



JEFFERSON PARISH

DEPARTMENT OF PURCHASING



CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

July 7, 2026

ADDENDUM # 1

RFP Number:0516

RFP Receipt Date: July 10, 2026 at 3:30 pm

Pre-Placed Emergency Contract for Interpretation Services to Residents in Jefferson Parish Shelters, Evacuation Sites and Community Distribution Sites During a Declared Emergency Events (Parishwide) for the Jefferson Parish Department of Emergency Management

REVISION:

Remove Attachment "B" in its entirety and replace with the attached Attachment "B"- "Revised per Addendum #1".

CLARIFICATIONS:

1. QUESTION:

Attachment B states that written translation is estimated at 3,000 words per day and 21,000 words per week, but the pricing table lists "210" for Written Spanish Translation. Can you please confirm which quantity proposers should use for the price proposal?

ANSWER:

The quantity is 21,000- Attachment B has been revised. Please see Revised per Addendum 1- Attachment "B".

2. QUESTION:

Is it a single award RFP or multiple?

ANSWER:

It is a single contract.

3. QUESTION

What are the most requested languages after Spanish?

ANSWER:

The other languages are Vietnamese and Arabic.

4. QUESTION:

What is the anticipated contract value?

ANSWER:

You can do a Public Records request to get the previous contract value.



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5. **QUESTION:**

Are proposers required to bid on all three service categories or will partial proposals be accepted?

ANSWER:

Proposers need to be able to fulfill all 3 components of the RFP.

6. **QUESTION:**

Does the Parish require the selected contractor to have a physical office -, local presence, or in state office in Louisiana, or is demonstrated ability to deploy on-site interpreters within 24 hours sufficient?

ANSWER:

Proposer doesn't need a local office, but needs to be able to explain how they would provide in person interpreters within 24 hours.

QUESTION:

7. Which Attachment C/FEMA certifications must be submitted with the proposal and which may be submitted prior to award or contract approval?

ANSWER:

Proposer is required to submit their Anti-Lobbying and Debarment certifications prior to award, failure to do so will result in rejection – see Attachment “C” for sample certifications.

8. **QUESTION:**

Can you confirm if any information about your incumbent vendor or rates is available for review?

ANSWER:

You can submit a Public Records request.

9. **QUESTION:**

Attachment B includes pricing for written translation services and indicates that historical usage may include press releases, social media posts, and forms during emergency events. Does Jefferson Parish anticipate any expedited, same-day, after-hours, weekend, or other rush translation requests? If so, should proposers include separate pricing for such services, and if yes, where should those rates be provided?

ANSWER:

Yes, it is reasonable to expect everything to be same day, after hours and weekend. All pricing should be incorporated into the cost that they list.

10. **QUESTION:**

Attachment B indicates that the Parish anticipates translation of press releases, social media posts, and forms. Can Jefferson Parish clarify whether translated materials are expected to be delivered as translation-only text, or whether vendors are also expected to provide document formatting, desktop publishing (DTP), recreation of layouts, graphics, forms, or other publication-ready deliverables? If DTP services are required, please describe the anticipated file formats and expected scope of formatting work.



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ANSWER:

It will be Translation-only text

11. QUESTION:

In the 'Section 1.4 (Minority, Woman-Owned, and Veteran-Owned Business Participation) and Section 1.31 Evaluation and Award: The RFP states that Jefferson Parish strongly encourages participation by minority-owned, woman-owned, and veteran-owned businesses. Will there be any preference given to any of the following: minority-owned vendors, small business, woman-owned vendors, veteran-owned vendors, or any other disadvantaged vendors?

ANSWER:

It will be taken into account during scoring.

12. QUESTION:

Attachment B includes pricing for written translation services and indicates that historical usage may include press releases, social media posts, and forms during emergency events. Does Jefferson Parish anticipate any expedited, same-day after-hours, weekend, or other rush translation requests?

ANSWER:

Yes, it is reasonable to expect everything to be same day, after hours and weekend.

13. QUESTION:

Are the insurance requirements set forth in Attachment A negotiable?

ANSWER:

They would need to request a waiver before the due date and I would send it to PAO and Risk Management for approval.

14. QUESTION:

Can the Parish clarify if utilizing a subcontractor is mandatory to submit a compliant proposal, or may a prime contractor bid independently if they meet all requirements internally?

ANSWER:

Subcontractors are not mandatory.

