



**Delaware County Board of
Developmental Disabilities**

***Interpreter/Translation Services
#23-09-01***

Request for Expressions of Interest (ROI)

***Issue Date: 09.01.2023
Submission Deadline: 09.22.2023***

The Delaware County Board of Developmental Disabilities (“Board”) is accepting informal Requests of Interest (ROI) for Interpreter/Translation Services, with services to begin January 1, 2024 and extend through December 31, 2024.

MINIMUM QUALIFICATIONS

To be considered for the contract, applicants must:

- Be willing to support individuals who live throughout Delaware County in-person;
- Have at least two (2) years of documented experience providing interpreter and/or translation services;
- Be willing to maintain a role of facilitator of communication rather than the initiator of communication; and
- Be willing to render messages faithfully, always conveying the content and spirit of the individual being served, using language most readily understood by the individual/persons, and not counsel, advise, or interject personal opinions.
- Be willing to enter into a contract with the Board and submit invoices for payment in accordance with contract terms.

SUBMISSION REQUIREMENTS

Applicants are asked to submit the following:

1. Organization History (*1 page maximum*)
 - a. A brief history of the organization including years of operation.
 - b. Describe the organization’s current scope of services.
 - c. Describe the level of experience providing interpreting and/or translation services.
 - d. Provide information on any relevant impact statistics.

2. Statement of Interest and Experience
 - a. Why is the organization interested in being a vendor for DCBDD?
 - b. What is the organization’s experience working with individuals/families of individuals with developmental disabilities?
 - c. What is the organization’s process and typical timeline for requesting services?
 - d. What is the organization’s pricing structure? (*Include all relevant services, features, and requirements*)
 - e. A listing of the languages for which interpreting and/or translation services can be provided.
(*Languages of particular need to DCBDD for both interpretation and translation include American Sign Language, Amharic, Bengali, Bulgarian, Cantonese, Egyptian Arabic, French, German, Gujarati, Hindi, Italian, Korean, Magahi, Malaysian, Mandarin, Nepali, Northern Uzbek, Pennsylvania Dutch, Portuguese, Russian, Somali, Spanish, Swahili, Tagalog [Filipino], Tamil, Telugu, Turkish, Twi, Ukrainian, Uzbek, Vietnamese, Yiddish, Yoruba*).

3. A copy of bonding and/or insurance policy

Interested organizations are asked to submit the required documentation to heather.ward@dcbdd.org no later than 3:00 p.m. on 09/22/2023.

Thank you for your interest in supporting the people of Delaware County.