



Atlantic Provinces Special Education Authority

August 14, 2019

REQUEST FOR PROPOSALS (RFP) #2019-02

**Provision of ASL/English Interpreting Service in the
Province of New Brunswick for the
Atlantic Provinces Special Education Authority (APSEA)**

**All responses must be received by Friday, September 13, 2019 at 2:00
p.m. local time addressed to:**

Lisa Doucet

Superintendent

Atlantic Provinces Special Education Authority

5940 South Street

Halifax, NS B3H 1S6

REQUEST FOR PROPOSALS
PROVISION OF ASL/ENGLISH INTERPRETING SERVICE IN THE PROVINCE OF NB

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1.0 INTRODUCTION

1.1 The Atlantic Provinces Special Education Authority (APSEA)

APSEA is an interprovincial cooperative agency established in 1975 by joint agreement among the Ministers of Education of New Brunswick, Newfoundland and Labrador, Nova Scotia, and Prince Edward Island. APSEA provides educational services, programs, and opportunities for persons from birth to 21 years of age who are deaf, hard of hearing (DHH), blind, or visually impaired (BVI) and who are residents of Atlantic Canada.

APSEA is governed by a Board of Directors of twelve persons, three from each province. The Deputy Minister of Education from each province is a permanent member of the Board.

1.2 Purpose and Scope of this Request for Proposals (RFP)

This RFP is seeking Proposals from experienced and qualified Proponents for the provision of ASL/English Interpreter Services in the Province of New Brunswick for the 2019-2020 school year.

APSEA is requesting Proposals for a predetermined number of hours to be held on retainer for APSEA as part of the contract. Hours/days of work will be determined based on need. Travel will be required.

1.3 Schedule of Events

| | |
|-------------------------------|---|
| Release of RFP: | August 14, 2019 |
| Close Date: | September 13, 2019 |
| Close Time: | 2:00 p.m. Atlantic Standard Time |
| Contract Award: | To be determined |
| Contract Commencement: | To be determined |

2.0 RFP TERMS AND CONDITIONS

2.1 DEFINITIONS

In this Request for Proposals, the following terms shall have the following meanings:

- a) “APSEA” means the Atlantic Provinces Special Education Authority;
- b) “Proponent” means a qualified individual submitting a Proposal in response to the RFP;
- c) “Close date” is the date and time by which a Proponent must submit its Proposal to APSEA;
- d) “Agreement” means the written Agreement made between APSEA and the successful Proponent pursuant to this RFP, and the Proponent’s Proposal;
- e) “Services” means the provision of ASL/English Interpreting Service that the Proponent is required to perform under the Agreement.

2.2 Confidentiality

Information pertaining to APSEA obtained by the Proponent, as a result of its participation in this RFP, is confidential and **must** not be disclosed by the Proponent except as authorized in advance and in writing by APSEA.

APSEA shall endeavor to keep all Proposals and accompanying documentation received as confidential and used only for the purpose of evaluation of the Proposal, however, APSEA provides no warranty with respect to confidentiality and shall incur no liability from any disclosure. The Proponent hereby grants to APSEA the right to copy any documents provided in or with the Proposal for the purpose of such evaluation.

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2.3 Place and Time for Proposal Submission

Proposals **must** be:

- clearly marked “RFP #2019-02” and returned to APSEA in a sealed envelope
- signed by the Proponent
- typewritten, complete and received by the close day at the defined time
- submitted with three (3) hard copies, to the following address:

APSEA
5940 South Street
Halifax, NS B3H 1S6
Attention: Lisa Doucet, Superintendent

2.4 Communication during Bidding Period

Questions, clarification or information regarding the RFP process or the project scope **must** be in writing and directed exclusively by email to apsea@apsea.ca.

2.5 Property of APSEA

A Proposal, accompanying materials and any revisions or amendments thereto submitted by the Proponent become the property of APSEA and will not be returned.

3.0 SPECIFIC RESPONSE REQUIREMENTS

3.1 Items to Include in the Proposal

The Proposal shall include:

Executive Summary – Short summary of the key features of the Proposal.

Proponent Profile - Profile of the proponent who will provide the service, APSEA reserves the right to perform reference checks, as may be deemed necessary.

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Description of Services – A description of how the service requirements will be met and any alternative approaches to meeting these requirements that may be advantageous to APSEA.

Schedule of Fees – A list of all estimated fees, including hourly rate, over the term of the contract.

Strategy – A description of how the Proponent consistently demonstrates commitment to customer service, innovation in meeting customers' evolving needs and exceeds industry quality standards for superior service delivery.

