



**STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts**

**SMALL PROCUREMENT REQUEST FOR PROPOSALS (RFP)
For
Interpreter Training and Education**

RFP# K21-0071-25

ISSUED: 04/09/2021

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$50,000.

Purpose

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) to procure services of a trainer or entity with experience and expertise providing continuing education directly related to court interpreting and court proceedings. Trainings will be conducted several times a year either onsite or remotely.

The AOC reserves the right to disqualify any trainer proposed by multiple Offerors. Affected Offerors will be given two business days to submit a substitute.

The AOC reserves right to make multiple awards.

1. Scope of Work

- The Contractor shall provide onsite and/or distant learning interpreter training
- The Contractor shall create instructor led or assessed interpretation and/or translation courses, and suggestions for Course Topics for Continuing Education:
 - Any instructor-led or assessed onsite or online activity that involves the acquisition or improvement of interpretation and/or language skills and knowledge of court-related topics.
- **Interpreting Skills:**
 - Consecutive, simultaneous, and sight translation skills
 - General, legal, court-related, medical vocabulary building

- Note-taking skills
- Enhancing memory skills
- Accent reduction and voice projection
- Correct pronunciation
- Court Interpreter Certification exam preparation
- Legal translation
- Advanced English

▪ **Specialized Knowledge Areas**

- Street slang and idioms
- Medical terms
- Forensic pathology
- Immigration terms
- Law enforcement jargon
- Automotive terms
- Criminal or civil procedures
- Regionalisms
- Drugs
- Financial and banking terms
- Fingerprints
- Sex offenses
- Weapons and ballistics
- Drug and alcohol testing
- DNA terms
- Business and contract terms

▪ **Court Proceedings and General Law**

- Criminal, civil, and juvenile proceedings
- Mental health proceedings
- Domestic violence
- Mediations
- Family law
- Probation/parole

- The curriculum shall include a minimum of 3 hours of court interpreter ethics.
- The courses shall cover court-related topics.
- Courses may be language specific.

2. Contractor Minimum Requirements

The Contractor must meet the following requirements to be considered for the award:

- The Contractor must have at least 5 years of experience in providing educational activities relevant to court-related interpreting.
- Offer development of existing skills;

- Bridges identified knowledge gaps;
- Addresses Knowledge, Skills, and Abilities required for interpretation in the courts.
- Enhances the interpreter participant’s ability to perform interpreting work for the courts, or other justice partners an interpreting profession.
- The Contractor should be associated with a partnership, corporation, association, organization, or and educational institution that delivers workshops, courses, programs, webinars, and other educational activities directly related to court interpreting and court proceedings.

3. A Pre-Proposal Conference will not be held.

4. Contract Type

The resulting contract shall be for Fixed Price.

5. Contract Term

The Contract resulting from this Small Procurement (RFP) shall begin with the Contract execution and extend for a base period of one (1) year. The Judiciary shall have the sole right to exercise up to one (1) one-year renewal option at its discretion.

6. Procurement Officer

The sole point-of-contact for purposes of this Small Procurement (RFP) prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Sejal Lakhawala
 Maryland Judiciary, Administrative Office of the Courts
 Department of Procurement, Contract and Grant Administration
 Telephone: 410-260-1265
 Email: sejal.lakhawala@mdcourts.gov

7. Form of Response

Proposals must be in writing.

- a. **Part I** – Technical proposals must include a written response to the Scope of Work that demonstrates the Offeror’s work plan, capabilities and experience in providing the required services.
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

8. Question Submission Deadline

The Procurement Officer shall accept written questions regarding the project by e-mail, at the email address listed in Section Number 6, **no later than 2:00 PM EST on April 16, 2021.**

Answers to all substantive questions will be posted on the Judiciary’s procurement website and eMaryland Marketplace Advantage.

9. Proposal Closing Date

All proposals must be received via email to the Procurement Office at the email address listed in Section Number 6, no later than **no later than 4:30 P.M. EST on April 23, 2021** in order to be considered.

10. Award Determination

The Contract resulting from this Small Procurement (RFP) will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Experience
- Availability
- Work Plan for this engagement
- Price

Attachment A - Price Proposal Form

Interpreter Training and Education

PRICE PROPOSAL FOR RFP # K21-0071-25

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

Labor Categories	Base Yr 1 Price	Option Yr 1 Price
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

*Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract. There is no provision for additional travel reimbursement.

(This form to be filled out by Offeror)
(Offeror may use additional pages if necessary)

Submitted by Authorized Signature:
Date:
Print Name and Title:
Company Name:
Company Address:
Federal Tax Identification No.
Telephone #