



**Request for Proposals
Interpreter Coordinators for RID National Conference
July 7-11, 2019
Providence, Rhode Island**

RID seeks proposals from individuals, teams, and agencies who are interested in coordinating interpreter services for the RID National Conference.

Note that the official language of the Conference is ASL. The majority of presentations will be delivered in ASL. Exceptions would be any workshops that focus on ASL to Spoken English, or trilingual interpreting.

We anticipate that the majority of interpreting services will be Deaf Interpreters working to mirror audience participation (if requested) as well as accommodations for DeafBlind attendees. There will also be some ASL/English interpreting for coordination and administrative purposes (between RID conference staff, hotel staff, conference center staff, A/V staff, etc.)

There may be some guests of the conference (VIPs, or content area experts) that are not fluent in ASL, and would require Hearing Interpreters.

Location of Meeting:	Providence, RI at the Rhode Island Convention Center & The Omni Providence.
Deadline for Proposal:	January 4, 2019.
Date of Meeting:	July 7 - 11, 2019
Number of Attendees:	800-1000

Vendor Deliverables:

- Work with the RID to develop a budget for conference interpreting and SSP services. Maintain budget information and adhere to an established budget for conference interpreting.
- Collaborate with the RID Conference Planning Team to release Call for Interpreters (via video, flyer, etc). The RID is to approve all marketing materials for recruitment purposes.
- Screen and select skilled conference interpreting team that includes the following:
 - On-call hearing interpreter(s) for conference coordinator.
 - Deaf Interpreters and SSPs for DeafBlind attendees and/or presenters.
 - Deaf Interpreters for platform and mirroring.
 - Hearing interpreters if needed.
 - Interpreters for Registration Desk if needed.
 - Interpreters for other areas if needed.
- Send out letters of acceptance and non-acceptance.



- Send out contracts and accompanying paperwork instructing interpreters to send completed paperwork to RID Office of Finance and Accounting. Contracts are written in collaboration with RID HQ Staff.
- Set up a schedule of assignments for the entire conference. This would include all events, including workshops, presentations, and evening entertainment.
- Interpreter Coordinators to be present during HQ Staff morning meetings to discuss any room changes or situations that may directly impact interpreter services.
- Coordinate any orientation meetings for interpreters including daily meetings if needed.
- Handle all communications with DeafBlind attendees and presenters to ascertain specific needs.
- Ensure all interpreters and SSPs are pre-registered for the conference.
- Ensure all interpreters and SSPs are licensed to work in the state of Rhode Island.
- Maintain a working database of interpreters & SSPs, their schedule and contact information.
- Collect presentation materials and distribute them to interpreters for preparation prior to their assignment. Work with the Program Chair to obtain these materials.
- Collect travel receipts and invoices from interpreters and give them to the RID Director of Finance. W-9 forms will be sent directly to the RID Director of Finance.
- Ensure that checks are received by the interpreters from the Accounting office at RID HQ.
- Submit a final report at the end of the conference that contains interpreting hours.

Requirements:

- Previous national conference organizing experience
- Commitment to diversity and intersectionality in interpreter selection
- Experience coordinating Deaf Interpreters
- Available by texting for HQ staff communications

Questions:

1. How would you, as ISC, manage the production of interpreting services for the 2019 conference? What resources would you dedicate to this position? Please provide a timeline for planning.
2. Who would you identify as the individual(s) performing the work? Please include their qualifications and experience.
3. How would you meet the expectation that the interpreting team MUST be diverse?
4. What are your expectations in working with the RID national office staff throughout the planning process?
5. Please supply a brief history of your enterprise, emphasizing experience with projects of similar size and scope as the work outlined in this RFP.
6. Please describe your financial viability in terms of attending to the elements defined in this scope of work and your ability to provide them uninterrupted.
7. Please describe your technical and personnel capabilities as related to the scope of work outlined in this RFP.



For consideration, please submit:

- A letter of interest or ASL video that includes the contact information of the applicants, responses to questions and a commitment to diversity and intersectionality.
- Resume(s) that highlights national-level conference planning experience

RID is open to bids that include a direct fee paid to the organizers, sponsorship recognition, or other creative solutions.

Proposals and responses to questions should be sent to: conference@rid.org

The deadline for consideration is: Friday, January 4, 2019, COB

We will announce the selection by: Friday, January 18, 2019.

Thank you! We look forward to seeing you at the conference.