



## Call for Presentations

The Department of Assistive and Rehabilitative Services (DARS), Office for Deaf and Hard of Hearing Services (DHHS), is seeking presentations for interpreter training during fiscal year 2015 in the priority areas listed in this document. Proposals submitted in response to this call for presentations (Call) must be signed and completed as required by the instructions in this Call. All proposals shall become the property of the State of Texas upon receipt.

## Priority Areas

The following are priority areas for skill enhancement of certified interpreters with an emphasis on court and legal settings and related ethics:

- Roles inside the courtroom
- Legal-related vocabulary
- Legal concepts

## Definitions

**Skill enhancement**—improvement in the proficiency and development of interpreter skills. A pre- and post-assessment of knowledge and skills may be required.

**Court and legal settings**—arrest, arraignment, deposition, medication, arbitration, and any civil or criminal proceeding.

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## Instructions for Responding to the Call

Proposals must be received in the DHHS office at least 60 days before the date of the presentation proposed and must be received in the DHHS office before October 7, 2014, to be considered. A proposal must be submitted for each presentation proposed.

Proposals submitted must

- provide identifying information, including
  - contact name, mailing address, and phone number (Voice or VP);
  - presenter name and phone number (Voice or VP);
  - contact email address;
  - presenter email address;
  - presenter's résumé and vita with a list of past trainings and presentations, including location and year;
  - \*\* a five to ten minute video clip example in ASL, through a private YouTube account or other source, demonstrating the instructor's teaching style\*\* (see at the end of this document for clarification on this); and
  - presenter's credentials, such as college degrees and interpreter certifications.

- provide proposed venue and dates with the following information:
    - indicate the method of training (for example, a webinar, workshop, lecture, etc.);
    - provide available training dates;
    - provide restrictions on presentation location;
    - state whether training dates are negotiable; and
    - provide the advance notice needed of acceptance of proposal to provide presentation.
  - provide presentation information in relation to selection criteria, including the following:
    - presentation title;
    - description of training, not to exceed one page;
    - priority area to be addressed;
    - at least three learning objectives;
    - agenda;
    - presentation length;
    - intended skill level of the target audience, and
    - the relevance and importance of the topic to the target audience; include any research conducted.
  - provide fees requested to include
    - the fee for presentation. If more than one presenter is involved, include a breakdown of the fee for each presenter;
    - the fee for preparation time, including the number of hours for preparation time; and
    - the estimated reimbursement costs for travel and per diem. Travel and per diem expenditures will be reimbursed to the presenter in compliance with the State Travel Management Program found at this link: <http://www.window.state.tx.us/procurement/prog/stmp/>.
  - Ancillary needs are addressed as follows:
    - List any ancillary needs related to the presentation. DHHS will work with the presenter to provide any ancillary items possible.
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## Requirements of Acceptance

If proposal is accepted, the presenter may be required to

- complete financial forms for payment purposes;
- provide to DHHS, at least seven days before the presentation, any preparation materials relative to the presentation;
- ensure that DHHS attendance sign-in sheet is signed by all attendees and is submitted to DHHS within 30 days of the last day of the presentation. Attendance sign-in sheet will be provided by DHHS; and
- submit an invoice within 30 days of the last day of the presentation to be reimbursed for services.

## Proposals Scoring Criteria

Proposals will be evaluated on their responsiveness to the Call in relation to the scoring criteria listed below:

- Relevance and importance of the proposed presentation (30 points)
  - DHHS seeks proposals that clarify the relevance and importance of the proposed presentation and that consider the following factors. Criteria refer to the extent to which
    - the presentation addresses the priority area selected,
    - the proposal is responsive to the requirements of the Call,
    - the beneficial impact the presentation will have on the target audience,
    - the proposal demonstrates how the proposed topic was determined and developed, and
    - the presentation is responsive to the need for interpreter training in the selected priority area.
- Demonstrated ability of the applicant to serve the target audience (30 points)
  - Provide sufficient detail in the proposal demonstrating the ability to serve the identified target audience based on the following criteria. Criteria refer to the extent to which
    - the presenter has the appropriate training and experience to serve the target audience and to conduct the proposed presentation. Proposal should include knowledge, skills and ability of each presenter;
    - the proposal demonstrates presenter's prior success in presenting; and
    - the proposal demonstrates the presenter's ability to serve the identified target audience.
- Documented details of the proposed fees and cost estimate (40 points)
  - DHHS considers the following factors with respect to costs:
    - The fees and costs proposed are detailed and include presenter fees, travel costs, and per diem expenses based on the State Travel Management Program; and
    - The fees, travel costs, and per diem are reasonable.

## Additional Items

DHHS reserves the right to select proposals or reject proposals based on priorities established by DHHS, including training focus, training location, or presenter's availability. Submittal of a proposal does not guarantee acceptance or funding.

## Special Note

For this clause, *\*\* a five- to ten-minute video clip example in ASL, through a private YouTube account or other source, demonstrating the instructor's teaching style\*\**, this applies only to those who already knows sign language and/or uses this mode of communication. For those who do not know sign language, a sample presentation on YouTube or any other source is required.