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|  | REQUEST FOR PROPOSALS  |
| **JUDICIAL COUNCIL OF CALIFORNIA** **Addendum no. 2****Regarding:**PROPOSALS TO PROVIDE STATEWIDE TRANSLATION SERVICES RFP: CFCC-02-16-LV**PROPOSALS DUE:** ~~April 7, 2016~~ ~~April 14, 2016~~**April 21, 2016****no later than 3:00 p.m. Pacific time**  |

**This Addendum No. 2 to RFP#CFCC-01-16-LV hereby modifies the RFP as follows:**

1. **Deletions in the RFP are shown in strikeout font (**~~strikeout font~~**); insertions are shown in bold underlined font (bold underlined font). Paragraph numbers refer to the numbers in the original Request for Proposal.**
2. **Questions and Answers posted April 7, 2016 are hereby replaced with Questions and Answers posted April 13, 2016.**
3. **The following changes are made to Section 3 of the RFP:**

**3.0 TIMELINE FOR THIS RFP**

The Judicial Branch Entity (JBE) has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the JBE.

| **EVENT** | **DATE** |
| --- | --- |
| RFP issued**:** | March 21, 2016 |
| Deadline for questions | March 28, 20165:00 pm Pacific Time |
| Questions and answers posted *(estimate only)* | ~~March 30, 2016~~ ~~Thursday April 7, 2016~~**Wednesday April 13,2016** |
| Latest date and time proposal may be submitted  | ~~April 7, 2016~~ ~~Thursday April 14, 2016~~**Thursday April 21, 2016**3:00 PM Pacific Time |
| Evaluation of proposals (*estimate only*) | ~~April 14, 2016~~~~April 19, 2016~~**April 26,2016** |
| Anticipated interview dates (*estimate only*) | ~~April 19, 2016~~~~April 21, 2016~~**May 3, 2016** |
| Notice of Intent to Award (*estimate only*) | May 10, 2016 |
| Negotiations and execution of contract (*estimate only*) | May 25, 2016 |
| Contract start date (*estimate only*) | June 1, 2016 |
| Contract end date (*estimate only*) | June 30, 2018 |

**3.1 Attachment 7, Pricing Form, is replaced in its entirety with Attachment 7, Pricing Form, Revision #2**.

1. **The following changes are made to Attachment 7of the RFP:**

Attachment 7

Pricing form

REVISION #2

1. Pricing For Non-Rush Services

Proposer must submit its fees for non-rush translations from English to the target language in Table 1a, below. In the column “Rate per English Word”, pricing is based on a per English word basis (the number of English words in the document prior to translation) except for Plain Language and Field Testing, which shall be on an hourly basis. Refer to Section ~~5~~ **6** for turnaround times.

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| **Table 1a - Rates For Non-Rush Translating Only – Initial 2 Year Term** |
| Language Translated To (From English) | Rate Per English Word(Except Plain Language and Field Testing Rates are per hour) | Hourly Rates for Modifications |
| Plain Language (English) | $**TBD** | $**TBD** |
| Armenian (Eastern) | $**TBD** | $**TBD** |
| Khmer | $**TBD** | $**TBD** |
| Cantonese | $**TBD** | $**TBD** |
| Chinese Simplified | $**TBD** | $**TBD** |
| Chinese Traditional | $**TBD** | $**TBD** |
| Farsi | $**TBD** | $**TBD** |
| Hmong | $**TBD** | $**TBD** |
| Korean | $**TBD** | $**TBD** |
| Mandarin | $**TBD** | $**TBD** |
| Punjabi | $**TBD** | $**TBD** |
| Russian | $**TBD** | $**TBD** |
| Spanish | $**TBD** | $**TBD** |
| Tagalog | $**TBD** | $**TBD** |
| Vietnamese | $**TBD** | $**TBD** |
| Field Testing | $**TBD** | $**TBD** |

Fees for non-rush formatting services of translated text so that the finished product resembles the English version shall be priced separately. Fees shall be on an hourly basis and submitted using the Table 1b below.

