



CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

ACQUISITIONS MANAGEMENT SECTION

651 BANNON STREET, SUITE 100, SACRAMENTO, CA 95811

PO BOX 942879, SACRAMENTO, CA 94279-0024

1-916-309-5421

www.cdtda.ca.govGAVIN NEWSOM
GovernorNICOLAS MADUROS
Secretary Government Operations AgencyTRISTA GONZALES
Director

June 8, 2026

ADDENDUM 2
INVITATION FOR BID NO. 2026-4039
TRANSLATION OF FORMS, PUBLICATIONS, AND WEB CONTENT

NOTICE TO PROSPECTIVE BIDDERS

The California Department of Tax and Fee Administration (CDTFA) is issuing Addendum 2 for IFB No. 2026-4039 Translation of Forms, Publications, and Web Content to release the CDTFA's responses to questions as follows:

ADDENDUM 1 Questions & Answers		
Item #	Questions	Answers
1	Should offerors submit only per-word translation rates that include all formatting and desktop publishing services?	Yes, the per word count charge should be all-inclusive.
2	Does the State intend instead to obtain separate per-page rates for formatting, typesetting, desktop publishing, and related services, and if so, how should those rates be submitted?	No, the per word count charge should be all-inclusive. We will not consider secondary charges for desktop publishing, accessibility, etc.
3	HISTORICAL VOLUME – Can CDTFA provide the total number of English source words translated per language per fiscal year under the current or most recent translation services contract? If exact word counts are unavailable, please provide the approximate number of translation projects and average page count per project, broken down by language.	In 2025 we had 234 projects ranging from 1-95 pages, with an average of approximately 11 pages. The languages were Spanish, Chinese, Korean, Vietnamese, Punjabi, Arabic, Armenian, Tagalog, Russian, Farsi, Japanese, Urdu, Pashto, Hindi, Hmong, Amharic, Thai.
4	HISTORICAL SPEND – What was the total annual expenditure under the prior translation services contract for each of the three contract years?	\$220,000 for the three contract years.
5	WORD COUNT METHODOLOGY – The IFB states that translation rates are per English word and that headers and footers are counted only once. Please confirm whether repeated boilerplate text (e.g., standard disclaimers appearing across multiple publications) is counted each time it appears or only upon first occurrence.	We consider each project a stand-alone project and pay for the words included. However, we only pay once for the translation of headers and footers within that project.
6	. DTP/TYPESSETTING RATE – The IFB states that if CDTFA requests a Word	The per word count charge should be all-inclusive. We will not consider secondary

