



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

**SMALL PROCUREMENT REQUEST FOR PROPOSALS (RFP)**  
**For**  
**Interpreter Training for Written Exam**

**RFP# K21-0070-25**

**ISSUED: 04/02/2021**

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 onsite or distant training to prepare interpreter candidates for the Court Interpreter Written Exam in English.

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 may make multiple awards.

**1. Scope of Work**

The Contractor shall provide onsite and/or distant learning interpreter training to help prepare interpreter candidates for the Court Interpreter Written Exam in English.

The Court Interpreter Program administers the Written Exam twice a year in the fall and spring. The Contractor is expected to provide several sessions as a training package within a month between the Introductory Workshop for Court Interpreter Candidates (conducted by the AOC) and the Written Exam test date twice a year. For example, if the Introductory Workshop takes place on September 12, 2021, and the Written Exam is scheduled for October 20, 2021, the Contractor will be expected to provide training to candidates during the time between September 12 and October 20, 2021.

The written exam measures candidates' knowledge of three areas central to the work of a court interpreter at the level of a minimally qualified court interpreter:

1. English Language. To function as a professional court interpreter, one indispensable component is a high degree of proficiency in the English language. Accordingly, the written examination assumes a high degree of literacy in the English language and familiarity with a range of language constructions. It tests comprehension of written English vocabulary and idioms.
  2. Court-Related Terms and Usage. A second area of knowledge essential to successful professional performance is familiarity with the terminology and procedures of the court system. Accordingly, the written examination also measures recognition of common court-related situations and vocabulary, *especially in the area of criminal courts*.
  3. Ethics and Professional Conduct. The third area of knowledge required of professional court interpreters encompassed in the written test is general knowledge of standards guiding the performance of duties. Accordingly, the written exam includes questions aimed at measuring candidates' knowledge of ethical behavior and professional conduct.
- The Contractor shall create instructor led or assessed courses which will include practice written exams, quizzes, and instructor's feedback.
  - The Contractor shall personalize assessment to help candidates identify weakness areas.

## **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.
- The Contractor shall use the strategies and tools to help candidates improve performance on the Court Interpreter Written Exam.
- 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 2:00 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 for Written Exam

### PRICE PROPOSAL FOR RFP # K21-0070-25

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
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$

\*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 #