



**LUZERNE COUNTY COMMUNITY COLLEGE  
REQUEST FOR PROPOSAL  
Educational Interpreting Services for the Deaf and Hard of Hearing**

**Section I. INTRODUCTION**

Luzerne County Community College is seeking proposals from qualified Companies to provide **Educational Interpreting Services for the Deaf and Hard of Hearing**. This document is a Request for Proposal (RFP) for the services described below and does not obligate LCCC to accept responses from eligible Companies. The RFP establishes minimum requirements a Company must meet in order to be eligible for consideration as well as information to be included in the Company's proposal.

Carefully examine the specifications, conditions and limitations. The selection of the successful Company will be made based on LCCC's evaluation and determination of the relative ability of each Company to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

- 1 Company History and Organization
- 2 Cost Proposal and Invoicing
- 3 Insurance
- 4 References

LCCC is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals or amend the scope of the project. All of the Companies must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

**Section II. SUBMISSION OF PROPOSALS**

Responses to this RFP are due by Noon on May 8, 2019. Late submittals will be rejected. All proposals are to be sealed and addressed to:

Luzerne County Community College  
Purchasing Director, Mr. Len Olzinski  
1333 S. Prospect Street  
Nanticoke, PA 18634  
Phone: 570-740-0370  
Email: [lolzinski@luzerne.edu](mailto:lolzinski@luzerne.edu)

The proposal submission may be mailed or delivered to the above address. Any questions regarding this RFP may be addressed to Debra Ann Passarella, **Counselor of Accessibility Services** at **570-740-0397** or [dpassarella@luzerne.edu](mailto:dpassarella@luzerne.edu)

**Section III. CONTRACT TERM**

The term of this contract shall be for a three (3) year period, commencing on July 1, 2019 and continuing for three (3) consecutive fiscal years thereafter, unless terminated by either party with thirty (30) days written notice with a renewal option to June 30, 2024.

**Section IV. SCOPE OF SERVICES**

Request an RFP to **Provide Educational Interpreting Services for the Deaf and Hard of Hearing**.

This service includes interpreting services during educational courses, meetings, clinicals, and other educational events as requested by the student in need of services. For specific classes this may include preparatory meetings where the interpreter has an opportunity to learn necessary vocabulary, technical terms and obtain written instructions or guidance. Educational Interpreting Services are intended to provide equal access to higher education for students who are Deaf and hard of hearing. Interpreters are to follow NAD-RID Code of Professional Conduct. If agency is unable to meet the demand for interpreters for

each student, it should be communicated to Debra Ann Passarella, Counselor of Accessibility Services at 570-740-0397 or dpassarella@luzerne.edu that other arrangements can be made. If an interpreter is unexpectedly unable to fulfill their scheduled service, an attempt should be made to contact the student directly.

## **V. INSTRUCTIONS**

Responding Companies must address the following subjects in their proposal:

### **1. Company History and Organization**

Provide a brief company history. Explain ownership and include brief biographical information regarding the personnel who would be directly responsible for the service.

### **2. Cost Proposal and Invoicing**

Provide rates and any and all associated fees corresponding with the services described in Section IV.

### **3. Insurance (Companies/Contractors only, does not apply to individuals)**

The successful bidder shall carry and maintain, with respect to any work or service to be performed at LCCC facilities, insurance written by a responsible insurance carrier, to provide for the following:

- Workers' Compensation as required by applicable statute and Employer's Liability Insurance.
- Commercial General Liability Insurance in the amount of \$1,000,000 listing the College as additional insured
- Automobile Liability

Include a copy of Certificate of Insurance including limits with the response.

### **4. References**

Provide at least three (3) client references whose facilities are comparable in size and profile to Luzerne County Community College. Include company name, address, contact person and contact number.