

THE DISTRICT BOARD OF TRUSTEES OF
PENSACOLA JUNIOR COLLEGE, FLORIDA
1000 COLLEGE BOULEVARD
PENSACOLA, FL 32504-8998

September 16, 2008

BID NO. 3-2008/2009

INVITATION FOR BIDS FOR SIGN LANGUAGE INTERPRETIVE SERVICES
FOR
PENSACOLA JUNIOR COLLEGE

The District Board of Trustees of Pensacola Junior College, Florida hereby request proposals (RFP) for Sign Language Interpretive Services for Pensacola Junior College, as specified in this request.

All terms and conditions included hereafter are part of this bid request. Any bid failing to comply with all of these terms and conditions may not be accepted. Rights are reserved to reject any and all bids and to waive any and all technicalities.

Directions for submitting bids include the following:

1. **All bids must be mailed or delivered to the attention of the Director of Purchasing and Auxiliary Services, and be received in the Purchasing and Auxiliary Services Office, Pensacola Junior College, Building 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998, or delivered to the bid opening site, not later than 2:00 P.M., local time, Tuesday, September 30, 2008 and shall be clearly marked "SEALED ITB NO. 3-2008/2009 – Sign Language Interpretive Services for Pensacola Junior College".** The College is not responsible for delays caused by the United States Postal Service delivery or delay caused by another occurrence. Due to the requirement of sealed bidding, facsimile bids or telephone will not be acceptable as valid bid responses. All bids shall be submitted on the bid form, herein included, and shall be properly signed by an authorized representative of the firm or entity submitting the bid, with delivery or completion date clearly indicated, in order to be considered. Attach all amplifying instructions and documents to this bid form. In the event that you are unable to

submit a bid, written notification should be submitted to the Purchasing and Auxiliary Services Office in order for your firm's name to remain on the mailing list.

An evaluation committee meeting, in accordance with FS 286.011(1), is scheduled to be held on **Thursday, October 2, 2008, at 2:00 P.M.** in the Barfield Administration Building No. 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998. Bid tabulations and award recommendations will be posted in the Purchasing Department, Pensacola Junior College. Posting normally occurs within 10 days of bid opening date.

2. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in F.S. 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
3. Any person(s) requiring reasonable accommodations, in accordance with the provisions of the American With Disabilities Act for attendance at the scheduled bid opening, shall contact the Office of the Director of Purchasing and Auxiliary Services, at least seventy-two (72) hours in advance of the scheduled bid opening deadline, as indicated on Page 1, herein.
4. Price, quality, specifications and time of guaranteed delivery will be the determining factors in the award of the bid.
5. All prices shall be firm until order is placed, unless otherwise specified herein or indicated by bidder.
6. All bid prices shall be FOB Pensacola Junior College, 1000 College Boulevard, Pensacola, FL 32504-8998.
7. Failure to file a protest within the time prescribed in F.S. 120.57(3), or failure to post the bond or other security as required by F.S. 287.042(2) (c) shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. All protests must be delivered to the Director of Purchasing & Auxiliary Services, Pensacola Junior College, 1000 College Blvd.,

Pensacola, FL. 32504 within the time prescribed in Chapter 120, Florida Statutes to be considered valid.

