

EDUCATIONAL INTERPRETER SERVICES

REQUEST FOR PROPOSALS

School District: Chapel Hill-Carrboro City Schools

Chapel Hill Carrboro City Schools
750 South Merritt Mill Road
Chapel Hill, NC 27516

Contact:
Fonda Robinson
Executive Director of Exceptional Children

REQUEST FOR PROPOSAL

Chapel Hill-Carrboro City Schools is accepting proposals from qualified vendors to provide educational interpreter services for exceptional children students aligned with individual education programs and North Carolina policies governing services for students with disabilities.

Sealed proposal packages must be received no later than
5pm, Friday, May 3, 2024

Proposals must be clearly marked with
"RFP EDUCATIONAL INTERPRETER SERVICES, ATTENTION
FONDA ROBINSON" and across the seal "Do Not Open –
Confidential"

Proposals must be sent to or hand delivered to:
Chapel Hill-Carrboro City Schools
750 South Merritt Mill Road
Chapel Hill, NC 27516

Questions

Questions or comments regarding this proposal are to be entered into [this google form](#). Answers will be posted by Fonda Robinson, Senior Executive Director of Exceptional Children in [this googledoc](#).

All questions must be submitted no later than 12 noon, Tuesday, April 30, 2024.

Chapel Hill-Carrboro City Schools reserves the right to accept or reject any and all proposals and to waive minor irregularities, and to select the proposal most advantageous to the District.

I. General Information AND INSTRUCTIONS

A. Intent

This Request for Proposal is for the purpose of obtaining offers to provide Educational Interpreter needs as aligned with individual education programs (“IEPs”) and the North Carolina Policies Governing Services for Children with Disabilities (the “NC Policies”). The vendor will be referred to as “the Provider” and the contract, if any is awarded, will be between the provider and the Chapel Hill-Carrboro City Schools, hereafter referred to as “the District” or “CHCCS”. The provider will offer assurances that all operations addressed in the RFP will be conducted in a manner that is consistent with the NC Policies.

B. Procurement Method

A competitive proposal process will be used to procure services from the provider. All procurement transactions shall be conducted in a manner that provides maximum, open and fee competition consistent with District Policies. The District considers this an RFP for services.

C. Proposal Submission and Award

1. Proposals are submitted to:

US Mail Delivery Address:	Hand Delivery or Package Delivery Service, such as FedEX or UPS:
Fonda Robinson Executive Director of Exceptional Children CHCCS 750 S. Merritt Mill Road Chapel Hill, NC 27516	Fonda Robinson Executive Director of Exceptional Children CHCCS 750 S. Merritt Mill Road Chapel Hill, NC 27516
Phone number for directions (919) 967-8211 X 28206	

Two copies of the proposal are to be delivered in a sealed envelope/package marked “RFP EI SERVICES, ATTENTION FONDA ROBINSON.” One electronic copy shall be supplied as a PDF via email to Fonda Robinson

fonda.robinson@chccs.k12.nc.us. Faxed copies are unacceptable. Each proposal copy must include all required responses and documents at the time of submission.

2. The District reserves the right to reject or accept any or all proposals if deemed to be in the best interest of the District. The District reserves the right to waive minor irregularities and the right to reissue the RFP.
3. To be considered, each offeror must submit a complete response to this solicitation providing the information requested. All proposals should be carefully worded and must convey all the information requested to be considered. Proposals must include, as a minimum, the attached “Proposal Form” page. Failure to sign under EXECUTION section will render proposal invalid.
4. Qualified proposals will be evaluated and acceptance may be made to the proposal most advantageous to CHCCS as determined upon consideration of such factors as: prices offered; the quality of the services offered; the general reputation and performance capabilities of the Provider; the substantial conformity with the specifications and other conditions set forth in the RFP; the suitability of the services; the date or dates of delivery and performance; and such other factors deemed by CHCCS to be pertinent or peculiar to the services in question.
5. Offerors and their authorized representatives are solely responsible for informing themselves as to the conditions, requirements, and specifications before submitting proposals and to seek clarification on any items contained in the RFP; failure to do so will be at the offeror’s own risk. The District is not liable for any cost incurred by the offeror prior to the signing of the contract by all parties.

D. Late Proposals

Any proposal received after 5:00pm EST on May 3, 2024 will not be considered.

E. Pre-Award Clarification

The District reserves the right to conduct final discussions and negotiations with the provider recommended prior to awarding a contract. The purpose of these discussions shall be to clarify and assure full understanding of any

issue contained in the proposal. In conducting these discussions, there shall be no disclosure of any information derived from proposals by any competing providers.

