



**SOUTHEAST MISSOURI**  
STATE UNIVERSITY · 1873

**REQUEST FOR PROPOSAL 6017**  
**AMENDMENT #1**

**TITLE:** Sign Language Interpretive Services

**DATE:** June 28, 2024

**BUYER:** Holly Teague

**EMAIL:** hteague@semo.edu

**PHONE:** (573) 651-2021

**PROPOSAL MUST BE RECEIVED NO LATER THAN:**

**DATE:** July 8, 2024

**TIME:** 3:30 P.M.

**DELIVERY INSTRUCTIONS**

For USPS/FedEx/UPS, etc.

Bids must be mailed to:

Purchasing Department  
Southeast Missouri State University  
One University Plaza, Mail Stop 3280  
Cape Girardeau, MO 63701

OR delivered by bidder to:

Purchasing Department  
AcademicHall Room 200F  
Normal Avenue  
Cape Girardeau, MO 63701

The notice of award is made subject to availability and appropriation of funds, as specified in the Request for Proposal, and the selection of the offeror is made in accordance with all applicable public procurement laws.

**MUST BE SIGNED TO BE VALID**

The offeror hereby agrees to furnish items and/or services, at the firm, fixed prices quoted, pursuant to all requirements and specifications contained herein, upon either the receipt of an authorized purchase order from the Purchasing Department or when this document is countersigned by the Purchasing Department as a binding contract, and further agrees that the language of this document shall govern in the event of a conflict with his or her proposal.

AUTHORIZED SIGNATURE		PRINTED NAME/TITLE	
COMPANY NAME			CURRENT DATE
MAILING ADDRESS			TELEPHONE NUMBER/EXT.
CITY		STATE	ZIP CODE
CONTACT PERSON	CONTACT PERSON EMAIL ADDRESS		FACSIMILE NUMBER
DELIVERY DATE: _____ DAYS ARO, FOB DESTINATION		PROMPT PAYMENT TERMS: _____% _____ DAYS NET _____ DAYS	
NOTICE OF AWARD (SOUTHEAST MISSOURI STATE UNIVERSITY USE ONLY)			
AUTHORIZED SIGNATURE FOR SOUTHEAST MISSOURI STATE UNIVERSITY			DATE

**SOUTHEAST MISSOURI STATE UNIVERSITY  
SIGN LANGUAGE INTERPRETIVE SERVICES  
REQUEST FOR PROPOSAL 6017  
AMENDMENT#1**

**A. The offeror is hereby notified that Request for Proposal 6017 is clarified as follows:**

1. What has the expenditure on ASL interpreting services been in the past 12 months or the last calendar year?
  - a. The University spent \$6,165 during this current contract period for interpretive services.
2. Will you exclusively request on-site interpreting services for this RFP, or will you also require Virtual Remote Interpreting (VRI) ASL interpreting services?
  - a. The University prefers the use of on-site interpretation services. However, we have used virtual interpreters in the past when on-site was not available.
3. In case you request both services, could you please provide the estimated breakdown between On-site interpreting and VRI interpreting?
  - a. Virtual interpreting services are not preferred. Therefore, 12 hours per week for one student is the most likely breakdown for on-site services.
4. Can we provide ASL VRI rates on a separate pricing sheet?
  - a. Yes. The University is open to receive pricing for proposed services.
5. Do you anticipate needing ASL interpreting services outside of regular class hours?
  - a. We do not anticipate needing interpreting services outside of regular classroom hours.
6. If so, approximately how many weekend or holiday events do you expect to require ASL interpretation?
  - a. None are expected.
7. How much in advance do you notify for on-demand ASL interpreting services?
  - a. The University requires 24 hours minimum.
8. Do you have an incumbent vendor? If so, would you share their rates with us?
  - a. The University currently uses the services of Here's Your Sign Interpretation. The current contracted rate is a 2-hour minimum for \$90 and each additional hour for \$45.

**B. RFP closing date and time remain the same.**

All other terms and conditions of Request for Proposal 6017 remain the same. If you have any questions regarding this information, please contact Holly Teague at [hteague@semo.edu](mailto:hteague@semo.edu).

To acknowledge receipt of this amendment, the offeror should complete, sign, and return with the proposal response.