

RFP-DDEC-2026-13
Professional Translation Services

Publication of Addendum / Responses¹

ID	Question Received	Response
Mandatory Documentation, Evaluation and Proposal Submission		
1	Could PRDEDC confirm whether a single notarized Sworn Statement covering all solicitations to which the proposer responds is acceptable, or whether a separate notarized statement is required for each individual RFP?	Yes, a separate notarized Sworn Statement must be submitted for each RFP and must identify the corresponding RFP number.
2	Could PRDEDC confirm that a Statement of Financial Condition prepared by a CPA under ASC 274, together with its accompanying notes, satisfies this requirement for individual owners, given that the Statement of Operations and Statement of Cash Flows do not apply under the standard governing personal financial statements?	Yes. For individual owners, the applicable CPA-prepared personal financial statements under U.S. GAAP and ASC 274, including the Statement of Financial Condition and accompanying notes, will satisfy the financial statement requirement. Statements that do not apply to personal financial statements will not be required. All other applicable ownership disclosures and tax-return requirements remain in effect.

¹ The questions answered are those received while the question period was open. Questions received after the July 28, 2026, deadline were not answered. Related questions were grouped together to avoid repetitive answers. The questions in this document were not edited by our team, unless necessary for spelling and/or translation.

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3	Section 6.2 assigns 25% of the evaluation score to “Institutional Experience and Past Performance,” and Part 6 requires at least three professional references from prior clients. For a newly formed proposing entity, could PRDEDC confirm that the individual professional experience, track record, and client references of the firm’s principal and key personnel—accumulated prior to the entity’s formation—may be presented to satisfy the Institutional Experience and Past Performance criterion and the professional references requirement?	Yes. The Evaluation Committee may consider the relevant experience and past performance of both the proposing entity and its proposed key personnel, including experience gained in an individual capacity or through prior organizations.
Scope of Services		
4	Section 3.2.1 requires the Contractor to “provide certified translations when required.” Could PRDEDC clarify what certification standard applies (e.g., a signed certificate of accuracy from the translator/firm, or certification by a specific credentialing body such as ATA), and under what circumstances a certified translation, as opposed to a standard translation, will be requested?	For purposes of this RFP, a certified translation is a translation accompanied by a signed certification from the translator or translation firm attesting to its accuracy and completeness. The RFP does not require ATA certification or certification by another specific credentialing body. Certified translations may be requested for official, legal, regulatory, compliance, procurement, or other documents for which WDP determines that formal attestation is necessary. The applicable requirement will be identified when the assignment is authorized.

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Cost Plan and Estimated Service Volume		
5	Section 1.5 states that PRDEDC does not guarantee any minimum volume of work, compensation, or number of assignments during the contract term. For purposes of structuring a responsive Cost Plan under Section 7.3, could PRDEDC provide an estimated annual volume (e.g., approximate page count or word count for written translation, and approximate hours for editing/proofreading/interpretation) based on historical or projected WDP demand?	PRDEDC does not provide or guarantee an estimated annual volume, page count, word count, number of assignments, or service hours. Services will be requested on an as-needed basis and may vary according to WDP's operational requirements, funding availability, program priorities, and scheduled activities. Proposers must provide clear unit rates for each applicable service—such as per word, page, hour, or assignment—and disclose the assumptions, estimated resource units, assigned personnel, and pricing methodology used to prepare the Cost Plan under Section 7.3. Any volume assumptions included by a proposer are for evaluation and pricing purposes only and do not constitute a guaranteed level of work.