	document-only deliverable, a minimal per-page cost will be allowed and must be detailed. Please confirm whether bidders should include a separate per-page typesetting/DTP rate on the rate sheet for InDesign deliverables, or whether DTP costs are expected to be embedded in the per-word translation rate.	charges for desktop publishing, accessibility, etc. If CDTFA requests a final deliverable where the total cost falls below \$75.00, CDTFA will pay a minimum project fee of \$75.00.
7	EXPEDITED VOLUME – Approximately what percentage of annual projects are requested on an expedited basis (i.e., subject to the 25% rush fee under Item 12 of the SOW)?	We make every attempt to plan our work ahead of time. We have no way of anticipating when rush projects come through.
8	SECONDARY REVIEW – Approximately how frequently does CDTFA request secondary independent review services under Item 13 of the SOW?	In the past, secondary reviews have happened about 10% of the time.
9	GENAI DISCLOSURE – The IFB requires disclosure if the Contractor intends to use Generative AI to complete any deliverable that materially impacts contract performance. Please confirm whether the use of AI-assisted translation tools (e.g., machine translation post-editing) constitutes a reportable use under Executive Order N-12-23, and whether CDTFA has a preference or restriction regarding MT/MTPE workflows.	The use of AI-assisted translations tools does not constitute a reportable use under Executive Order N-12-23. CDTFA does not have a preference or restriction regarding MT/MTPE workflows, as long as a human certified linguist reviews and refines translations.
10	INCUMBENT – Is this a re-bid of an existing contract? If so, can CDTFA confirm the name of the current contractor and the contract number?	Yes, existing contract # 2022-4185 and the contractor is Cal-Interpreting and Translations, Inc.
11	SUBCONTRACTING – The SOW states that subcontracting requires express written approval of CDTFA. Please confirm whether subcontracting arrangements disclosed at time of bid submission will be deemed pre-approved for the contract term, or whether each subcontract requires separate approval.	Subcontracting arrangements disclosed at the time of bid is accepted.
12	DVBE PARTICIPATION – The IFB states that the DVBE program requirement is waived for this solicitation. Please confirm whether DVBE incentive credit (up to 5%) is still available to bidders who achieve DVBE participation of 1% or more.	Yes, in fact CDTFA encourages companies to obtain Certified Small Business, Micro Business (SB/MB) or Disabled Veteran Business Enterprise (DVBE) subcontractor participation where possible. Note, Companies that have SB/MB/DVBE subcontracting participation may receive preferences as detailed in the IFB under Section 30. Preference Programs Small Business/Micro Business/Disabled Veteran Business Enterprise (SB/MB/DVBE).
13	It is the industry standard to charge for typesetting/formatting services separately from written translation. Having one per word price that includes typesetting/formatting for the document types mentioned will not be conducive to	The per word count charge should be all-inclusive. We will not consider secondary charges for typesetting, desktop publishing, accessibility, etc.

	accurate pricing. Can you amend the cost sheet to allow vendors to charge for typesetting services separately by the hour?																																			
14	Can you please provide representative sample documents that all vendors can use to base their pricing on? Please provide samples of all possible document types that may be requested.	You can find many of our translated documents by searching by language here All Forms & Publications																																		
15	It is the industry standard to have a minimum charge for individual orders/requests that are small. A document with relatively few words can require a substantial amount of time to typeset, depending on the layout, graphics, etc. Can vendors list a minimum charge?	If CDTFA requests a final deliverable where the total cost falls below \$75.00, CDTFA will pay a minimum project fee of \$75.00. Exhibit B-1, Rate Sheet has been revised to reflect the changes. Please use the revised Exhibit B-1, Rate Sheet for completion.																																		
16	What rates is the CDTFA currently paying for translation/typesetting services?	<table><tr><th colspan="2">Translation Cost Per English Word</th></tr><tr><th>Language</th><th>Rates</th></tr><tr><td>Amharic</td><td>\$0.23</td></tr><tr><td>Arabic</td><td>\$0.23</td></tr><tr><td>Armenian</td><td>\$0.23</td></tr><tr><td>Chinese (Traditional)</td><td>\$0.23</td></tr><tr><td>Farsi</td><td>\$0.23</td></tr><tr><td>Hmong</td><td>\$0.23</td></tr><tr><td>Hindi</td><td>\$0.23</td></tr><tr><td>Japanese</td><td>\$0.23</td></tr><tr><td>Korean</td><td>\$0.23</td></tr><tr><td>Punjabi</td><td>\$0.23</td></tr><tr><td>Russian</td><td>\$0.23</td></tr><tr><td>Spanish</td><td>\$0.23</td></tr><tr><td>Tagalog</td><td>\$0.23</td></tr><tr><td>Urdu</td><td>\$0.23</td></tr><tr><td>Vietnamese</td><td>\$0.23</td></tr></table> Minimum charge fee of \$75.00 for single language job.	Translation Cost Per English Word		Language	Rates	Amharic	\$0.23	Arabic	\$0.23	Armenian	\$0.23	Chinese (Traditional)	\$0.23	Farsi	\$0.23	Hmong	\$0.23	Hindi	\$0.23	Japanese	\$0.23	Korean	\$0.23	Punjabi	\$0.23	Russian	\$0.23	Spanish	\$0.23	Tagalog	\$0.23	Urdu	\$0.23	Vietnamese	\$0.23
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17	What is the estimated yearly budget for this contract?	The contract amount would not exceed \$249,000 over a three-year period. The estimated yearly budget is approximately \$83,000.																																		
18	For translation of video subtitles, will vendors have to create the actual video subtitles or just submit the translated text to CDTFA?	CDTFA will provide the subtitle text in English. The vendor will need to translate text.																																		
19	Do all deliverables need to be compliant with ADA Accessibility rules/guidelines?	The vast majority of deliverables need to be compliant with ADA accessibility rules and guidelines.																																		
20	Will vendors always receive the original editable Source Files for all documents?	We will provide editable source files in English and in the target language, when available.																																		
21	The Cost Sheet mentions Per Page Rates and then also mentions the possibility of a minimal per page cost for a deliverable in Word. However, there are no places in the Cost Sheet to enter a per page rate. Are	The cost sheet will be updated. If CDTFA requests a final deliverable where the total cost falls below \$75.00, CDTFA will pay a minimum project fee of \$75.00.																																		