| **Table 1b - Rate Per Hour For Non-Rush Formatting Only – Initial 2 Year Term** |
| --- |
| Language Translated To (From English) | Hourly Rates for Formatting | Hourly Rates for Formatting Modifications |
| Plain Language (English) | $**TBD** | $**TBD** |
| Armenian (Eastern) | $**TBD** | $**TBD** |
| Khmer | $**TBD** | $**TBD** |
| Cantonese | $**TBD** | $**TBD** |
| Chinese Simplified | $**TBD** | $**TBD** |
| Chinese Traditional | $**TBD** | $**TBD** |
| Farsi | $**TBD** | $**TBD** |
| Hmong | $**TBD** | $**TBD** |
| Korean | $**TBD** | $**TBD** |
| Mandarin | $**TBD** | $**TBD** |
| Punjabi | $**TBD** | $**TBD** |
| Russian | $**TBD** | $**TBD** |
| Spanish | $**TBD** | $**TBD** |
| Tagalog | $**TBD** | $**TBD** |
| Vietnamese | $**TBD** | $**TBD** |
| Field Testing | $**TBD** | $**TBD** |

1. Pricing for Rush Services

Proposer must submit its fees for Rush translations from English to the target language in Table 2a, below. In the column “Rate per English Word”, pricing is based on a per English word basis (the number of English words in the document prior to translation) except for Plain Language and Field Testing, which shall be on an hourly basis. Refer to Section ~~5~~ **6** for turnaround times.

| **Table 2a - Rates For Rush Translating Only – Initial 2 Year Term** |
| --- |
| Language Translated To (From English) | Rate Per English Word (Except Plain Language-per hour) | Hourly Rates for Modifications |
| Plain Language (English) | $**TBD** | $**TBD** |
| Armenian (Eastern) | $**TBD** | $**TBD** |
| Khmer | $**TBD** | $**TBD** |
| Cantonese | $**TBD** | $**TBD** |
| Chinese Simplified | $**TBD** | $**TBD** |
| Chinese Traditional | $**TBD** | $**TBD** |
| Farsi | $**TBD** | $**TBD** |
| Hmong | $**TBD** | $**TBD** |
| Korean | $**TBD** | $**TBD** |
| Mandarin | $**TBD** | $**TBD** |
| Punjabi | $**TBD** | $**TBD** |
| Russian | $**TBD** | $**TBD** |
| Spanish | $**TBD** | $**TBD** |
| Tagalog | $**TBD** | $**TBD** |
| Vietnamese | $**TBD** | $**TBD** |
| Field Testing | $**TBD** | $**TBD** |

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| **Table 2b - Rate Per Hour For Rush Formatting Only – Initial 2 Year Term** |
| Language Translated To (From English) | Hourly Rate for Formatting  | Hourly Rates for Formatting Modifications |
| Plain Language (English) | $**TBD** | $**TBD** |
| Armenian (Eastern) | $**TBD** | $**TBD** |
| Khmer | $**TBD** | $**TBD** |
| Cantonese | $**TBD** | $**TBD** |
| Chinese Simplified | $**TBD** | $**TBD** |
| Chinese Traditional | $**TBD** | $**TBD** |
| Farsi | $**TBD** | $**TBD** |
| Hmong | $**TBD** | $**TBD** |
| Korean | $**TBD** | $**TBD** |
| Mandarin | $**TBD** | $**TBD** |
| Punjabi | $**TBD** | $**TBD** |
| Russian | $**TBD** | $**TBD** |
| Spanish | $**TBD** | $**TBD** |
| Tagalog | $**TBD** | $**TBD** |
| Vietnamese | $**TBD** | $**TBD** |
| Field Testing | $**TBD** | $**TBD** |

Fees for Rush formatting services of translated text so that the finished product resembles the English version shall be priced separately. Fees shall be on an hourly basis and submitted using the Table 2b below.

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| --- |
| **Table 3a - Rates For Urgent Translating Only – Initial 2 Year Term** |
| Language Translated To (From English) | Rate Per English Word(Except Plain Language and Field Testing Rates are per hour) | Hourly Rates for Modifications |
| Plain Language (English) | $**TBD** | $**TBD** |
| Armenian (Eastern) | $**TBD** | $**TBD** |
| Khmer | $**TBD** | $**TBD** |
| Cantonese | $**TBD** | $**TBD** |
| Chinese Simplified | $**TBD** | $**TBD** |
| Chinese Traditional | $**TBD** | $**TBD** |
| Farsi | $**TBD** | $**TBD** |
| Hmong | $**TBD** | $**TBD** |
| Korean | $**TBD** | $**TBD** |
| Mandarin | $**TBD** | $**TBD** |
| Punjabi | $**TBD** | $**TBD** |
| Russian | $**TBD** | $**TBD** |
| Spanish | $**TBD** | $**TBD** |
| Tagalog | $**TBD** | $**TBD** |
| Vietnamese | $**TBD** | $**TBD** |
| Field Testing | $**TBD** | $**TBD** |

1. Pricing For Urgent Services

Proposer must submit its fees for Urgent translations from English to the target language in Table 1a, below. In the column “Rate per English Word”, pricing is based on a per English word basis (the number of English words in the document prior to translation) except for Plain Language and Field Testing, which shall be on an hourly basis. Refer to Section ~~5~~ **6** for
turnaround times.

