

Questions and Answers - RFP 2014-014 Website Content Language Translation

1. Will there be a % of the winning bid paid to the State of California? If so, what will the percentage be?

The successful vendor will be given a contract for the amount listed in the RFP. The successful vendor should follow the normal tax requirements for the State of California.

2. I see you will be reducing your page count from 400 to 200. I also read that the complex information needs to be communicated in a simple and understandable language for the general public. Are you looking for a translator that will be able to write this content in each target language, or are you looking for a word for word translation that you will provide.

We are seeking a word for word translation where possible. However, some technical terms may require the vendor to consult with the Air District to get the best equivalent term in the requested language.

3. Regarding the translation samples in Section IX, the RFP states they need to be translated but it makes no mention into which language or how many different languages. Would the State consider accepting the Sample Translations in 1-2 languages only to help reduce cost on our end?

See answer to Question #10 below.

4. After reading through the subject RFP, could you tell us if the Air District has a preference for the variants of Spanish and Chinese into which you'd like potential offerors to translate the samples provided with the RFP? Our assumption was Latin American Spanish and Simplified Chinese, but we wanted to verify your preferences before performing the translations.

See answer to Question #10 below.

5. What type of Spanish are you looking for?

Latin American Spanish

6. Chinese (Simplified, Traditional or both)?

Traditional Chinese

7. Will there be functional testing? Yes/No

Yes, testing will be performed by Air District Staff.

8. Will there be an online linguistic QA of beta site before live launch? Yes/no.

Yes, QA will be performed by Air District Staff.

9. What specific CMS are you using?

The Air District uses the ClayTablet translation connector to provide integration with the Sitecore Content Management System. No knowledge of the Sitecore CMS is necessary for the translator since the ClayTablet connector is used to provide the content for translation to the translators. Translators will not work directly with Sitecore.

10. What languages do you want us to translate the sample translation?

Latin American Spanish, Traditional Chinese, Tagalog, Vietnamese

11. Cost Proposal (Section VIII) - The cost proposal must list the fully burdened hourly rates and the total number of hours estimated for each level of professional and administrative staff to be used to perform the tasks required by this RFP. In addition, costs should be estimated for each of the elements identified in the Scope of Services.

If we are offering all inclusive per word rates for translation that includes Project Coordination, Translation, Revision, and Proofreading, how do we list hourly rates? We do not pay our linguists by the hour, instead by the word. We know the estimated number of hours that it will take to complete the project, we just have never had to break this down by hourly rates, since it is never hourly for us.

In responding to this section, provide an explanation of how linguistic staff are paid for their work and if any of the monies they are paid goes to provide them benefits for this work.

12. Are the samples to be translated in all 4 requested languages: Spanish, Vietnamese, Chinese and Tagalog? If not, is the best approach to have the samples translated in any three of such languages (as randomly chosen by the proposer), and in a manner that provides the Review Board with a fair reading of the proposer's ability to meet the District's needs?

See answer to Question #10.

13. Concerning the requirement for Chinese translation, would the District prefer Traditional or Simplified Chinese?

See answer to Question #6.

14. Is this RFP only open to CA businesses?

Non-California businesses may apply but extra points are available to local and minority owned businesses.

15. I have a question about this RFP, the sample text is about 712 words, if we translate this into four languages it will be a quite big cost. The standard in this profession is 200 words sample translation.

This piece is designed to test translation and interpretation skills. The entire piece must be translated in order to comply with the terms of the RFP.

16. Who is the current incumbent providing website translation services to the Bay Area Air Quality Management District?

There is no incumbent vendor for this project. The Air District has previously had minimal translations, primarily for print-based (non web) content, done by multiple contractors on an ad hoc basis.

17. What are the rates of the current incumbent providing website translation services to the Bay Area Air Quality Management District?

There is no incumbent vendor for this project.

18. Will multiple vendors be awarded this contract?

The Air District is seeking a single contractor for this work.

19. What are the file formats the Bay Area Air Quality Management District will submit to the contracted vendor?

The ClayTablet connector used by the Air District will provide the content for translation to the vendor's system. For technical details, see: <http://www.clay-tablet.com/products/translation-connectors>

20. How will the Bay Area Air Quality Management District submit their files for translation?

The Air District will use ClayTablet software to submit its files for translation.

21. Is the Bay Area Air Quality Management District utilizing any content management system with regard to the scope of the contract? If so, please list all content management systems.

The Air District uses the ClayTablet translation connector to provide integration with the Sitecore Content Management System. No knowledge of the Sitecore CMS is necessary for the translator since the ClayTablet connector is used to provide the content for translation to the translators. Translators will not work directly with Sitecore.

22. With regard to the sample translations, which languages do they need to be translated to? i.e. Just Spanish or all four?

Samples need to be translated into all four languages.

23. What is the Bay Area Air Quality Management District's projected or target date for project completion?

Translation of the site is targeted for May 2015.