F. Final Contract

The submitted RFP, including all attachments and all documents submitted by the offeror, will become part of the official contract, if any, when approved, awarded, and signed.

II. SPECIFICATIONS/SCOPE OF WORK

The District invites qualified Providers to submit proposals to provide Educational Interpreter services as aligned with IEPs and the NC Policies Governing Services for Children with Disabilities. For reference, the NC Policies are available to review here:

<https://ec.ncpublicschools.gov/policies/nc-policies-governing-services-for-children-with-disabilities>

A. Proposal Scope

The purpose of this invitation for bids is to solicit proposals to provide Educational Interpreter needs as aligned with IEPs and the North Carolina Policies Governing Services for Students with Disabilities.

A contract will be offered to only one provider. No multiple or partial awards are intended but the right to do so is reserved to the District. The District reserves the right to refuse all proposals.

In its proposal, each Provider responding to this RFP must describe in detail how it will meet each of the following minimum requirements. For clarity, the District expects and encourages proposals from companies/entities that supply their own employees/agents/independent contractors to school districts, as well as proposals from individual independent contractors themselves. All references in these requirements to “Provider” are intended to apply to any entity submitting a proposal, as well as individuals.

B. Required Qualifications

Provider’s agents or employees who will provide services to the District must have all of the following minimum qualifications:

- i. Competence in the communication modality used by the student who is deaf or hard of hearing
- ii. Working knowledge of typical language development
- iii. Strong interpersonal skills in forming relationships with students and adults

- iv. Working knowledge of subjects being interpreted
- v. Understanding of deafness and its impact on language development
- vi. Skill in expressive transliterating/interpreting at a rate commensurate with conversational speech and class lectures
- vii. Adequate reverse interpreting/transliterating skill while maintaining the integrity of the message
- viii. Ability to work as part of an Individualized Education Program team

C. Duties and Responsibilities

Provider's agents or employees will provide the following detailed school-based services and must comply with the following duties and responsibilities, which are typically provided by Educational Interpreters:

- i. Demonstrate knowledge of current special education program state and federal regulations.
- ii. Demonstrate ability to relate in a positive way to include sensitivity to race, creed, color, national origin, gender, sexual/gender identity, class, socioeconomics, ethnicity, sexual orientation, cognitive/physical ability, diverse language fluency, religion, status as an English Language Learner, marital status, pregnancy, parenthood, or other characteristics protected by federal law for the diversity of students, staff, parents and community.
- iii. Ability to work cooperatively with staff, administrators and support personnel in a team approach to solving individual student needs.
- iv. Ability to communicate orally and in writing with clarity.
- v. Ability to maintain high ethical standards and confidentiality throughout all duties.
- vi. Must model and maintain exemplary punctuality and attendance.

D. Administrative Requirements

The Provider is expected to designate one contact person to be accountable to the District for service delivery and communication. It is mandatory that the District have access to communicate with the contact person in order to maintain established timelines, status and data updates at all times.

In addition to ongoing communication, there will be an established meeting schedule to ensure collaborative understanding of expectations and outcomes.

The Provider shall provide summary billing with invoices as outlined in the contract.

NOTE: The proposal should include a sample of your proposed billing process. The awarded Provider and District will cooperate in the formulation of the final billing and reporting procedures to be incorporated into the contract, if any is awarded.

The proposal must include references from current public K-12 school districts.

E. Attachments to Proposal

The following is intended to be a checklist of attachments that should accompany the Provider's proposal:

1. Responses and information referenced in above sections.
2. Sample of proposed billing process.
3. References.

E. Terms and Conditions of RFP

1. READ, REVIEW AND COMPLY: It shall be the Provider's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein. Provider shall review CHCCS's Policy Code: 6401 Ethics and the Purchasing Function and shall

refrain from any actions that would cause an employee to be in violation of the policies. CHCCS policies are available on its website for review.

2. NOTICE TO PROVIDERS: All proposals are subject to the special terms and conditions specific to this RFP and its specifications. ANY CONTRACT AWARDED AND ENTERED INTO AS A RESULT OF THIS RFP SHALL BE SUBSTANTIALLY IN THE FORM OF THE SAMPLE CONTRACT ATTACHED TO THIS RFP AS EXHIBIT A. CHCCS objects to and will not evaluate or consider any additional terms and conditions submitted with a Provider's response. This applies to any language appearing in or attached to the document as part of the Provider's response. DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS. By execution and delivery of this document, the Provider agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.

