QUESTIONS AND RESPONSES

1. Can companies outside the USA reply and provide a response to the Request for Proposal (RFP)?

   Yes.

2. Does the vendor need to come to the SHSU campus for meetings?

   Yes.

3. Can a vendor perform the tasks (related to the RFP) from outside the USA?

   No, as vendor will need to be on-site (SHSU campus and other locations specified in the RFP) to provide sign language interpretation for students. No remote video interpreting.

4. Can proposals be submitted via email?

   No, please see Page 4, B-1c of RFP.

5. Regarding references – Is there an address that they should be sent to? Is there a certain format that is preferred?

   The letters of reference should be submitted with your RFP. They may be from previous employers within the past three years. They do not have to be addressed to SHSU Disability Services.

   There is not a preferred format.

6. I am assuming that the majority of this proposal is not applicable to me as an American Sign Language interpreter. Is that true?

   All parts of the RFP are applicable to the proposer and should be read thoroughly to ensure all requested information is submitted with your proposal. The SHSU Disability Services Department is requesting interpreting in American Sign Language (ASL) and/or Signed English.

7. Would I be considered a “vendor/proposer” and not a “subcontractor?”

   Responders to the RFP would be considered the “vendor/proposer.” If the responder will be fulfilling the entire contract with their own resources/employees, they will not be subcontracting services. If the responder will be hiring outside subcontractors to fulfill the interpreting services, they would be subcontracting the services. If you have any questions regarding the HUB Subcontracting Plan, please contact the SHSU Hub Coordinator, Bob Chapa, at 936-294-4670 or ric001@shsu.edu.
8. On page 12, Section E, what is the Federal Employer Identification Number? If I do not have one, do I leave that line blank?

Applicable to the United States, an Employer Identification Number or EIN (also known as Federal Employer Identification Number or FEIN) is used to identify a business entity. It is the corporate equivalent to a Social Security number, although it is issued to anyone, including individuals, who have to pay withholding taxes on employees.

An EIN is used by the IRS to identify taxpayers who are required to file various business-related tax forms. EINs are required for employers with employees, certain employers without employees, sole proprietors, corporations, partnerships, nonprofit organizations, government agencies, trusts, estates of decedents, other business entities and individuals and anyone who has a Keogh plan or needs to file the following tax returns: employment, excise, or alcohol, tobacco and firearms.

An EIN can be immediately obtained online from the IRS website. The required form (SS-4) is provided as a free service. See link to the IRS below.


If you do not have a FEIN, then you can enter your Taxpayer Identification Number (TIN) from your W-9. A W-9 will be required from the vendors to whom an award is made in order for payments to be processed.

9. What is 13.9 of the Terms and Conditions, Page 16, and is it applicable to me?

As SHSU is a state agency, it may not enter into a contract with the executive head of the state agency, with a person who at any time during the four years before the date of the contract was the executive head of the state agency, or with a person who employs a current or former executive head of a state agency affected by this section, unless the governing body:
(1) votes, in an open meeting, to approve the contract; and
(2) notifies the Legislative Budget Board, not later than the fifth day before the date of the vote, of the terms of the proposed contract.

If you do not fall into any of the above categories, then this will not apply and does not need to be filled out.
When I mail my proposal, do I return all 27 pages or only the pages that pertain to me, along with my resume, diplomas, and certifications? Eg. HSP Quick Check List (pages 18-27).

It is not required to return all 27 pages of the RFP, although some responders do so. Responders should ensure they return all required information listed in the RFP. See Section B-8, Proposal Content, Page 8. Please note that the Execution of Offer (Page 12) and Pricing Proposal (Page 13) and the HUB Subcontracting Plan (Pages 19-26) are required and any proposals submitted without them will not be considered for award.

Bid Opening Date: 6/12/15 at 10:00 a.m. CST