

## REQUEST FOR PROPOSALS

**ITEM DESCRIPTION: Multilingual Interpreter and Translation Services FY21 – One Year Contract with Two Option Years**

**DATE AND TIME TO BE OPENED: Wednesday, July 22, 2020 at 1PM EST**

**PRE-BID CONFERENCE (IF APPLICABLE): None**

**SUBJECT MATTER EXPERT (NAME): Edda Carmadello**

**SUBJECT MATTER EXPERT (EMAIL): edda.carmadello@ppsd.org**

**QUESTION DEADLINE: Friday, July 10 at 4:30PM EST**

**PLEASE NOTE : In order to drop off your bid in person, you must contact Director of Purchasing Molly Hannon at [Molly.Hannon@ppsd.org](mailto:Molly.Hannon@ppsd.org) to schedule a time. No phone calls.**

### Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed to:  
**Purchasing Department, Suite 206  
797 Westminister Street  
Providence, RI 02903**
2. Bidders must include **at least** one original, one copy, and a digital PDF copy on a CD or flash drive.
3. Proposal responses must be in ink or typewritten.
4. Bidders are advised that all materials submitted to Providence Public Schools for consideration in response to this Request for Proposals shall be considered to be public records as defined in [R.I. General Law Section 38-2 et seq.](#), without exception, and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.
5. Bid proposals that are not present in the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.
6. Questions regarding this request for proposals must be submitted to the Subject Matter Expert via email by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Providence Schools website. Bidders are responsible for checking the website for all addenda distributed in response to questions and requests for additional information.

## Notice to Vendors

1. Providence Public Schools reserves the right to award the contract on the basis of the lowest responsible evaluated bid proposal.
2. In determining the lowest responsive evaluated bid proposal, cash discounts based on preferable payment terms will not be considered.
3. No proposal will be accepted if it is made in collusion with any other responder.
4. Providence Public Schools reserves the right to award to a single vendor, to split the award between multiple vendors and to reject any and all proposals. Unless otherwise specified, Providence Public Schools reserves the right to make the award by item or items or by total as may be in its best interest.
5. As Providence Public Schools is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
6. In case of error in the extension of prices quoted, the unit price will govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.
7. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained. Bids may be submitted on an “equal in quality” basis. Providence Public Schools reserves the right to decide equality and determine whether bids are responsive. Bidders must indicate brand or make offered and submit detailed specifications if other than brand requested.
8. A responder who is an out of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Law [Section 7-1.2-1401](#) et seq. as amended)
9. The contractor will not be permitted to: assign or underlet the contract; or assign either legally or equitably any monies or any claim thereto without the previous written consent of the Director of Purchasing.
10. Delivery dates must be shown in the bid. If no delivery dates are specified, it will be assumed that an immediate delivery from stock will be made.
11. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.

12. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
13. Awards will be made within ninety (90) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
14. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, and Acts of God.
15. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wage rates apply (See R.I. General Law [Section 37-13-1](#) et seq. as amended).
16. All proposals will be disclosed at the opening date and time listed above. After a reasonable lapse of time, tabulation of proposals may be viewed on the Providence Public School's website (<https://www.providenceschools.org/Page/215>).
17. Prior to commencing performance under the contract, the successful bidder shall attest to compliance with provisions of R.I. General Law [Section 28-29-1](#), et seq. If exempt from compliance, the successful bidder shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
18. Prior to commencing performance under the contract, the successful bidder shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools.

**BID FORM 1: BIDDER INFORMATION**

**ITEM DESCRIPTION: Multilingual Interpreter and Translation Services FY21 – One Year Contract with Two Option Years**

**DATE AND TIME TO BE OPENED: Wednesday, July 22, 2020 at 1PM EST**

Name of Bidder (Firm or Individual): \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Title

**Providence Public School District  
Multilingual Interpreter and Translation Services  
REQUEST FOR PROPOSALS**

The Providence School Department Purchasing Office is soliciting proposals for Multilingual in person Interpretation/Translation Services to be provided for students enrolled in special education programs throughout the city of Providence. Services may include interpretation/translation for students ages 3-22 in all Providence Public School District preschool, elementary, middle and high school programs, private schools, and community schools.

## **I. BACKGROUND**

The mission of the Providence Public School Department (PPSD) is to prepare all students to succeed in the nation's colleges and universities, and in their chosen professions, regardless of their disability.

