



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Interpreter Training
RFP# 11119

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$25,000.

Purpose

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) to solicit proposals from prospective Offerors seeking the services of a trainer or entity with experience and expertise providing continuing education directly related to court interpreting and court proceedings.

The AOC anticipates making multiple awards.

1. Scope of Work

- The Contractor shall provide onsite and/or distant learning interpreter training
- The Contractor shall create instructor led or assessed interpretation and/or translation courses.
 - Suggestions for Course Topics for Continuing Education:
 - Any **instructor-led or assessed onsite or online** activity that involves the acquisition or improvement of interpretation and/or language skills and knowledge of court-related topics.
 - **Interpreting Skills:**
 - Consecutive, simultaneous, and sight translation skills
 - General, legal, court-related, medical vocabulary building
 - Note-taking skills
 - Enhancing memory skills
 - Accent reduction and voice projection
 - Correct pronunciation
 - Court Interpreter Certification exam preparation
 - Legal translation
 - Advanced English

- **Specialized Knowledge Areas**

- Street slang and idioms Medical terms
- Forensic pathology Immigration terms
- Law enforcement jargon Automotive terms
- Criminal or civil procedures Regionalisms
- Drugs Financial and banking terms
- Fingerprints Sex offenses
- Weapons and ballistics Drug and alcohol testing
- DNA terms Business and contract terms

- **Court Proceedings and General Law**

- Criminal, civil, and juvenile proceedings
- Mental health proceedings
- Domestic violence
- Mediations
- Family law
- Probation/parole

- The curriculum shall include a minimum of 3 hours of court interpreter ethics
- The courses shall cover court-related topics
- Courses may be language specific

2. Contractor Minimum Requirements

To be considered for award, Offerors must meet the minimum requirements:

- Is a government agency, partnership, corporation, association, organization, or and educational institution that delivers workshops, courses, programs, webinars, and other educational activities directly related to court interpreting and court proceedings.
- Offerors must have at least 5 years of experience in providing educational activities relevant to court-related interpreting that:
 - Offer development of existing skills;
 - Bridges identified knowledge gaps;
 - Addresses Knowledge, Skills, and Abilities required for interpretation in the courts;
 - Enhances the interpreter participant's ability to perform interpreting work for the courts, or other justice partners an interpreting profession.

3. Contract Type

The resulting contract shall be for Fixed Price.

4. Contract Term

The Contract resulting from this Small Procurement (RFP) shall begin **execution of Purchase Order** and extend for a base period of one year. The Judiciary shall have the sole right to exercise up to 2 one-year renewal options at its discretion.

5. Procurement Officer

The sole point-of-contact for purposes of this Small Procurement (RFP) prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Robin Smith

Maryland Judiciary, Administrative Office of the Courts

Department of Procurement, Contract and Grant Administration

Telephone: 410-260-1421

Email: robin.smith@mdcourts.gov

6. Form of Response

Proposals must be in writing.

- a. **Part I** – Technical proposals must include a written response to the Scope of Work that demonstrates the Offeror’s work plan, capabilities and experience in providing the required services.
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

7. Proposal Closing Date

All proposals must be received via email to the Procurement Office at the email address listed in Section Number 5, no later than **no later than 2:00pm (local time) on February 17, 2020** in order to be considered.

8. Award Determination

The Contract resulting from this Small Procurement (RFP) will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Experience
- Availability
- Work Plan for this engagement
- Price

Attachment A - Price Proposal Form

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

FOR SERVICES AS REQUIRED AND PROPOSED, \$ _____

Please list any additional costs.

Submitted by _____
Authorized Signature Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____