15. QUESTION:

Furthermore, if subcontractors are utilized, does the Parish require them to be completely finalized and named within the Technical Proposal, or will the Parish accept a roster of a potential on-call network, given that individual interpreter availability fluctuates rapidly during a declared emergency?

ANSWER:

A roster of potential on-call network is fine.

16. QUESTION:

Can you please clarify whether the Parish expects a dedicated Jefferson Parish phone number, a vendor-provided access number/PIN, or another model for the required multi-language phone line



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ANSWER:

Access code or pin.

17. QUESTION:

Please provide the anticipated or historical list of evacuation pick-up points, shelters, community distribution sites, and disaster recovery centers where interpreters may be deployed

ANSWER:

Bright playground, Terrytown playground, Alario Center, Vineyard church, East bank Regional library, West Bank Regional library.

18. QUESTION:

Please clarify whether desktop publishing, formatting, recreation of forms, accessible PDF remediation, or Section 508/WCAG-related formatting is required for translated documents, or whether text-only translation is expected

ANSWER:

Text only is fine

19. QUESTION:

Can you please clarify whether travel, mileage, parking, lodging, meals, after-hours premiums, standby time, cancellation fees, and no-show time must all be included in the single hourly rate for onsite Spanish interpreters

ANSWER:

Yes, it must be all incorporated.

20. QUESTION:

Can you please provide historical usage under the current or prior contract, including activations, onsite interpreter hours, phone interpretation minutes by language, written translation word counts, and total annual spend?

ANSWER:

Hurricane Francine 2 interpreters for 12 hours per day for 2 days

21. QUESTION:

Section 1.13 states that proposed pricing must remain firm for the term of the contract, while Section 1.9 provides for an automatic extension until the end of the calendar year if a new contract for the same scope has not been executed

before May 1 of the expiration year. If this automatic extension occurs, must the originally proposed pricing remain fixed through the extension period, or may the selected contractor request a cost-of-living, CPI, or other mutually agreed rate adjustment where permitted by the Parish?

ANSWER:

The price needs to remain the same.



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22. QUESTION:

Can you please clarify the specific certifications, credentials, training, or qualifications the Parish will accept for onsite interpreters, phone interpreters, and translators?

ANSWER:

We don't require a specific certification for interpreters or translators. Please submit any minimum certifications or qualifications that your company uses for employees.

Sincerely,

Donna Evans

Donna M. Evans
Purchasing Specialist II

Proposer shall acknowledge all addenda on the RFP Signature page. Proposer acknowledges receipt of this addendum on the signature page by indicating the addendum number listed above. Failure to list each addenda number on the RFP signature page could result in being considered non-responsive.

This addendum is a part of the contract documents and modifies the original RFP documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

ATTACHMENT "B"
Price Proposal

Firm Name: _____

The undersigned having carefully read and considered the terms and conditions of the RFP Documents to provide language interpretation and translation, does hereby offer to perform such services on behalf of the Parish, of the type and quality and conditions set forth in the RFP Documents at the rates (expressed in words and figures) hereinafter set forth:

Based on historical events, we would anticipate needing 7 Spanish Interpreters per day, 7 days a week. Five of these interpreters would be needed for 6 hours per day at community distribution sites and 2 interpreters would be needed at shelter sites for 12 hours per day. This equals 210 hours of in-person Spanish interpretation. Please include overtime costs and other associated costs into one estimated hourly rate.

Service	Estimated Hours for 1 week (Hrs)	Estimated Hourly Rate (Hrly Rate)	Estimated Weekly Total (Estimated Hrs x Hrly Rate)
In-Person Spanish Interpreters	21,000		
TOTAL			

Based on historical events, we would anticipate needing 1 press release, 4 social media posts and 2 forms translated per day. This is an estimated 3,000 words per day, 21,000 words per week. Please include the cost per word and all other associated costs into one estimated rate.

Service	Estimated Words for 1 week (Words)	Estimated Word Rate (Word Rate)	Estimated Weekly Total (Estimated Words x Word Rate)
Written Spanish Translation	21,000		
TOTAL			

Based on historical events, we would anticipate needing a phone line for 10 Spanish calls per day and 3 calls in other languages per day. Each phone call is estimated to last for 20 minutes for a total of 200 Spanish minutes and 60 other language minutes per day. Please include the cost per minute and all other associate costs into one estimated minute rate.