1. The CLIN Structure is asking for a monthly price to cover all translation, formatting and management services. Does this mean that vendors can invoice for this amount regardless of the number of words or projects that are sent to us? OUR PREVIOUS CONTRACTOR INVOICED ON A MONTHLY BASIS FOR THE ACTUAL HOURS WORKED NOT TO EXCEED AN AVERAGE OF 30 HOURS PER WEEK.

2. The PWS mentions formatting including reproductions of tables, graphics, etc. This service is normally invoiced separately by the labor hour, since not all documents require the same amount of effort. Can you provide vendors with representative samples of the types of documents that we will need to format so we can calculate monthly pricing accordingly? YES. SEE DOCUMENTS AT THE FOLLOWING LINKS: Minute_319_Monitoring_Report_112818_FINAL.pdf Project Execution Plan (PEP) Microsoft PowerPoint - cover sheet.ppt Presentación de PowerPoint

3. If the number of words is higher than the estimates listed in the PWS, will vendors be allowed to charge for the overage using our standard GSA rates? VENDORS SHOULD INVOICE ON A MONTHLY BASIS FOR THE ACTUAL HOURS WORKED NOT TO EXCEED AN AVERAGE OF 30 HOURS PER WEEK.

4. Approximately how many documents per year will require formatting services? APPROXIMATELY 50 PER YEAR THAT ARE OTHER THAN MSWORD FORMAT.

5. What percentage of the documents sent for translation are expected to be on a one-day turnaround? 80%

6. Will the Government provide the vendor the GovCraft Machine Translation plug-in to MemoQ free of charge, or will the vendor have to obtain on our own? FREE OF CHARGE.

7. Will the Government provide the vendor use of MemoQ free of charge or will the vendor have to obtain it on our own? FREE OF CHARGE.

8. Does the vendor need to use MemoQ exclusively, or can the vendor use the Translation Memory on any CAT tool? i.e. MemSource, TRADOS, etc. MEMOQ EXCLUSIVELY THROUGH DECEMBER 2026 AND WHOEVER THE USIBWC'S TRANSLATION MEMORY CONTRACTOR IS THEREAFTER.

9. Can you provide samples of the types of documents that vendors will be asked to translate and format? Since you are asking for a monthly set price, it is important that vendors know exactly what level of effort will be required. YES. SEE LINKS ABOVE FOR THE TYPES OF DOCUMENTS THAT MAY REQUIRE FORMATTING, BUT THESE ARE INFREQUENT. THE VAST MAJORITY OF DOCUMENTS ARE LETTERS 1-3 PAGES IN LENGTH THAT USE A STANDARD, RECURRING TEMPLATE FOR FORMATTING. THEY DESCRIBE WATER MANAGEMENT AND ENGINEERING PROJECTS, SUCH AS WATER CONSERVATION PROJECTS IN IRRIGATION

DISTRICTS, DAM MAINTENANCE, AND OPERATION OF WASTEWATER TREATMENT PLANTS. THESE LETTERS ARE CONFIDENTIAL AND CANNOT BE SHARED PUBLICLY WITH BIDDERS.

10. Can the Project Manager also be one of the 2 translators assigned to the project? YES, IF THEY MEET THE QUALIFICATIONS OF THE PERFORMANCE WORK STATEMENT.

11. For planning purposes, could you confirm how you anticipate the translation workload being distributed among tasks, and who will serve as the primary Government point of contact for assigning work and coordinating day to day tasking? The Secretary to Foreign Affairs Officer will assign the work. There are about 300 letters per year, 1-3 pages each, that require translation. She believes about 2/3 of the effort for a letter translation relates directly to translating, proofreading, and formatting the document and another 1/3 of the effort is involved in logging on various Excel spreadsheets, distributing, and updating translation memory. In addition, there are some dozens of other documents per year that are longer or require formatting, such as a PowerPoint presentation or technical report. Plus there are several news articles per week that require translating and basic formatting but not logging tasks.

12. For the past performance portion of our submission, may we include relevant translation and interpretation projects that were performed under informal or consulting arrangements rather than formal bid-awarded contracts? These engagements involve similar scopes (languages, subject matter, and response times) to the services described in the RFP, and we can provide client contact information and brief project descriptions to substantiate the work. I would appreciate clarification on whether such experience will be considered in the City's responsibility review and evaluation of qualifications. YOU MAY NOT INCLUDE INTERPRETATION PROJECTS AS THIS IS NOT AN INTERPRETATION CONTRACT. THERE IS NO CITY INVOLVED IN REVIEW AND EVALUATION. THIS IS A FEDERAL GOVERNMENT CONTRACT. YOU MAY INCLUDE RELEVANT TRANSLATION WORK UNDER CONSULTING ARRANGEMENTS IN ORDER TO DOCUMENT YOUR QUALIFICATIONS.
13. The notice indicates that offers are due by June 25, 2026 at 3:00 p.m. MST, but I was not able to locate specific details on the required method of submission (e.g., email, electronic portal, or physical delivery) and the exact address or email to which offers should be sent. Can you please confirm:
    a. The acceptable method(s) of submission for this solicitation, and
    b. The correct e-mail address(es) and/or physical address to which offers would be submitted? Services shall be quoted ALL or NONE as per CLIN structure attached and returned with your quote via e-mail directly to my attention at angelica.baca@ibwc.gov

14. The SAM notice states that the technical approach must include a schedule. Can the government clarify what information is being asked for regarding a schedule? (e.g., the schedule/hours that the translator(s) will work during the week?)

The Government gives a historical estimate of approximately 30 hours per week to accomplish the tasks in the PWS. The PWS also states that "the Contractor shall ensure all performance standards and deliverables in Sections 3.1 through 8.0 are met regardless of the number of hours proposed." Given the firm fixed price nature of the contract, Contractors will not have funding to consistently exceed 30 hours per week. If the workload trends upward to average more than 30-hours per week, will the Government modify the contract to fund this increase in scope? The Contractor is expected to provide sufficient effort—historically estimated at approximately 30 hours per week—to accomplish the translation, formatting, tracking, coordination, and related tasks required by this PWS. AND The contractor will be available during normal U.S. business hours.