Request for Proposals
20RFP058
Translation, Interpretation, Transcription and Sign Language Services

Date	Event
February 18 and 25, 2020	Dates of public notice

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I. INTRODUCTION

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seeking proposals from firms qualified and experienced in providing translation into foreign languages, interpretation services, and American Sign Language interpretation.

A. The required services are set out in four (4) categories:
   - Written Translation
   - Spoken Language Interpretation
   - Video Remote interpretation
   - Over the phone interpretation
   - American Sign Language Interpretation

B. Translation is defined as expressing written words from a source language into written words of a target language, retaining the original meaning. The Contractor usually completes these services from their own place of business. In some cases, it may involve transcribing from a video or audio electronic file.

III. PROPOSAL FORMAT

A. Preface

The Contractor shall provide an executive summary of two (2) pages or less, which gives in brief, concise terms, a summation of the proposal.

B. Proposal

The Y H Q G RU¶V proposal itself shall be organized in the following format and informational sequence:

Section I ±Summary of Experience

This section shall contain the full name and address of the contractor submitting the proposal and a brief summary of the contractor ¶V H[SHULHQFH DQG experience for personnel who will provide this product or service.

Section II - Scope of Service

A description of services and capabilities as outlined in the Scope of Service and Performance Requirements sections of this RFP, in the order shown. Clearly state any exceptions taken to the specifications of this RFP, or any conditions of the proposal.

Section III - Financial Proposal

This section shall contain a straightforward, concise delineation of the contractor ¶V fees to satisfy the requirements of this RFP. It is the contractor ¶V responsibility to specify all costs (i.e. administrative fees, processing fees, etc.) associated with providing the products or services required herein.

Section IV ±References

References are to be from government agencies and/or firms, which are substantially serviced by the vendor (references most similar to Austin ISD

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Phase 2 (Optional): Interviews and/or presentations of top proposals from Phase 1, followed by administrative review of finalist(s) and award recommendation.

PHASE 1

VI. SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS

Term

The agreement(s) resulting from this solicitation will be in effect for an initial term of one (1) year from the date of award by the Board of Trustees, or such date established by the agreement. The parties by mutual consent may renew the agreement for up to four (4) additional one (1) year periods. In addition, the district reserves the right to extend the contract

Policy and Provisions

Policy

Procurement of goods and services shall be made by the method that provides the best value for the District. This competitive solicitation is either an Invitation for Bids (IFB) or a Request for Proposals (RFP) advertised under Texas Education Code 44.031 and Austin Independent School District policies:

CAA, Fiscal Management- Financial Ethics
CH, Purchasing and Acquisition;
CHE, Purchasing and Acquisition

Factors

³ , Q adZng a contract, the district shall consider:

1. Purchase price.
2. The reputation of the vendor and of the vendor ¶ goods and services.
3. The quality of the vendor ¶ goods or services.
4. The extent to which the goods or services meet the distri F W ¶ ds.
5. The vendor ¶ past relationship with the district.
6. The impact on the ability of the district to comply with laws relating to historically underutilized businesses.
7. The total long-term cost to the district to acquire the goods or services.
8. For a con

Commission (TEC) that includes a list of each interested party for the contract of which the contracting business entity is aware; and a written, unsworn declaration subscribed by the authorized agent of the contracting business entity as true under penalty of perjury that is in substantially the form set out in * R Y H U Q P H Q W & R G H H2252.908(c)(2)(B); 1 TAC & R G H

AUSTIN
Contract and
Procurement Services

NOTIFICATION OF CRIMINAL HISTORY OF CONTRACTOR

Statutory citation is found in the Texas Education Code §44.034.

Subsection (a): A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b): A school district may terminate a contract with a person or business entity if the district

DEBARMENT, SUSPENSION AND INELIGIBILITY CERTIFICATION

Statutory citation is found in the U.S. Office of Management and Budget Circular A-102,
2 CFR 11 Part 215, and Federal Acquisition Regulation Subpart 9.4

Federal agencies, state agencies, and local governments, including the Austin Independent School District, shall solicit offers from, award contracts to, and consent to subcontracts with responsible contractors only. OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments, Section 1 (d), requires that Austin ISD shall not award a contract to a contractor, or consent to a subcontract with a contractor, that is debarred, suspended, proposed for debarment, or otherwise declared ineligible.

³ & R Q W U D F W R U ´ P H D Q V D Q \ J H Q H U D O \ L Q F O X G H V \ R X U R U D Q \ R I Z K R V H \ S U L Q F L S D O V V X E P L W V offers

(NON-CONSTRUCTION CONTRACTS)

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Vendor agrees that the District's Inspector General or any of their duly authori(ir)20 (d)-13 (ued)-41 thap (s)24 (thasequnt)19 (Dives)-9 (isu)-1 allee veiacce

Legal Business Name: _____

Tax ID Number: _____

Other Names the Business Uses (DBA, Subsidiaries): _____

County where you are registered: _____

What is your commodity_____

How does your business support public education? _____

Legal Status to do Business in Texas

Ownership: _____

Registered with the State Comptroller of Public Accounts: _____

Registered with the Secretary of State: _____

Historically Underutilized Business (HUB) Status (if applicable, attach certification)

Certification with whom: _____

Disadvantaged Business Enterprise (DBE) Certification: _____

Minority Owned: _____

Woman Owned: _____

Physical and Mailing Addresses

Corporate Headquarters: _____

Offices Located in Texas: _____

Address to send IFB (Invitation for Bid) and RFP (Request for Proposal)_____

_____

Total Number of Employees_____

Contact Information

FOR REFERENCE ONLY