

DATE: Friday, August 28, 2026

ITB 27-014 IS AMENDED AS FOLLOWS:

1. This ITB Schedule of Events updates and confirms scheduled ITB dates. **Any revision or new text is highlighted.**

SCHEDULE OF EVENTS

NOTICE: The Institution reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. The Institution will communicate any adjustment to the Schedule of Events to the potential Bidders.		
EVENT	TIME	DATE (all dates are Institution business days)
1. APSU Issues ITB 27-014 for Interpreting Services		Thursday, August 13, 2026
2. Written Questions/Comments Deadline to hubertc@apsu.edu	2:00 p.m.	Monday, August 24, 2026
3. Institution Responds to Written Questions/Comments on APSU Bid Opportunities Website	4:30 p.m.	Friday, August 28, 2026
4. Bid Deadline If hard copy delivered to: Procurement Services 505 York Street Clarksville, TN 37040 <i>Package should be sealed with "ITB 27-0014", bidder name and contact information on the outside of the package.</i> If electronic to: hubertc@apsu.edu <i>with "ITB 27-0014" in the subject line.</i> 5. There will be no public bid opening.	4:30 p.m.	Tuesday, September 1, 2026
6. Bid Opening in Procurement Services		Wednesday, September 2, 2026
7. Notice of Bid Award to Awardee		Monday, September 7, 2026
8. Contract Start Date		Tuesday, September 15, 2026

2. APSU responses to questions and comments in the table below to amend and clarify this ITB.

Any restatement of ITB text below shall NOT be construed as a change in the actual wording of the ITB document.

ITB SECTION		QUESTION / COMMENT	APSU RESPONSE
		What is the source of service requests? What is the communication used for requests or scheduling?	Centralized through The Office of Student Access Services and priority is given to academic requests.
		What is a Portal Fee in C.5 and both rate tables?	Portal Fee is equivalent to travel time to destination.
		Does APSU have a set cancellation policy? If not, may we set the policy?	24 hours
		Is a parking pass required for parking?	Yes. All vehicles parked on the APSU campus must be registered with the Parking & Transportation Office and have the required documentation visible when parked.
		Would you confirm if VRI offerings are acceptable for last-minute needs/requests?	The student receiving the services must agree.
		Video Remote Interpreter Services	Video remote interpreting (VRI) is a great option but cannot be the only option available.
		Which companies are the incumbents?	Northern Kentucky Services for the Deaf, Inc.
		Is a sub-contractor model for interpretation acceptable for APSU?	No
		Do "foreign" companies have the same weight as TN-based companies?	If "foreign" company is defined as one of the other 49 states, yes. If not, no.
		What is APSU's desired budget for this solicitation?	N/A
		What is the source and form the of Interpreter requests and scheduling origination	The Office of Student Access Services will handle all requests by email.

ITB SECTION		QUESTION / COMMENT	APSU RESPONSE
		What current system does APSU use for interpretation and translation services?	Contract
		How many students will need interpretation services for the 2026-2027 school year.	N/A
		What is the anticipated need (in hours) for interpretation services for a typical week?	The average spend is \$11,000 monthly.
		How many interpretations went unfilled in 2024? 2025? 2026?	N/A
		How many interpretations were requested in 2024? 2025? 2026?	N/A
		Please confirm that the "Portal Fee – Outside of Montgomery County (Per Quarterly Hour)" is intended to represent the Contractor's charge for portal-to-portal travel time and is billed in 15-minute increments.	Yes