Providence currently serves over 6,800 English Learners, just over 28% of our student population. In order to better serve our ELs, we believe it is imperative to establish strong partnerships with our student's families. In order to better serve our ELs and ensure we strengthen our partnerships with families, we are seeking translation and interpretation services.

The goal of the Office of Specialized Instruction and Services is to provide clear communication to all students and families in the student's native language. This will give students and families the opportunity to be an active team member and integral part of their child's IEP program.

## **II. REQUIRED QUALIFICATIONS**

PPSD requires a vendor to meet the qualifications and specifications listed below. The submitted proposal should clearly demonstrate the vendor's ability to meet each requirement and provide a solution and product that is a good fit for Providence's expressed needs. In addition to the following criteria, the proposal must include detailed cost estimates, staff qualifications, organizational capacity and staff that would be assigned to support PPSD, creative approach and philosophy, content knowledge, and client references.

The Providence School Department requires an organization or individual that has the following required qualifications:

1. Demonstrably qualified and competent to interpret/translate in district's major languages
2. Deep understanding of specialized educational terminology in English and the district's major languages in order to provide requested interpretation/ translation services accurately
3. Trained in the ethics of interpretation
4. Capacity to provide immediate interpretation services
5. Capacity to provide translations upon request

## **III. SCOPE OF WORK**

Vendor will bill monthly and include all services provided within the month. Interpreter must submit services rendered no later than two weeks after the end of the month. Monthly bill will include only from the first day to last day of each calendar month, not to include services from previous months.

- Provide interpreting services for student evaluation(s) or direct service
- Interpret for IEP or evaluation review meetings for parents and/or school staff
- Contact families regarding appointments for evaluations or meetings

- Translate written documents, including but not limited to reports, IEPs, letters to parents
- Provide in person interpreting services needed in district elementary, middle, or high schools in Providence. Some may take place in non-public schools or centers with Providence student enrollment, at 797 Westminster St., or occasionally, in the student's home.
- Provide in person interpreting services at the Office of Special Populations (797 Westminster Street) after business hours for multiple families during Local Advisory Committee meetings
- Preference will be given to vendor(s) that can demonstrate experience and competence of its interpreters/translators in school related matters.
- Bilingual/bicultural individuals proficient in the languages requested for interpreting or translating must also have excellent use and comprehension of the English language.
- Interpreters must be able to translate in a simultaneous manner.
- Interpreters must be able to translate written English into other languages
- Interpreters must have their own means of transportation to and from appointments, arrive on time, and dress in business attire. They must call the school contact person in advance if they will be late or cannot make the scheduled appointment.
- Interpreters will not be compensated for missed appointments.
- Interpreters must keep confidential all matters discussed at meetings.
- Provide 2,400 hours per year of interpreting/translation services needed for the following languages:

ASL	Choctaw	Gaelic	Kirundi
Amerindian	Danish	Gaelic	Korean
Amharic	Dari	German	Kpelle
Anglisch	Dari	Grebo	Kraham
Anishinaabe	Dutch	Greek	Krahn
Arabic	Dzongha	Gujarati	Kru
Armenian	Efik	Haitian	Kunama
Bambara	Elamite	Hebrew	Kurdish
Bantu	English	Hindi	Lakota
Bassa	Eritrean	Hmong	Laotian
Bengali	Erzya	Igbo	Mandingo
Bulgarian	Estonian	Indigenous Latin	Mano
Burmese	Ewe	Indonesian	Moma
Cambodian/Khmer	Fang	Iranian	Nepalese
Cape Verdean	Farsi	Italian	Nigerian
Castilian	Farsi	Jamaican Patois	Norwegian
Catalan	Filipino-Other	Japanese	Pahlavi
Cebuano	Finnish	Kachin	Persian
Chinese (Cantonese)	French	Karen Segaw	Polish
Chinese(Mandarin)	French-based	Kashmiri	Portuguese
Chinese (Other)	Creole	Kekchi	Portuguese-based
Chitrali	Fula	Kinyarwanda	Creole

Punjabi	Scottish	Swedish	Urdu
Pushtu	Serbian	Tagalog	Vietnamese
Quiche	Serbo-Croatian	Tamil	Wollof
Quiche/Kiche	Slovak	Telugu	Yoruba
Saharan	Somali	Tigrinya	
Salish	Spanish	Turkish	
Samoan	Swahili	Twi	

#### **IV. PERIOD OF PERFORMANCE**

This is a 12 month Request for Proposal to be implemented with an option to be extended for two additional years. The period of performance will begin August 1, 2020 and go through June 30, 2021.

