

Request for Proposals for Translation Services

Questions and Answers

1. Are out-of-state vendors able to participate? Is there a local preference clause for business in California State?

All vendors are encouraged to apply. However, given the unique status of Silicon Valley Clean Energy (SVCE) as a California public entity with a limited purpose and function established by State law, familiarity and experience within the California energy, utility, and environmental space is highly valued.

2. Is there an incumbent for this contract? If there is, can you tell us who the incumbent is? Can you share the rates you are currently being charged?

Yes, there is a current incumbent for this contract. We will provide an updated Q&A when we receive direction about information that we are able to disclose with a current vendor.

3. Can we bid for written translation services only or are there preferences for vendors that offer all services requested?

Yes, vendors can apply for just the translation services.

4. What is the estimated volume in words and/or pages for this solicitation? Is there a historical estimate for word count of translated materials? Could you provide historical information of written translation services utilization per language?

The translation needs for SVCE varies greatly each month. Each piece of material requested for translation is translated in Spanish, Traditional Chinese and Vietnamese. Please view the translated microsites on our website, available in the upper left navigation bar, to see translated webpages. Another example is that a typical brochure, letter, or fact sheet is around 400 – 500 words.

5. What percentage of the contract is for Spanish translation?

Spanish translations will be 1/3 of the contract.

6. Is a partial offer acceptable?

If this question is referring to responding to only part of the scope of the RFP, then yes, please refer to the answer provided in question #3.

7. Please, clarify the units of the financial quote for translation and interpreting.

Cost per word for translation and cost per hour for interpretation.

8. What kind of Interpretation Services are needed? Could they be performed remotely?

Interpretation services vary and may include presentations, events, and meetings. While some activities may be able to be performed remotely, SVCE will have some interpretation services needed to be performed in person. Services may also be needed on weekend or evening hours.

9. Whether companies from outside the USA can apply for this? (like, from India or Canada)

All qualified vendors are encouraged to apply. Please review the evaluation criteria listed in section 6 of the RFP.

10. Whether we need to come over there for meetings?

There is no expectation that there will be a need to meet in person for translation services. Interpretation services will be needed for events or meetings (see the answer to question #8).

11. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Translation services may be performed remotely. Interpretation services will be needed for events or meetings (see the answer to question #8).

12. Can we submit the proposals via email?

Proposals must be received on or before the above deadline and submitted by email to customer care@svcleanenergy.org with the subject "Proposal - <Organization> - Translation Services RFP"