8. Unless otherwise indicated herein, when manufacturer's names, trade names, and/or catalog numbers are listed in a specification, they are provided for information and are not intended to limit competition. The bidder may offer any brand for which he/she is an authorized representative which meets or exceeds the specification(s) for any item(s). If equivalent products are offered, the manufacturer's name and model number shall be clearly indicated on the bid form. Any item(s) offered as equivalent to that which is specified must be equivalent in quality of materials, workmanship, and effect and shall be corresponding in function and performance. Descriptive literature and/or complete specifications shall be included for any item(s) offered as approved equivalent(s). Bids lacking any written indication of intent to bid an alternate product or brand will be considered to be in complete compliance with the specifications of the bid form. Pensacola Junior College shall retain the right to determine the acceptability of any item(s) offered as equivalent to any item(s) specified.
9. In the event of an error in extending the total cost of any item, the unit price submitted will prevail.
10. **With the consent and agreement of the successful bidder(s)** purchases may be made under this ITB by other community colleges, state universities, district school boards and by other educational institutions within the state of Florida. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in State Board of Education Rule 6A-14.0734 (2) (d). If the period of time is not defined within the solicitation, the prices, terms and conditions shall be firm for 120 days from the date of award. Bidders shall note exceptions to the above paragraph, if any.
11. Bids may be awarded or rejected, item-by-item, in sub-group(s) or in whole, at the discretion of Pensacola Junior College.
12. Any award on the basis of this bid will be contingent upon approval by The District Board of Trustees of Pensacola Junior College, Florida, and the terms of the contract to be negotiated with the successful bidder.
13. Insurance: The successful bidder shall provide appropriate insurance as indicated hereafter:
 - (a) Valid workmen's compensation insurance as required by Chapter 440, Florida Statutes;

(b) General public liability insurance against bodily injury, personal injury, and property damages, in limits of not less than \$100,000.00 per claimant, and \$200,000.00 per incident or occurrence. The District Board of Trustees, Pensacola Junior College, Florida shall be named as an additional insured on the contractor's policy.

(c) Automotive liability insurance against bodily injury and property damage, in at least the amounts of \$100,000.00 per claimant, and \$200,000.00 per occurrence.

(d) Certificates evidencing that all of the previously listed insurance is in force shall be forwarded to the Purchasing and Auxiliary services office prior to any work beginning. The Certificate of General Public Liability Insurance shall list The District Board of Trustees, Pensacola Junior College, Florida, as additional insured.

We look forward to your participation in submitting a proposal for consideration. Any questions or concerns should be address to the Director, Purchasing and Auxiliary Services at (850) 484-1784.

Angie C. Jones
Director of Purchasing
and Auxiliary Services

Scope of Work:

The District Board of Trustees of Pensacola Junior College seeks to establish fee agreements with credentialed, accredited firms capable of providing interpretive sign language services to the college. These services will be available to students of the college on an as needed basis and may be required to be provided on any of the college's campuses. This request will be utilized to establish interest, qualify and rate responders and provide a basis for issuing blanket purchase orders. Services will be coordinated through the College's Office of Disability Support Services (DSS).

Minimum Qualifications:

All proposed interpreters must meet at a minimum the following requirements.

1. Adhere to the Registry of Interpreter for the Deaf Code of Ethics.
2. Florida Registry of Interpreters for the Deaf (FRID): Quality Assurance (QA) Level One or FRID Educational Interpreter Evaluation (EIE) Level One credentialed.
(a) OR
3. Meet National Association of the Deaf (NAD) proficiency levels 3-5.
(a) OR
4. National Registry of Interpreters for the Deaf (RID) certification.

Special Conditions:

1. It will be the responsibility of Pensacola Junior College Disability Support Services staff to determine the level of credentials needed per student and/or assignment. The College's PJC DSS staff will make assignments giving consideration to the student's language needs, course work difficulty level, scheduling and student preferences.
2. All assignments must be authorized in writing by PJC DSS staff and reference an authorized, signed PJC Purchase Order. Any assignments outside of regular class time (i.e.: extra credit work, study sessions, etc.) that may require interpreting services must be approved by DSS prior to the provision of services. Solicitation of interpreting assignments directly from students is strictly prohibited on any PJC campus. All requests should be directed to the DSS office.
3. Withdrawal and cancellation policy shall be as follows: (1) cancellations require 24 hour notice, (2) assignments cancelled within the prescribed 24 hours notice will incur No Charge, (3) assignments cancelled without 24 hours notice maybe billed at the scheduled assignment rate.
4. Attend every class meeting and stay for the entire length of the class. When the student has a test in class, stay in the classroom so you will be available for questions or special instructions. Interpreters are **not** to define or answer

