



1.	Solicitation No.	RFQ# 060826/DO
2.	Solicitation Name	Request for Quotation (RFQ)-Preferred Vendors for Translation
3.	Issue Date	June 8, 2026
4.	Closing Date	Original: June 22, 2026 Revised: June 25, 2026
5.	Solicitation Amendment No.	1
6.	Solicitation Amendment Date	June 17, 2026

7. The above numbered solicitation is amended as set forth in Item 9 below.

8. The hour and dates specified for receipt of proposals/quotations: is not extended; is extended as described in Item 9 below.

9. Description of Amendment/Modification:

The purpose of this solicitation amendment is to inform prospective offerors/bidders that the above numbered solicitation is hereby amended to provide responses to questions as follows.

The RFQ closing date has been extended to June 25, 2026

Question 1: Is an IT Security Questionnaire required and if so how will it be shared?

Answer 1: An IT Security Questionnaire is required prior execution of an agreement if the vendor will process IIE proprietary data or Personal Data using technology or AI rather than solely human translation. The assessment is sent via the automated OneTrust platform. If your offer is successful, you will receive an email with an invite to complete the security risk assessment in OneTrust. If your organization does not wish to complete the assessment using the automated OneTrust platform, please visit the "Welcome" screen of the IT Security Questionnaire (using the emailed link from OneTrust) and click "Complete Offline Using Excel" to download the Excel version of the NIST CSF assessment. Please make sure to upload the completed file to OneTrust using the same path and Submit. The assessment will contain several questions with respect to your organization's security practice off the NIST CFS framework.

Question 2: Will bidders be provided with a SOC 2 Type 2 attestation template?

Answer 2: No bidders will not be provided with a SOC 2 Type 2 attestation template.

Question 3: What is the anticipate budget, and/or frequency of assignments for any pending contract?

Answer 3: There is no anticipated budget or frequency of assignments. Translation services will be used, if and, as needed, throughout the contract period.



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Question 4: What are the top languages needed?

Answer 4: In the past year, IIE more frequently needed translation of Arabic but all languages listed in the RFP are commonly needed.

Question 5: Will multiple preferred translation vendor contracts be issued?

Answer 5: IIE reserves the right to select one or more preferred vendors simultaneously or at any time in IIE's sole discretion. Preferred vendors are not guaranteed work from IIE; however, services may be utilized on a non-mandatory basis. IIE also reserves the right not to select any preferred vendor as result of this RFQ.

Question 6: In what formats are the documents to be translated? Are there InDesign files?

Answer 6: Translations must maintain the same format as the original source file. The majority of our translation needs are not InDesign files.

Question 7: What is the average number of words in a document needing translation?

Answer 7: There is a wide range in the number of words per document. For example, a contract needing translation may be 15,000 words while a program application 2,000 words.

Question 8: Can the rate sheet be modified to add languages, change the unit of measure and add minimum fees?

Answer 8: Yes please modify the rate sheet to add all language capabilities. While a cost per word is preferred you may change the unit of measure and add minimum fees based on your organizations fee structure.

Question 9: Should formatting/DTP be included in the per-word rate, or listed separately?

Answer 9: If there are any other translation fees outside the rate per word structure please describe the additional services and pricing.

Question 10: For the Arabic and Vietnamese test translations, should vendors submit Word files, PDFs or both and do these translations need to be certified?

Answer 10: You may submit the Arabic and Vietnamese test translations in either Word, PDF or both. Please preserve the original formatting. Translations do not need to be certified.

Question 11: Could IIE share the evaluation criteria?

Answer 11: The evaluation criteria is listed in Section B of the RFQ.

Question 12: Are out-of-state vendors eligible to participate in this solicitation? Is there any local preference for businesses located in New York State?

Answer 12: Any bidder that can meet the technical requirements of the RFQ is encouraged to apply. There is no preference for businesses located in New York or any other state.

Question 13: Are there any certification requirements beyond those outlined in the RFQ?

Answer 13: There are no other certification requirements beyond those that may be outlined in the RFQ.



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Question 14: Does IIE have any Small Business Enterprise (SBE), Minority Business Enterprise (MBE), Woman-Owned Business (WBE), or similar preference program applicable to this procurement?

