



## CITY OF WORCESTER, MASSACHUSETTS



Administration & Finance  
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October 9, 2020

To All Bidders:

Subject: **Bid No. CR-7482-W1, Interpretation Services – American Sign Language / WPS**

### **ADDENDUM NO. 2**

To Whom It May Concern:

With reference to our bid request relative to the above subject, please refer to the changes/modifications/clarifications to the original bid request.

#### **SEE BELOW QUESTIONS RECEIVED AND RESPONSES FROM WPS**

- 1) What is the nature of these meetings that a sign language interpreter will be needed?  
**Most often we need interpreters to cover parent and/or staff meetings: such as IEP meetings, parent -teacher conferences, Know Your School Nights, for staff = Professional Development courses etc. On rare occasions, we need an interpreter to cover classes for students: can be from Prek to age 22, transition age students.**
- 2) What is the typical time frame for these meetings (evenings or during the work day)?  
**If it is a classroom situation, it would be school hours, 6 hour day (natural breaks included). If it is a meeting it could be during the work day or in the evening, including events such as Know Your School Night, graduations etc.**
- 3) In the bid it says interpreters will be assigned meetings via the online WPS request Dropbox. How does that work? Will interpreter agencies be able to use the Dropbox to get assignments? Or is it only for individual interpreters?  
**Language Services requests are emailed to the contractor. If the contracted interpreter or agency is available, the work is assigned via Dropbox.**

Bidders are requested to acknowledge and/or include this addendum with bid. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Christopher J. Gagliastro  
Purchasing Director