	vendors supposed to enter a per page rate somewhere?	
22	How much do you spend on document translation in a year?	The amount we spend on document translation varies from year to year, depending on the need. The budgeted amount is \$83,000.
23	Will the contract be awarded to single or multiple vendors?	It will be awarded a single vendor.
24	Are there any quality assurance or fulfillment issues with current vendors providing similar services? If so, please describe.	No, we have not had quality or fulfillment issues with current vendors providing similar services.
25	The provided cost sheet does not appear to include a designated section for the Desktop Publishing per-page rate. Should vendors add this rate directly to the cost sheet, or is there a specific location where this pricing should be included?	The per word count charge should be all-inclusive. We will not consider secondary charges for desktop publishing, accessibility, etc.
26	Are translation services the only services needed?	We require translation, typesetting, desktop publishing, and accessibility services, among others. Please refer to the Statement of Work for more detailed information.
27	What are the most requested languages?	Spanish, Chinese, Korean, Vietnamese. However, the state is conducting a language survey and the requested languages could change based on the survey results.
28	Will Desktop publishing services be needed for these translations? Can we charge separately?	We require translation, typesetting, desktop publishing, and accessibility services, among others. Please refer to the Statement of Work for more detailed information. The per word count charge should be all-inclusive. We will not consider secondary charges for desktop publishing, accessibility, etc.
29	Do we need to submit certificates for our translators?	Yes.
30	Will all participants be notified when an award is made?	CDTFA will post in Cal eProcure, a written notice of intent to award contract no less than five (5) CDTFA business days prior to awarding the contract. Please reference IFB section 25.
31	Please provide current contract value and current contract they are operating under including any amendments.	Existing contract # 2022-4185 and the contract value \$249,000.
32	Approximately what percentage of work requires DTP versus translation-only services?	We are currently transitioning some of our DTP publications to HTML and are unable to provide an estimate at this time.
33	What percentage of projects typically require accessibility remediation?	The vast majority of our projects require accessibility remediation.
34	Will translation memories and glossaries be provided for all languages or primarily Spanish?	We will provide glossaries in Spanish, Korean, Chinese, and Vietnamese. Memories will not be provided.
35	Are there minimum annual volume guarantees?	No.
36	Can CDTFA provide an estimated breakdown of document types (forms, publications, web content, videos, social media, etc.)?	No.

37	Will CDTFa consider alternative CAT tools provided deliverables meet all stated requirements?	Yes, as long as there is a certified human translator involvement.
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The contact person for this IFB is:

Acquisitions Analyst:
Jonny Hoang
California Department of Tax and Fee Administration
Acquisitions Management Section (AMS)
651 Bannon Street, MIC:24
Sacramento, CA 95811
Telephone: (916) 309-5430
Email: Admin-AMSCONTRACTS@CDTFa.CA.GOV
CC: Jonny.Hoang@cdtfa.ca.gov