



# REQUEST FOR PROPOSALS

Certified Interpreter Services – Spanish language

## Summary

The Benton County Office of Public Defense seeks proposals from persons court-certified to interpret in the Spanish language, to contract for interpreting services for public defenders during client interviews in various settings including in the Benton County Jail.

**DEADLINE FOR SUBMISSIONS: January 18, 2019, 5:00 PM PST.**

## Background

Benton County Office of Public Defense (“BCOPD”) manages and provides legally mandated public defense services in all the State courts within Benton County. To meet this mission objective, it employs and contracts with almost 40 attorneys.

From time to time, it is necessary for BCOPD attorneys to meet with their mono-lingual Spanish-speaking clients. Some clients are out-of-custody and these meetings take place either at private attorney offices or at the BCOPD offices (in the Kennewick Justice Center). Other times, clients are in-custody and the meetings take place in the Benton County Jail.

The assistance of court-certified interpreters at these meetings is crucial both because of the need to discuss important aspects of criminal case defense, but also because it is often necessary to review and sign important documents at these meetings.

## Contract Details

### Number of contracts

BCOPD plans on awarding one (1) contract pursuant to this RFP

### Contract structure

The contract is anticipated to be structured as follows:

1. A **Base Monthly Contract Rate** will be paid that will compensate awardee for up to 20 hours of interpreter services a month.
2. The up to 20 hours of interpreter services a month will be divided between **Block** time and **Free** time.
3. **Block** time will entail services provided in 2.5 hours of availability blocks per week.

4. **Block** time will function as essentially “office hours” at the Benton County Justice Center and awardee will be expected to be present at the Justice Center and available for interpreting services primarily at the Benton County Jail but also, on occasion in the OPD interview room (when services are requested by OPD Staff Trial Attorneys).
5. **Free** time will function as a bank of time against which awardee should bill any requests for interpreting services (primarily by contract public defenders). Billing should be rounded up to 30 minute blocks and includes travel time. *For example, if awardee performs 1.7 hours of interpreting for a contract attorney in Kennewick, including travel time, then awardee should deduct 2 hours from the **Free** time block.*
6. The amount of **Free** time in any given month should be determined by subtracting the **Block** time for the month from 20. *For example, in March, 2020, if the designated **Block** time day is Wednesday, then there will be four **Block** time days for a total 10 hours. Therefore, the amount of **Free** time in the month will be 10 hours. If the designated **Block** time day is Tuesday, since there are five Tuesdays in March, there will be five **Block** time days for a total of 12.5 hours and the amount of **Free** time in the month would be reduced to 7.5 hours.*
7. Awardee will be entitled to full contractual monthly compensation even if the full 20 hours of services are not used up for the month.
8. Interpreter services provided either a) beyond the 20 hours a month; or b) outside of normal business hours, would be billed at the **Contractual Hourly Rate**.
9. There is no limit to the hours that can be billed to the **Contractual Hourly Rate**.

## Required Bid Responses

You will be required to provide a bid-style response on the following bases:

1. What is your proposed **Base Monthly Contract Rate** to 20 hours of interpreter services as detailed above?
2. What is your proposed **Contractual Hourly Rate** for interpreter services scheduled outside of your regular business hours or in excess of the 20 hour monthly cap?

## Qualifications

### Mandatory Qualifications

- Current certification, in good standing, as a court interpreter for the Spanish language, in the State of Washington
- Residence (or office, if working outside of the home) within 30 minutes commuting time of the Kennewick Justice Center and jail
- Ability to pass a background check to allow unescorted entry into the Benton County Jail general population pods

- At least 2 years’ experience in providing Spanish-language interpreter services for criminal matters either in court or other related settings
- No sustained instance of misconduct for actions taken in the course of providing interpreter services in the past 10 years
- Must be willing to assist with client interviews in all pods of the Benton County jail including the high-security “west wing” pods
- Current coverage, or ability to obtain insurance coverage meeting the following criteria:
  - Professional liability \$1 million limit
  - Commercial general liability \$500,000 per incident, \$1 million general aggregate
  - Business automobile liability \$1 million
  - (If an employer) Stop Gap Employer’s Liability in the amount of \$1 million

#### Desired Qualifications

- Specific experience working in Benton or Franklin Counties on criminal cases
- Specific experience working with public defenders in Benton County on criminal cases

#### Application Process

To apply and be qualified for contract award under this RFP, applicants must follow these steps:

1. Respond to this RFP by or before 5:00 PM on December 27, 2019 by going to <https://contracts.bentoncountydefense.org/Dec19-Interpreter-RFQ> and filling out the form there including required submissions. **This is the only way to apply for this RFP and application/submission in this manner is mandatory for consideration. Please make sure to electronically sign your application as directed when you submit. THE ELECTRONIC TIME STAMP FROM THE E-SIGNATURE WILL BE USED AS THE DEFINITIVE DATE OF APPLICATIONS AND OPD RESERVES THE RIGHT TO DISREGARD LATE APPLICATIONS.**
2. We anticipate awarding the contract by January 15, 2020.