

Form: **Addendum #1**
Project Title: **RFP 26-25 Sign Language Interpretation Services**
Issued Date: **July 08, 2026**

#	Item	Description
1	Questions & Answers	Questions & Answers have been posted as part of this Addendum.

The information contained herein clarifies, revises, supplements and/or supersedes the specific parts of the documents referred to and shall be attached to and become part of those documents as if originally forming a part thereof. Except herein as modified, all other provisions of the documents shall remain in full force and, unless otherwise described in this Addendum, shall comply with the requirements originally specified. All other conditions of this project will remain in effect.

- Office of Procurement & Contracting: <https://stockton.edu/procurement-contracting/index.html>
- Please direct any questions to: RFP-Purchasing@stockton.edu

ADDENDUM ACKNOWLEDGMENT

I acknowledge that I have received and reviewed this Addendum

Company Name (please print)

Name (please print)

Signature

Date

THIS ACKNOWLEDGMENT PAGE MUST BE INCLUDED WITH SUBMISSION OR THE BID/PROPOSAL WILL BE REJECTED.

Questions & Answers

Question & Answer 1

How many contractor(s) does the University anticipate awarding under this solicitation?

Selection will be dependent on the review of applicants

Question & Answer 2

Who are the University's current contractor(s) providing sign language interpreting services and what are their current hourly rates?

If any bidders would like to obtain this information, you'll be required to follow the University's policy for the Open Public Records Act (OPRA). For information and instructions, please visit the OPRA website under the Office of General Counsel: <https://stockton.edu/general-counsel/open-public-records-act.html>

Question & Answer 3

Does the University currently employ staff sign language interpreters? If so, please indicate the number of staff interpreters and whether they are full-time or part-time

No

Question & Answer 4

If applicable, what is the estimated percentage of interpreting assignments currently fulfilled by university staff interpreters versus contracted interpreters?

N/A

Question & Answer 5

Will video remote interpreting services be considered as method of providing services for this RFP?

No

Question & Answer 6

Can you provide a sample of program and performance evaluations done to determine satisfactory performance as indicated in Scope of Services.

Sign language interpreter agencies evaluate their own employees

Question & Answer 7

Please provide a copy of the referenced Confidentiality/Nondisclosure Agreement as noted in Terms and Conditions

Please refer to Section V.III of the service agreement, Confidentiality of Information. The SERVICE PROVIDER agrees to keep confidential and not disclose to third parties any information provided by the UNIVERSITY pursuant to this Agreement without the UNIVERSITY's prior written consent to make such disclosure. To the extent the SERVICE PROVIDER has access to personnel or student records, the SERVICE PROVIDER shall comply with State and federal laws regarding such information

Question & Answer 8

Who is/are your incumbent supplier(s)?

If any bidders would like to obtain this information, you'll be required to follow the University's policy for the Open Public Records Act (OPRA). For information and instructions, please visit the OPRA website under the Office of General Counsel: <https://stockton.edu/general-counsel/open-public-records-act.html>

Question & Answer 9

What challenges do you face with your current supplier(s)?

No major challenges can be identified

Question & Answer 10

Section III.A states that interpreting is generally performed by a two-person team for assignments over one hour, while Section V and the Proposal Page list a single Hourly Rate per contract year with no separate line for a second interpreter. Please confirm whether this Hourly Rate is billed once per assignment hour regardless of team size, or per interpreter, meaning two times the hourly rate for each hour a two-person team is deployed

Billing is per hour per interpreter

Question & Answer 11

A standard academic class period runs 50 minutes. Section III.C states that classes separated by less than a one-hour break are billed as a single combined assignment. If two 50-minute classes are scheduled back-to-back with less than a one-hour break between them, and the combined block therefore exceeds 60 minutes, does that trigger the two-person team requirement in Section III.A, or is the one-hour threshold measured against each individual class session rather than the combined booking?

Stockton classes are not 50 minutes. If the assignment is under one hour, it would only require one interpreter. The break between classes is not considered part of the interpreting assignment.

Question & Answer 12

The RFP defines a Subcontractor broadly as any entity whose services the Contractor uses to fulfill its obligations under the contract. KIS staffs assignments primarily through independent contractor interpreters rather than W-2 employees. Please confirm whether these independent contractor interpreters are considered Subcontractors for purposes of Section IX and the Subcontractor Utilization Form, which would require prior written University approval and individual listing, or whether they are treated as directly engaged service providers outside that definition.

For purposes of this RFP, the University does not consider individual interpreters engaged by the Contractor, whether classified by the Contractor as employees or independent contractors, to be subcontractors requiring separate identification on the Subcontractor Utilization Form or prior written University approval. The University is contracting with the awarded firm for the provision of interpreter services and does not require approval of the firm's individual staffing resources used to perform those services. However, any third-party business entity engaged by the Contractor to perform or manage a portion of the contracted services on the Contractor's behalf would be considered a subcontractor and remain subject to the RFP's subcontracting requirements.

Question & Answer 13

Section III.C requires criminal background checks on all non-university personnel and allows the University to request production of them. Please confirm the required scope of the check, whether state level, national, or FBI fingerprint based, the acceptable recency of a check at the time of assignment, and whether this cost is expected to be absorbed by the Contractor within the all-inclusive rate.

The scope of the background check includes State, County and Federal screenings. Background checks are valid for up to one year from the date of completion.

Yes, the cost of the background check is expected to be absorbed by the contractor and included in the all-inclusive rate.

Question & Answer 14

Section V.B states that travel time between assignments is not paid separately and must be built into the hourly rate. Please confirm whether a single interpreter may be scheduled for assignments at both the Galloway and Atlantic City campuses on the same day, and if so, whether the University builds in a minimum transition window between the two locations

The contractor is responsible for the schedule and travel time

Question & Answer 15

Section III.H sets the qualification standard as graduation from an Interpreter Training program or demonstrated equivalent skill, with RID National Certification listed as preferred but not mandatory. Please confirm whether any portion of the anticipated scope requires a Certified Deaf Interpreter in addition to a standard ASL interpreter, such as for Deaf-Blind students or students using a non-standard sign system.

The anticipated scope does not require either of the mentioned services

Question & Answer 16

KIS is headquartered in Florida. Please confirm whether the Non-Collusion Affidavit required in the Required Procurement Documents must be notarized by a New Jersey notary public, or whether notarization by a notary public in the Contractor's home state will be accepted.

Notarization by notary public in the contractors home state will be accepted.

If you submitted questions to RFP-Purchasing@stockton.edu by the due date indicated in the project document, but they were not received and answered here, please contact:

Regina Rosenello
Office of Procurement & Contracting
Regina.Rosenello@stockton.edu
609.626.6079