- questions on tests; simply interpret the written question or the student's question to DSS staff members or classroom instructors. If the student takes a test in DSS offices, accompany him/her to the DSS department and stay there for the entire class time. You may be needed to interpret the written test questions.
5. In regard to a student's tardiness or absence, wait 15 minutes for a student to arrive for an hour-long class and 30 minutes for classes meeting for 1 hour and 15 minutes or longer before leaving your assignment.
 6. Should you be late for an assignment due to **unavoidable** circumstances, call DSS so that a message may be relayed to your client and the instructor. It is the responsibility of the interpreter/agency to arrange for substitute interpreters, even at the expense of contracting with another agency.
 7. Do not advise your client. If the student is having problems with his/her class or instructor, refer the student to DSS to speak with a counselor.
 8. Refrain from engaging in conversations that may be personal or intimate in nature. If you feel a student is discussing inappropriate subjects with you, contact DSS personnel.
 9. Payments will be calculated to the next half-hour.
 10. A pattern of failure to honor scheduled assignments may result in a contract termination. If a scheduled assignment is not completed, the Contractor must issue a credit to the College at the minimum contract rate.
 11. The successful respondent(s) shall be flexible during drop/add week. If a student drops or withdraws after drop/add week payment will only be made for 1 additional week of service.

Agreement Requirements:

The Contractor shall:

- A. Maintain a staff of credentialed and qualified interpreters.
- B. Provide credentialed and/or qualified interpreting services when requested by authorized personnel for a variety of situations including:
 - i. College classes
 - ii. Meetings with financial aid, career and other counselors
 - iii. Appointments with Disability Services, Tutoring, Placement Testing and other departments
 - iv. New student orientation
- C. Guarantee that each interpreter assigned is credentialed and qualified to provide the highest quality of communication for the situation and for the individual(s) being served.
- D. Maintain detailed records regarding each assignment placed against the contract. Work with College representatives on procedures and periodic reviews of the system and its effectiveness.

- E. Maintain assignment-related information in the strictest of confidence as required by the RID code of ethics, and by the college.

The College shall:

- A. Requests for services will be made by authorized College personnel to the Contractor generally at least 3 business days in advance of the assignment date.
- B. When making requests, authorized College personnel will provide the following information:
 - i. Date, time, location and expected duration of assignment.
 - ii. Location of the assignment.
 - iii. Name and phone number of an on-site contact person.
 - iv. Special information pertinent to the appropriate placement of an interpreter (type of meeting, communication preference of the client).
 - v. Name of client(s) with hearing impairment when possible.
- C. All authorized requests for interpreting services will be faxed or e-mailed to the Contractor, who will confirm receipt of interpreting request by phone or fax.

Term of Contract:

The period of the contract resulting from this bid will be for one (1) year with an option to renew for two (2) additional years, one renewal year at a time. Price increases must be submitted in writing and may be adjusted only at the time of renewal, if both parties are in agreement. The College's performance and obligation to pay under the agreement is contingent upon annual appropriations from the legislature. The effective date of this contract will begin upon award of contract through June 30, 2009 with renewals to follow each fiscal year upon mutual agreements.

Cancellation of Contract:

The College reserves the right to terminate and cancel any contract in part or in whole, for any reason or for no reason, without penalty, upon notice to the contractor. Contractor shall not be entitled to lost profits or any further compensation not earned prior to the time of the cancellation.

SUBMITTALS

Bids should include information that specifically addresses each of the items below. The initial evaluation will be based solely on the information provided by the Contractor. Additional information may be requested for evaluation purposes at the College's discretion.

A.

