



REQUEST FOR PROPOSAL (RFP): 2018 CONFERENCE SIMULTANEOUS INTERPRETATION SERVICES

The California Partnership to End Domestic Violence (Partnership) invites you to submit a proposal for Simultaneous Interpretation Services for our 2018 Conference.

Additional information about our organization, project & scope of services are provided in subsequent pages.

Questions Regarding RFP

Inquiries concerning this RFP should be submitted to procurement@cpedv.org using the subject line: "2018 Conference Interpretation Services RFP Inquiry" by 3:00pm PST on 12/28/2017. Answers will be posted to www.cpedv.org/procurement by 3:00pm PST on 01/05/2018.

Submission of Proposals

Documents must be submitted in PDF format via e-mail to procurement@cpedv.org by 5:00pm PST on 01/12/2018.

Award of Contract

The Partnership intends to award a contract by **January 19th, 2018**. All candidates will be informed of a decision when a contract is awarded.

Note

All costs related to the submission of this RFP must be assumed by the submitting contractor/firm. No expenses will be reimbursed.

SECTION I. Organizational Overview & Introduction

The California Partnership to End Domestic Violence (the Partnership) is California’s recognized domestic violence coalition, representing over 1,000 survivors, advocates, organizations & allied groups. With offices in Sacramento, the Partnerships diverse membership spans the entire state. Through our public policy, communications & capacity-building efforts, we align prevention & intervention strategies to advance social change.

The Partnership believes that by sharing expertise, advocates & policy-makers can end domestic violence. Working at the state & national levels for nearly 40 years, the Partnership has a long track record of successfully passing over 200 pieces of legislation addressing domestic violence. Every day we inspire, inform & connect all those concerned with this issue, because together we’re stronger.

SECTION II. Scope of Work

The Partnership seeks to contract with an Interpretation Services provider to provide equipment and services for our two-day Shifting the Lens conference in March 2018. For more information about the conference, please visit our [website](#).

A. Event Details

Date: March 5-6, 2018

Venue: Marriott San Francisco Airport Waterfront ,

Location: 1800 Old Bayshore Hwy, Burlingame, CA 94010

Expected Attendance: 500

B. Event Agenda

Monday, March 5th		Total # expected	Interpreter Needs
8:00am-9:00am	Registration		
9:00am-9:30am	Welcoming Plenary & Keynote	500	2
10:30am-10:45am	Break		
10:45am-12:15pm	Breakout session I*	50-100 each	0-14
12:15pm-1:00pm	Lunch Buffett Line		
1:00pm-1:45pm	Keynote Speaker	500	2
1:45pm-2:00pm	Break		
2:00pm-3:30pm	Breakout session II*	50-100 each	0-14
3:30pm-3:45pm	Break		
3:45pm-5:15pm	Breakout session III*	50-100 each	2-14
Tuesday, March 6th			
8:00am-9:00am	Registration		
9:00am-9:15am	Introduction and Keynote	500	2
10:15am-10:30am	Break		
10:30am-12:00pm	Breakout session IV*	50-100 each	0-14
12:00pm-12:45pm	Lunch Buffett Line		
12:45pm-1:30pm	Keynote Speaker	500	0-14
1:30pm-1:45pm	Break		
1:45pm-3:15pm	Breakout session V*	50-100 each	0-14
3:15pm-4:00pm	Closing Plenary	500	2

*There are 7 break outs sessions in each breakout timeslot. We expect to have an idea of which breakout sessions will require interpretation by February 15 and will have final requirements by February 27.

C. Services required

We will require interpretation from English to Spanish for all general sessions, keynotes and many workshops.

We will need interpretation from Spanish to English for one workshop on Monday during Break Out Session III that will be presented in Spanish (approx. 100 attendees).

We expect to set up interpretation equipment in the general session and each breakout room, and base our need for interpreters as well as individual headsets on the number of registrants requiring interpretation.

The rooms will be full, and loud. Unfortunately, many rooms are not large enough to provide a buffer space between the audience and the interpreter booth. The venue will provide a table in each room, but the vendor should include in the proposal how you will cut down on the sound between the interpreter booth and the attendees sitting nearest the booth.

Based on timing of the workshops and the understanding that interpreters require 90 minute breaks per every three hours worked, we expect to need a minimum of four interpreters and a maximum of 16 interpreters.

While we expect to have a good idea of interpretation needs by 2/15/18, registration is ongoing until 2/27/18, therefore the exact volume of services required will not be able to be determined until that time. As such, we understand that cancellation fees may be incurred.

SECTION III. Proposals

Those wishing to submit proposals for this contract should carefully review & submit the following information:

A. General Information

- Name of firm
- Contact Person
- Title
- Mailing Address
- Telephone Number
- E-mail

B. Organizational Overview & Qualifications

- Describe the firm, including history & scope of practice
- Provide examples of events you have serviced that are of a similar size and scope
- Provide examples of any experience you have working with domestic violence groups and/or service providers
- Provide an explanation of what qualifications and certifications your interpreters have

C. Services and fees

- Describe the equipment and services available to meet the needs outlined above (Sec. II) as well as any and all associated costs
 - Please provide a descriptive explanation, as well as an itemized price list of equipment you expect to use for our event. Please provide us with a range of equipment options, from budget-friendly to ideal/best case scenario.
 - Please be sure to explain all labor needs, and any reimbursement expected for travel.
 - Please DO NOT include lodging in the proposal, as The Partnership has obtained reduced room rates for the event and will provide necessary accommodations to the selected vendor. Lodging will be provided for Sunday, March 4th and Monday, March 5th.
- Provide a description of any discounts available to the Partnership
- Please explain any service fees or taxes that the Partnership should expect to incur in utilizing your firm/services
- Please explain your cancellation policy, including any potential cancellation fees as well as any cutoff dates associated with your cancellation policy

D. References

Contact information for three (3) specific professional references for whom you have provided similar services.

SECTION IV. Selection Criteria

The Partnership's decision to select a candidate will be based on, but not limited to, the following priorities:

- Availability and costs of services
- Firm history and experience
- Quality of references
- Women, minority, veteran or LGBTQ owned business will be prioritized, given all other criteria is similarly met.

SECTION V. Additional Terms

A. Applicant Rights

All materials submitted in response to this RFP become the property of the Partnership upon delivery & shall be appended to any formal documentation, which would further define or expand the contractual relationship between the Partnership & the contracted vendor. Each applicant, as an express condition for the Partnership's consideration of such proposal, agrees that the contents of every other proposal submitted by other applicants with respect to this RFP are confidential, proprietary & trade secret information in all technical areas, and waives any right to access such proposals during the RFP process. No submissions or supporting documentation will be returned to the submitting applicant. Neither party shall be liable for disclosures that are required by law.

B. Conflict of Interest

Proposing contractors/firms are asked to identify any conflicts of interest in serving the Partnership & to clarify, if applicable, how conflicts will be managed/mitigated to ensure the best interests of the Partnership are met.

C. Reservation of Rights

This RFP does not commit the Partnership to award a contract, to pay any costs incurred in the preparation of the proposal to this request, or to contract for services. The Partnership reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified contractor or firm, or to cancel in part or in its entirety this RFP if, at the sole discretion of the Partnership, the organization determines that it is in its best interest to do so.