

**The Goodwill Excel Center, Public Charter School  
Request for Proposals – Sign Language Interpreter  
June 3, 2022**

**I. Background**

The Goodwill Excel Center, Public Charter School (“GEC”) operates an adult public charter high school at two campuses in Washington D.C.: 1776 G Street, NW, Washington D.C., 20006 and 1201 Maryland Ave SW, Washington, D.C. 20024 (the “School”). GEC is looking for a contractor to provide live sign language interpretation for students.

**II. Scope of Work**

- Live sign language interpretation for up to two students during their classes and for those students’ meetings with GEC staff and Friday tutoring. When the students are on site, the translator will be required to provide on site services. When the students are remote, the translator may provide remote services and coordinate with the Manager of Special Education and the students’ Academic Success Coach to determine needs and scheduled translation times
- It is anticipated that at the beginning of the contract, there will be one student who will need services. It is anticipated that the student will have 1-2 classes each day, which can vary in length from 90-minutes to 2-hours each day, Monday through Thursday. 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. The service provider will coordinate with the Manager of Special Education on the students’ class schedule.
- Services will not be needed on holidays and other days when GEC is on breaks.
- Service provider will collaborate directly with the Manager of Special Education to review the students’ schedule and translation needs for the term based on the schedule. Service provider will meet with the Manager of Special Education at least once/week to review the students’ progress and address any concerns or needs.
- Start date will be August, 2022. Term of contract will be from start date until July 31, 2023 with two one-year options exercisable by GEC. GEC will only pay for services for as long as they are needed. If GEC has no students who need sign language interpreting, contractor’s services will not be required and contractor will not be paid. GEC’s current anticipated need is for services for one student from August, 2022 through July, 2023, however, this is always subject to change based on enrollment and student needs.
- 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. Individual interpreter(s) must be subject to random drug and alcohol testing in accordance with DC law. Individual interpreter(s) must be fully vaccinated for Covid-19.
- Contractor must agree to provide replacement interpreters within two hours, regardless of the reason for an interpreter’s absence.
- Contractor must track their service hours and review service hours with the Manager of Special Education before submitting an invoice for services rendered. Invoices must align with accurate and approved hours of service delivery.

### **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 for services to be provide to up to two students, 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, if any*
- (6) *Any exclusions, qualifications or exceptions to the scope of work, if any*

### **IV. Submission Deadline and Method**

Responses to this RFP must be received on or before 5:00 PM, June 17, 2022. **Responses must be submitted by email to [josh.wallish@dcbgoodwill.org](mailto: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@dcgoodwill.org](mailto:josh.wallish@dcgoodwill.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.