Fees for Urgent formatting services of translated text so that the finished product resembles the English version shall be priced separately. Fees shall be on an hourly basis and submitted using Table 3b below

| **Table 3b - Rate Per Hour For Urgent Formatting Only – Initial 2 Year Term** |
| --- |
| Language Translated To (From English) | Hourly Rates for Formatting | Hourly Rates for Formatting Modifications |
| Plain Language (English) | $**TBD** | $**TBD** |
| Armenian (Eastern) | $**TBD** | $**TBD** |
| Khmer | $**TBD** | $**TBD** |
| Cantonese | $**TBD** | $**TBD** |
| Chinese Simplified | $**TBD** | $**TBD** |
| Chinese Traditional | $**TBD** | $**TBD** |
| Farsi | $**TBD** | $**TBD** |
| Hmong | $**TBD** | $**TBD** |
| Korean | $**TBD** | $**TBD** |
| Mandarin | $**TBD** | $**TBD** |
| Punjabi | $**TBD** | $**TBD** |
| Russian | $**TBD** | $**TBD** |
| Spanish | $**TBD** | $**TBD** |
| Tagalog | $**TBD** | $**TBD** |
| Vietnamese | $**TBD** | $**TBD** |
| Field Testing | $**TBD** | $**TBD** |

1. **Additional Services - Consultation, Voice Talent, Language Director, Recording Studio Fees and Community Review**

**Proposer must submit its fees which shall be on an hourly basis in Table 4a below for Consultation, Voice Talent, Language Director, Recording Studio Fees and Community Review. Description for these services are listed below:**

**Consultation - Providing review and consultation for outside translation performed by either the Judicial Council or the court to ensure that the translation is competent.  This translation may into plain English or other language.  Consultation may be of the full document or to provide guidance to any in-house translator at the Judicial Council or court regarding an approach to the translation or assistance with complicated language.**

**Voice Talent - People who speak the target language clearly and fluently.  They may be used for audio recording of documents such as instruction sheets or website content.**

**Language Director - Person who directs the recording of an audio document into another language.  They must understand the target language fluently and be able to identify any errors or points where the content should be rerecorded.**

**Recording Studio Fees-These fees are for recordings of any audio translations such as instructional materials or website in order to deliver a professional level of recording.**

**Community Review -This involves getting feedback from certified translators and others within a target language community about the most appropriate words to use or tone to take in a document or for webcontent directed to a specific community**

| **Table 4a - Rate Per Hour For Additional Services– Initial 2 Year Term****For Non-Rush Normal Turnaround time of 30 days** |
| --- |
| **Additional Services – Description Above** | **Hourly Rates**  |
| **Consultation** | **$TBD** |
| **Voice Talent** | **$TBD** |
| **Language Director** | **$TBD** |
| **Recording Studio Fees** | **$TBD** |
| **Community Review** | **$TBD** |

1. Minimum Fees

Provide a description of any applicable minimum charges for the Initial Term.

1. Turnaround Times for Non-Rush, Rush and Urgent Services

|  |  |  |
| --- | --- | --- |
|  |  | Maximum turnaround times in days  |
| Number of English Words | Target Language | Normal | Rush | Urgent |
| <5,000 | Spanish | 7 | 5 | 2 |
| All Other Languages | 12 | 10 | 7 |
| 5,001 - 10,000 | Spanish | 11 | 8 | 4 |
| All Other Languages | 15 | 12 | 9 |
| 10,001 - 25,000 | Spanish | 15 | 12 | 7 |
| All Other Languages | 20 | 15 | 12 |
| > 25,000 | Spanish | Negotiated | Negotiated | Negotiated |
| All Other Languages | Negotiated | Negotiated | Negotiated |

Turnaround Times for Field Testing is to be negotiated.

END OF ADDENDUM