

**The Goodwill Excel Center, Public Charter School
Request for Proposal – Sign Language Interpreter
September 7, 2018**

I. Background

The Goodwill Excel Center, Public Charter School (“GEC”) operates an adult public charter high school at 1776 G Street, NW, Washington D.C., 20006 (the “School”). GEC is looking for a contractor to provide live sign language interpretation on-site for two students.

II. Scope of Work

- Live, on site, sign language interpretation for two students during their classes and for those students’ meetings with GEC staff and Friday tutoring.
- It is anticipated that the two students will have two 90-minute classes each day, Monday through Thursday, and that they will be in classes together. The classes will begin no earlier than 9 a.m. and end no later than 5 p.m. and may be back to back or may not. Friday tutoring interpreter services will be as needed but are estimated to be two hours per week on average.
- Services will not be needed on holidays and other days when GEC is on breaks.
- Start date will be October 22, 2018. Term of contract will be from start date until July 11, 2019 with two one-year options exercisable by GEC.
- Interpreters must be fluent in ASL and ESL and have experience providing services in an educational setting.
- Must be fully licensed and insured.
- Individual interpreter(s) must have passed contractor’s background check and must have no incidents of criminal sexual conduct in their background within the time period that can be considered under applicable law and may not have been convicted of or pled guilty to any sexual offense involving a minor.
- Contractor must agree to provide replacement interpreters within two hours, regardless of the reason for an interpreter’s absence.

III. RFP Response Outline

Responses to the RFP should consist of six parts:

(1) *Organization profile*

- (a) General information on the responding organization, including; name, address, telephone number, email address, and contact person for this project

- (b) A short statement of the history and current business operations of bidder
- (2) *Financial Proposal* – Firm fixed hourly rate, inclusive of all taxes and fees; also provide pricing for two option years
- (3) *Copy of Business License(s) and Insurance Certificate*
- (4) *Three References*
- (5) *Responding organization's standard contract/terms and conditions*
- (6) *Any exclusions, qualifications or exceptions to the scope of work*

IV. Submission Deadline and Method

Responses to this RFP must be received on or before 5:00 PM, September 21, 2018. **Responses must be submitted by email to josh.wallish@dcbgoodwill.org.** All responses will be acknowledged. If you do not receive an acknowledgement of your response within four business hours, please call Josh Wallish (202-719-1235). This RFP is not an offer to enter into a contract. GEC reserves the right to reject any and all responses resulting from this RFP. GEC is not liable for any cost incurred in responding to this RFP.

V. Questions

Please direct all questions regarding this RFP and the program for which the services will be delivered, via email, to Josh Wallish, at josh.wallish@dcbgoodwill.org.

VI. Selection Criteria

The organization selected will represent the best value for GEC, combining price and overall service quality. GEC may ask one or more bidders to provide an in-person presentation and/or to provide their best and final offer.