1. Data about the interpreting pool available for assignment under the contract(s) to be awarded, including number of interpreters available; number of credentialed interpreters; number of credentialed interpreters with college level coursework specialization; names of primary people, and their certification level, who will be providing service; and any procedure used by the contractor to train and evaluate interpreters.
 - a. Type(s) of credentials held by the interpreters
 - b. The extent of training of interpreters provided by the Contractor
 - c. The extent of evaluation of interpreters provided by the Contractor
 - d. Experience in interpreting college-level courses (please name the specific courses)
2. Information demonstrating the bidder's record keeping, to include billing, daily assignment sheets, and other records.
3. Information demonstrating the bidder's request processing to include method of processing requests, policy and response time for returning calls, means of communication, response time for resolution of request, etc.
4. Information demonstrating the bidder's quality control program to include handling of disciplinary problems, insubordination, tardiness, absenteeism, compliance with Code of Ethics, and how violations are handled and describe the contractor's quality control system and how the contractor will work with college representatives on procedures and periodic reviews of the interpreting program and its overall effectiveness.
5. Information demonstrating the bidder's confidentiality of records including where and how records are maintained and who has access.
6. Information demonstrating the offeror's experience and references for all past and current sign language interpreting services agreements (corporate or institutional) held by the proposer for the past five (5) years.

EVALUATION CRITERIA:

1. Pensacola Junior College reserves the right to accept or reject any and all proposal(s), and to waive any and all technicalities. Furthermore the college reserves the right to evaluate and determine the most favorable proposal(s) and to negotiate a contract with the successful respondent.
2. The college reserves the right to award to multiple vendors.
3. All responses shall reference and follow the section tabs as shown above, only response utilizing this format will be reviewed.
4. The following factors will be utilized in the evaluation and award of this ITB:
 1. Skills and Credentials of Interpreters: to include number of interpreters, certifications and level of certification;
 2. Record Keeping: to include billing, daily assignment sheets, and other records;
 3. Request Processing: to include method of processing requests, policy and response time for returning calls, means of communication, response time for resolution of request , etc.;
 4. Quality Control: to include handling of disciplinary problems, insubordination, tardiness, absenteeism, compliance with Code of Ethics, and how violations are handled and how the contractor will work with college representatives on procedures and periodic reviews of the interpreting program and its overall effectiveness.
 5. Confidentiality of Records: including where and how records are maintained and who has access;
 6. Experience and References: past and current sign language interpreting services agreements (corporate or institutional) held by the bidder for the past five (5) years;
 7. Training and Continuing Education: to include steps taken to ensure interpreters skills are kept up to date, incentives and reimbursement for training, etc.
 8. Rate schedule as listed in this request.

REFERENCES

1. _____ FIRM OR ENTITY
_____ CONTACT PERSON
_____ ADDRESS
_____ TERM of CONTRACT
_____ TELEPHONE NUMBER

2. _____ FIRM OR ENTITY
_____ CONTACT PERSON
_____ ADDRESS
_____ TERM of CONTRACT
_____ TELEPHONE NUMBER

3. _____ FIRM OR ENTITY
_____ CONTACT PERSON
_____ ADDRESS
_____ TERM of CONTRACT
_____ TELEPHONE NUMBER

CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM

IDENTICAL TIE BIDS - Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, or if all of the tied vendors have drug-free workplace programs. In order to have a drug-free workplace program a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

SIGNATURE OF VENDOR REPRESENTATIVE: _____

TYPED OR PRINTED NAME OF VENDOR REPRESENTATIVE _____

BIDDING FIRM OR ENTITY NAME _____

Pricing

A. Hourly rates:

Unit prices shall include all costs associated with the provision of all services, including administrative fees, if any, and local travel-related costs. The College will **not** reimburse for additional mileage, regardless of which campus is requested. All costs must be figured into unit cost.

1. Minimum number of minutes to be billed per assignment (day rate) _____
2. \$_____ Amount for minimum duration
3. \$_____ Hourly rate for additional hours
4. \$_____ Amount for minimum duration (Team: two interpreters)
5. Minimum number of minutes to be billed per assignment (night rate) _____
6. \$_____ Amount for minimum duration
7. \$_____ Hourly rate for additional hours
8. \$_____ Amount for minimum duration (Team: two interpreters)

BID SUBMITTED BY:

FEDERAL TAX I.D. NUMBER

FIRM OR ENTITY NAME

ADDRESS

CITY, STATE & ZIP CODE

TELEPHONE NUMBER/FAX NUMBER

TYPED OR PRINTED NAME OF REPRESENTATIVE

SIGNATURE OF REPRESENTATIVE: _____

DATE: _____