3. EXECUTION: Failure to sign under EXECUTION section will render proposal invalid.

4. ORDER OF PRECEDENCE: In cases of conflict between specific provisions in this RFP, the order of precedence shall be (1) terms and conditions specific to this RFP, (2) specifications, and (3) General Information.

5. TIME FOR CONSIDERATION: Provider's proposal shall be valid for at least 45 days from the date of proposal opening.

6. SPECIFICATIONS: Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that services offered are in strict compliance with these specifications, and the Provider will be held responsible therefore. Deviations shall be explained in detail. The Provider shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.

7. CLARIFICATIONS/INTERPRETATIONS: Any and all questions regarding this document must be addressed to the CHCCS representative named on the cover sheet of this document. Do not contact the school or department directly. Any and all revisions to this document shall be made only by written addendum from CHCCS. The Provider is cautioned that the

requirements of this RFP can be altered only by written addendum and that verbal communications from whatever source are of no effect.

8. ACCEPTANCE AND REJECTION: CHCCS reserves the right to reject any and all proposals, to waive any informality in proposals and, unless otherwise specified by the Provider, to accept any item in the proposal.

9. AWARD OF CONTRACT: Qualified proposals will be evaluated and acceptance may be made to the proposal most advantageous to CHCCS as determined upon consideration of such factors as: prices offered; the quality of the services offered; the general reputation and performance capabilities of the Provider; the substantial conformity with the specifications and other conditions set forth in the RFP; the suitability of the services; the date or dates of delivery and performance; and such other factors deemed by CHCCS to be pertinent or peculiar to the services in question. CHCCS also reserves the right to reject any and all proposals.

10. HISTORICALLY UNDERUTILIZED BUSINESSES: Pursuant to General Statute 143-48 and Executive Order #150, CHCCS invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.

11. CONFIDENTIAL INFORMATION: As provided by statute and rule, CHCCS will consider keeping trade secrets which the Provider does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as “CONFIDENTIAL” by the Provider. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.

12. AWARD PROCEDURES: Contract award notice shall be posted on CHCCS website. Contract award notices are sent only to those actually awarded contracts, and not to every person or firm responding to this solicitation.

13. DEFAULT AND PERFORMANCE BOND: In case of default by the Provider, CHCCS may procure the articles or services from other sources and

hold the Provider responsible for any excess cost occasioned thereby. CHCCS reserves the right to require performance bond or other acceptable alternative guarantees from successful Provider without expense to CHCCS.

EXECUTION

In compliance with this Invitation for Proposals, and subject to all the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items upon which prices are proposed, at the prices set opposite each item within the time specified herein. By executing this proposal, I certify that this proposal is submitted competitively and without collusion.

**Failure to execute/sign proposal prior to submittal may render bid invalid.
Late proposals are not acceptable.**

VENDOR:		FEDERAL ID OR SOCIAL SECURITY NO.	
STREET ADDRESS:		P.O. BOX:	ZIP:
CITY & STATE & ZIP:		TELEPHONE NUMBER:	TOLL FREE TEL. NO (800)
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE			
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:		FAX NUMBER:	
AUTHORIZED SIGNATURE:	DATE:	E-MAIL:	

PROPOSAL FORM

REQUIRED FOR ALL PROPOSALS

Proposal to Offer Therapy Services (Complete this form for each service area you are offering)

In response to the current Request for Proposal, I am proposing the following:

Occupational Therapy____ Physical Therapy____ Audiology____

Speech/Language Pathology____ Interpreting Services____ O&M____ TVI_____

Other_____

1. I agree to meet all the Performance Requirements/Specifications described in the Request for Proposal.

2. I have the following specialized skill(s):_____ .

3. I can provide a maximum of _____ hours of services per week.

4. a. _____

b. _____

Provide names, addresses and phone numbers of persons who are familiar with my professional work and may be contacted for references.

5. List proposed hourly rate for each service:

OT:____ PT:____ Audiology:____ SLP:____ Interpreting:____ O&M:____

TVI_____

Other_____ (indicate title of position)_____

6. My Licensure status in North Carolina is _____ .

(Please submit a copy of your most current License, and forward new Licenses when received)

7. I expect Chapel Hill-Carrboro County Schools to provide the following equipment and services:

8. I have attached copies of my most current Certificates of Insurance and will forward updated certificates when received.