Answer 14: No. Any business that can meet the technical requirements is encouraged to apply.

Question 15: May vendors submit proposals for only a portion of the requested services, or is there a preference for vendors that can support all language pairs and service requirements?

Answer 15: Yes bidders may submit proposals for one or more world languages whether named in the RFQ or not.

Question 16: What percentage of the anticipated translation volume is expected to be in Spanish?

Answer 16: At this time, we can not anticipate what translation volume is expected to be in Spanish.

Question 17: Beyond the mandatory requirements outlined in the RFQ, can you provide additional details regarding the evaluation methodology? Specifically, how are factors such as pricing, turnaround times, translation quality, sample submissions, references, and quality assurance processes considered in the selection of preferred vendors?

Answer 17: All of the above mentioned factors will be considered in the evaluation of submitted proposals. If pricing differs based on urgent requests that need a quick translation turnaround time, then please provide pricing for both standard turn around time and urgent requests. Also please specify your standard turn around time vs. rush service turn around time. Please note, there are times where next day translation may be requested. If costs differ for translations done over the weekend please specify weekend cost rates.

Question 18: Should translation samples be submitted merged into the main proposal document, or can they be sent in separate emails?

Answer 18: Translation samples may be merged into the main proposal document or sent as separate emails. Please be sure to include in the subject line: "RFQ #060826/DO-Preferred Vendors for Translation" and ensure that the name of your business is clearly stated on all documents so that documents can be identified as part of the same proposal.

Question 19: Will vendors be required to execute a separate NDA or confidentiality agreement prior to handling sensitive documents?

Answer 19: No separate NDA or confidentiality agreement will be required. Confidentiality provisions and a Data Privacy Addendum will be part of IIE's Master Services Agreement.

Question 20: For vendors participating in the Third-Party Risk Management Process: At what stage of evaluation would the IT security assessment be required? Would completion of the security review be required prior to award or prior to contract execution?

Answer 20: IIE may extend an intent of an offer to award prior to completion of the IT security assessment but an IT security assessment is required prior to execution of the Master Services Agreement.



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Question 21: Does IIE require translators to be located in specific geographic regions or jurisdictions for data protection or programmatic purposes?

Answer 21: Translators need not be located at any specific geographic region or jurisdiction so long as they can comply with applicable data privacy and data protection requirements.

Question 22: Are there any accessibility or formatting standards that translated deliverables must meet?

Answer 22: Only some documents require accessibility compliance; IIE will specify which ones during each work order.

Question 23: Does IIE have preferred terminology glossaries, style guides, or branding standards that selected vendors would be expected to follow?

Answer 23: IIE does not have a preferred terminology glossary or style guide for translations as terms and format will depend on the document being translated. Translations should sound natural to native speakers and the original formatting of the source document maintained. It is helpful to maintain program-specific terminology and definitions, as different programs may use terms differently; in the past, IIE has had success working with vendors who requested program glossaries to support consistency.

Question 24: Are CAT tools (computer-assisted translation tools) preferred or required, and if so, are there any platform compatibility requirements?

Answer 24: If CAT tools are used, they should be used with human oversight/review of translations to ensure accuracy, localization and formatting.

Question 25: Will pricing remain fixed for the full potential five-year term, or may rate adjustments be proposed during annual renewal periods?

Answer 25: Vendor may request annual price increases. IIE reserves the right to:

- (a) Accept vendor's price increases if the changes are reasonable and within the scope of the original selection;
- (b) Negotiate any updates/changes; or,
- (c) Decide not to renew.

Question 26: Will vendors be permitted to subcontract specialized language resources, provided confidentiality and quality standards are maintained?

Answer 26: With IIE's prior written approval, a vendor may utilize subcontractors provided that the vendor will remain responsible for compliance with all Master Service Agreement terms.

Question 27: Following proposal submission, does IIE anticipate conducting interviews, presentations, or reference checks as part of the evaluation process?

Answer 27: IIE reserves the right to conduct interviews, request presentations or conduct a reference check as part of the evaluation process. Client references for translation to, and from, English into Arabic and Vietnamese are required as part of the RFQ

END OF AMENDMENT