Comparable Experience – Outline the nature of any work that you have been involved with that you feel would be comparable to this service.

Subcontractors – Attach a list of any subcontractors (name, address, services provided) proposed for work on this project. The absence of such a list will be taken to mean that only "own forces" will be used.

References – Attach three references for any work of a similar nature performed in the past three years. Provide a contact name, phone number and email address for each reference.

Additional Information – Include any other information you believe may assist in evaluating the Proposal.

3.2 The General Response

Proponents are responsible for providing complete and accurate information pertaining to the following general areas in respect of the Proposal.

- Extent of experience (including higher education and community interpreting).
- Educational background (must be a graduate of a recognized ASL-English Interpreting Program).
- Knowledge of Deaf culture and community resources; the ability to establish and maintain rapport.
- Pricing information.

4.0 REQUIREMENTS

The successful Proponent will be responsible for providing interpreting and support services to Deaf and hearing professionals within the APSEA organization. A predetermined number of hours will be held on retainer for APSEA as part of this contract. Hours/days of work to be determined based on need.

Duties include:

- Preparing for and providing accurate, competent and impartial interpretation, in a variety of professional settings and situations, including meetings and consultations.
- ASL will be the primary language used, but other communication modes may be encountered, including a combination of contact sign and spoken/transliterated English.
- Other duties may be performed as requested, and deemed appropriate by the APSEA team and interpreter.

The ideal Proponent should be:

- A graduate of a recognized ASL-English Interpretation Program; 5+years' experience in a variety of settings, including higher education and community interpreting.
- Actively pursuing professional development and the CASLI (AVLIC) Canadian Evaluation System certification; an active member in good standing of CASLI (AVLIC)/MAPSLI/ASLINB and Deaf consumer organizations.
- Knowledgeable in current educational practices and the role of APSEA services; understand the language implications in the education of Deaf and hard of hearing children, and the role of interpreters as part of an educational team.
- Able to work independently, display initiative and resourcefulness and in an environment where diverse approaches are used.
- Objective and flexible with a professional attitude, knowledgeable about Deaf culture and community resources, the ability to establish and maintain trust and rapport with students and staff.
- Familiar with educational assessment tools an asset.
- A university graduate preferred.

The successful Proponent will treat as confidential all information or material they may acquire because of this contract.

5.0 PROPOSAL EVALUATION

5.1 Comparative Analysis

APSEA reserves the right to do a comparative evaluation of all Proposals received and evaluate them based on considerations which, in APSEA's sole opinion, would yield the best overall value/service.

5.2 Evaluation Criteria

In assessing the merits of any Proposal, all matters set out in this RFP will be considered. However, Proponents are particularly advised that the following factors and concerns, though not necessarily exhaustive, and not listed in any particular order of priority or importance, are important in the assessment:

- Education
- Knowledge and understanding of current educational practices and the role of APSEA services
- Technical Competence
- References
- Cost of Service
- Professional members, i.e., CASLI (AVLIC), MAPSLI, ASLINB

In evaluating the merits of any Proposal, APSEA reserves the right on reasonable notice to interview, examine and make inquiries of any Proponent after the Closing Date, generally, and for purposes of clarifying or verifying any particular portion of any Proposal submitted which may, in the opinion of APSEA, be unclear or require verification. All Proponents agree at their own expense to attend such interviews and to fully co-operate on any such inquiry and, to provide at the Proponents own expense, any such clarification and/or verification as requested.

The opening of Proposals will be closed to the public.

6.0 AWARD OF PROPOSAL

- a) The Proponent hereby acknowledges that APSEA shall have the right to reject any or all Proposals for any reason, or to accept any Proposal that APSEA in its sole, unrestricted discretion deems most advantageous to it. The lowest or any Proposal will not necessarily be accepted.
- b) All terms of each Proposal shall remain firm, irrevocable and binding upon the Proponent submitting the same, and open for acceptance until APSEA makes an award on this RFP, and pursuant thereto enters into an Agreement, or until APSEA cancels this RFP. APSEA will undertake to proceed with making an award on this RFP or cancellation in a reasonable period of time.
- c) APSEA may rely upon the criteria it deems relevant, even if such criteria has not been disclosed to the Proponent. By submitting a Proposal, the Proponent acknowledges APSEA's rights under this Section and absolutely waives any right or cause of action against APSEA and its employees, agents or Trustees by reason of APSEA's failure to accept the Proposal submitted by the Proponent, whether such right or cause of action arises in contract, tort including negligence or otherwise.
- d) In cases of dispute as to whether or not an item or service quoted or delivered meets Proposal requirements, the decision of APSEA shall be final and binding on all parties.