#### **V. LIMITATIONS**

This Request for Proposals (RFP) does not commit the Providence School Department to award any contract or pay for the preparation of any proposal submitted in response to this RFP. The Providence School Department may withdraw or amend this RFP in its entirety or in part, at any time if it is in the best interests of the organization to do so. This award is contingent upon the receipt of funding.

#### **VI. PROPOSAL REQUIREMENTS**

The consulting organizations responding to this RFP should submit a proposal that includes:

1. A detailed description of the organization including creative approach and philosophy, staff qualifications, organizational capacity to support this work, experience completing related work, and client references.
2. A detailed project plan for providing services and ongoing technical assistance.
3. A proposed budget with a detailed cost description.



**To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified.**

The Proposal shall be submitted in the format as set forth below:

**Title Page**

Template (Appendix A)

**Tab 1 – Table of Contents**

Clearly identify the materials by sections and page numbers.

**Tab 2 – Profile of the Proposer**

A detailed description of the organization including creative approach and philosophy, staff qualifications, organizational capacity to support this work, experience completing related work, and client references.

**Tab 3 – A detailed project plan for providing service**

Clearly describe the scope of the work and /or services to be provided based upon the information in the Scope of Work.

**Tab 4 - Proposed Budget**

Any and all pricing information, including any alternative pricing proposals that may be acceptable for individual components and/or supplemental products/services that meet all or some of the criteria listed in this RFP.

District may request pricing to be submitted electronically at a future date.

**Tab 5 – Addenda**

Insert any addenda under this section.

**VII. Evaluation Process**

Each vendor proposal will be reviewed and scored against the criteria in the table below. A review committee with at least three members will evaluate the proposals. Each member of the committee will conduct a thorough, independent evaluation of each proposal. The committee will then meeting for a discussion after which members will have the option to revise their scores. The technical score will be determined by averaging each member’s score in each category.

The maximum number of points scored is 100. The threshold to advance to cost proposal review is 75 points. Proposals scoring below 75 points will be deemed technically unacceptable and will not be considered in the cost proposal review.

The award will then be made to the lowest cost, technically acceptable proposal(s).

<b>Vendor Name</b>	
<b>Technical Proposal Category</b>	<b>Score</b>
<i>Executive Summary (0 - 10 points)</i>	
<i>Previous Experience and Background (0 -10 points)</i>	
<i>Capability, Capacity, Staffing and Qualifications of the Vendor (0 -40 points)</i>	
<i>Work Plan/Approach Proposed (0-40 points)</i>	
<b>Total Score</b>	

Providence Public Schools may choose to seek clarifications from vendors with regard to their proposals. All responses will be provided in writing, and incomplete and/or unclear responses may result in a proposal being deemed technically unacceptable. Providence Public Schools reserves the right to make a selection without requesting clarification. Additionally, Providence Public Schools may not necessarily seek clarifications from all vendors submitting proposals.

### **VIII. PROPOSAL QUESTIONS, SUBMISSION and DEADLINE**

NOTE: Proposals received after the due date and time (July 22, 2020 at 1PM EST) will not be considered. Questions concerning this solicitation should be e-mailed to Edda Carmadello, Executive Director of Specialized Instruction and Services at [Edda.Carmadello@ppsd.org](mailto:Edda.Carmadello@ppsd.org) no later than the end of the business day July 10, 2020, and responses will be sent back via email no later than the end of business on July 13, 2020.

### **VIII. BUDGET and CONTRACT AWARD**

The Providence School Department will review proposals on the basis of the alignment and fit of the product with the School Department’s needs and specifications as outlined in this RFP, the quality of the product, the strength of the organization including its capacity to provide and support the product and its product components, and cost. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The School Department may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for the award.

**Appendix A**

**Title Page**

RFP Title: **Multilingual Interpreter and Translation Services**

Vendor Name: \_\_\_\_\_

Product(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person's  
email: \_\_\_\_\_

Date: \_\_\_\_\_