

REQUEST FOR PROPOSAL - RFP379J74DSC001A
For
Sign Language Interpreter Training

INTRODUCTION

In trying to increase the number of licensed by examination sign language interpreters in the state of Iowa and for the continuing education of all sign language interpreters, the Iowa Mentoring Partnership is requesting proposals for workshops. The Iowa Mentoring Partnership is a collaboration between the Iowa Department of Education, the Iowa School for the Deaf, the Iowa State Registry of Interpreters for the Deaf, the Interpreter Training Programs at Kirkwood Community College, Scott Community College, and Iowa Western Community College, and the Deaf Services Commission of Iowa, Iowa Department of Human Rights.

Service Providers interested in providing these services should submit proposals to the Iowa Mentoring Partnership, Attn: Linda Scott, no later than 5 p.m., December 14th. Any proposal received after this deadline may be rejected and returned to the Service Provider, kept on file, or used for later workshops.

Proposals should include the Service Provider's cost proposal and sufficient information regarding the Service Provider's ability to perform the services sought to enable the Iowa Mentoring Partnership to make a judgment about the Service Provider's ability to perform the work identified in the Scope of Services. The Service Provider may also include references with its proposal.

The dates set forth below are for workshops to be held over the ICN. The Iowa Mentoring Partnership reserves the right to change the dates:

Dates:	Feb. 11, May 12, June 9
Time:	6pm – 9pm
Via:	ICN (with 18 sites available)

The dates set forth below are for the RFP process. The Iowa Mentoring Partnership reserves the right to change the dates:

Dec. 14	RFP due (both mail and email applications accepted)
Jan. 11	Select successful service provider/Proposals

The Iowa Mentoring Partnership will utilize an evaluation committee made up of its members to evaluate the proposals. **From the date of issuance of this Request for Proposal until announcement of the successful Service Provider, applicants may not contact any member of the Iowa Mentoring Partnership other than the identified contact person about this RFP.** Applicants may contact Lisa Furney in writing with questions related to the

interpretation of this Request for Proposal. Written responses to all questions received will be provided to all potential Service Providers. If a Service Provider or someone acting on a Service Provider's behalf attempts to discuss this Request for Proposal orally or in writing with any members of the evaluation committee, or any member of the Iowa Mentoring Partnership, other than Lisa Furney, the Service Provider may be disqualified.

The Iowa Mentoring Partnership reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such services, and to cancel this Request for Proposal search at any time prior to the execution of the written contract.

All information submitted by a Service Provider may be treated as a public record by the Iowa Mentoring Partnership unless the Service Provider properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa at the time its proposal is submitted.

The costs of preparation and delivery of the bid proposal are solely the responsibility of the Service Provider.

By submitting a proposal, the Service Provider agrees that the Iowa Mentoring Partnership may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records and represents that such copying will not violate the rights of any third party.

By submitting a proposal, the Service Provider agrees that it will not bring any claim or have any cause of action against the Iowa Mentoring Partnership based on any misunderstanding concerning the information provided herein or concerning the Iowa Mentoring Partnership's failure, negligent or otherwise, to provide the bidder with pertinent information as intended by this Request for Proposal.

Notice of intent to award the contract will be sent by mail to all Service Providers submitting a timely proposal. If the apparent successful Service Provider fails to negotiate and deliver an executed contract by the agreed upon date, the Iowa Mentoring Partnership may, in its sole discretion, cancel the award and award the contract to the next highest ranked Service Provider.

EVALUATION CRITERIA

Proposals will be reviewed by the evaluation committee. The committee will consider all information provided in the proposal when making its recommendation and may consider relevant information from other sources. *The evaluation committee will award the contract to the responsible Service Provider submitting the best proposal. The lowest priced proposal is not necessarily the*

best proposal. The evaluation committee's selection will be subject to the final approval of the Iowa Mentoring Partnership.

The proposals will be evaluated and a recommendation will be made using the following criteria, which are listed in no particular order:

- a. Cost;
- b. Ability to successfully complete required instructor forms to obtain CEU credits from an approved RID sponsor;
- c. Experience and references that demonstrate, to the satisfaction of the Iowa Mentoring Partnership, the expertise and ability of the Service Provider to provide the training on the topics listed as needed;
- d. Capacity of workshop to be broadcast state-wide via the ICN; and
- e. Proposals that address training in one or more of the following topic areas:
 - Voice to Sign (V-S) Affect/Emotion
 - V-S Register
 - V-S Sentence/Clausal boundaries
 - V-S Non-manual adverbial & adjectival markers
 - V-S Compare/Contrast sequences (cause/effect)
 - V-S Classifier
 - Vocabulary Fluency
 - Appropriate eye contact/movement
 - Convey overall message (V-S, S-V)
 - Appropriate lag time (V-S, S-V)

Contact Information:

Proposal Submissions Mailed To:
Linda Scott
Deaf Services Commission of Iowa
Iowa Department of Human Rights
Lucas State Office Building
Des Moines, IA 50319
515.281.3164 v/tty

Questions Related to the RFP:
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