

**List of Questions Received for
Invitation for Proposal 2018-CC-250
Spanish Translation of FDDC Products**

1. Whether companies from Outside USA can apply for this? (like, from India or Canada)

Answer: Any company/organization that can fulfill the IFP requirements and affirm the required certifications is eligible to apply.

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

Answer: No.

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

Answer: Yes.

4. Can we submit the proposals via email?

Answer: No, a hard copy and 3 copies of the proposal and attachments must be submitted to the mailing address listed in the Invitation for Proposal by the listed deadline.

5. It is our general practise to calculate the translation budgets basing on a price per word principle. Although, you ask to provide an hourly rate for each team member involved. Can we provide both of these in our budget narrative?

Answer: Yes.

6. Salary for Professional Translation Services - can I treat it as: The Budget without benefits, indirect costs and others needed to complete the whole scope of work specified on Page 3?

Answer: If the intent of your question is to clarify whether or not you could reflect 100% of the project scope of work costs as salary, the answer is yes, assuming that you have the capacity to meet any other costs outside of Council funding.

7. What is your usual wordcount for 1 page -250 or 300 words?

Answer: Approximately 400 words.

8. Section 3 on Page 4 says that I need to provide comprehensive CVs of the staff involved in the project. It doesn't specify any number. Am I free to provide as many CVs, as, to my opinion, are needed to execute the project in a most efficient way and budget?

Answer: Yes.

9. Aside developing the Spanish translations of the following products: Annual Reports, Newsletters, Brochure, the *Making the Most of Your Florida Medicaid and iBudget Services* document and the *First Steps – A Guide to Your Child's Development* document, can you please tell us if the submission of the editable electronic file of the translated product (our final product to you) will have to include any graphic/visual elements that are present in the original documents and that we may have to recreate or redesign to include the Spanish words in it? In other words, can you tell us if we will have to work with any graphic elements such as drawings, images, charts, tables, etc., reproducing the exact image with its content presented in Spanish or if we would only be responsible of providing the Spanish translation (in text form) of the content presented in these images without having to recreate or produce the image with its content in Spanish?

Answer: The selected Provider will not be responsible for recreating or producing graphic elements; however, translated text may be requested within text charts or tables.