home Office Address</div> <div style="text-align: right;">_____ Payment Address same as Notice Address (check only one)</div>	<div style="text-align: right;">_____ Order Address same as Home Office Address</div> <div style="text-align: right;">_____ Order Address same as Notice Address (check only one)</div>

ACKNOWLEDGMENT OF AMENDMENTS
 Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences .
******Preferences will not apply to this solicitation******

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

******Preferences will not apply to this solicitation******

_____ In-State Office Address same as Home Office Address _____ In-State Office Address same as Notice Address **(check only one)**

AMENDMENTS TO SOLICITATION (JAN 2004)

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: www.procurement.sc.gov(b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. [02-2A005-1]

Questions and Answers:

Reference	Question	Answer
Interpreting needs	What are the biggest challenges faced with providing sign language interpreting services?	We have not experienced major challenges related to sign language interpreting.
Interpreting needs	How many total hours of each onsite interpreting and remote interpreting were provided during the Fall 2022 and Spring 2023 academic semesters?	Fall 2022 – 322.5 hours Spring 2023 – 0 hours
Interpreting needs	For the current Fall 2023 semester, how many enrolled students require sign language interpreting services? How many faculty and staff members need sign language interpreting services?	Fall 2023 (Students) - 0 Fall 2023 (F/S)- 0
Interpreting needs	What are the projected hours for onsite sign language interpreting services for Spring 2024 semester?	As of yet, we do not know of any students or staff who will utilize onsite sign language interpreting services for Spring 2024 but this could change.
Interpreting needs	For the upcoming Spring 2024 semester, how many enrolled students require sign language interpreting services? How many faculty and staff members need sign language interpreting services?	As of yet, we do not know of any students or staff who will utilize onsite sign language interpreting services for Spring 2024 but this could change.
Current Providers	Of all Winthrop awarded providers, who were the top 3 highest volume firms for sign language interpreting services for the Fall 2022 and Spring 2023? How long have they been under contract with Winthrop?	Bridge Interpreting Services has been on contract with Winthrop University for at least 15 years.
Current Providers	What is the current price range for each onsite interpreting and remote interpreting for the	Daily - \$60; Evening - \$70; Weekend - \$80

	previously awarded IFB?	
Current Providers	Does the Winthrop employ any staff sign language interpreters? If so, how many?	No
Scope of work	Will bids be accepted for remote services only?	No. Onsite services only.
Scope of Services: 2.10	Will Winthrop accept Work Bright for employee background checks?	Yes
Bidding Schedule	Where should pricing, terms, and conditions regarding remote interpreting services be specified, considering that their terms may differ from onsite services?	IFB is for onsite services only. Bid as specified.
Bidding Schedule	For onsite interpreting services, where should pricing, terms, and conditions regarding Emergency/Short notice fee and Legal/Medical/Specialize rates?	IFB is for onsite services only. Bid as specified.
Bidding Schedule: Line number 2	Does the Evening and Weekend Rate include Friday 5:01pm - Monday 7:59am?	Weekdays are Monday through Friday. Weekends are Saturday and Sunday. Evenings are after 5:00PM