

CALL FOR PRESENTERS

CATEGORY: LEGAL INTERPRETING

The Department of Assistive and Rehabilitative Services (DARS), Office for Deaf and Hard of Hearing Services (DHHS), is seeking presenters for interpreter training in various priority areas during Fiscal Year 2016 starting on September 1st, 2015. This call addresses the category of legal interpreting with the goal to provide skill enhancements suitable for court and legal settings. Proposals submitted in response to this Call for Presenters must be signed and completed as required by the instructions in this document. All proposals shall become the property of the State of Texas upon receipt.

Priority Areas

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

- roles inside the courtroom
- legal-related vocabulary
- legal concepts

The presentation can include some or all of the above.

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.

Instructions for Responding to the Call

Proposals must be received by DHHS office at least 60 days before the date of the presentation proposed, and must be received by August 10, 2015 to be considered. A proposal must be submitted for each presentation, unless it will be conducted in a repetitive manner and will need to be specified in the proposal.

Proposals submitted must provide:

1) Identifying information (*for each presenter*):

- presenter/contact name, mailing address, and phone number (voice or VP), email address(es);
- presenter's résumé (including interpreter certifications) listing all trainings and presenters given within the past 5 years, including location and year, demonstrating the presenter's knowledge, skills, and ability to provide the proposed training;
- professional biography, not to exceed 100 words; and
- a three to five minute video clip example, through a private YouTube account or other source, demonstrating the presenter's teaching style (see criteria listed on page two).

2) 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.

Deadline: August 10, 2015

<p>3) Presentation information should include the following:</p> <ul style="list-style-type: none"> • 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. 	<p>4) Fees requested to include:</p> <ul style="list-style-type: none"> • 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/)
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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.

Delivery of Proposals

Proposals shall be sent to: DARS - DHHS Training Department, 4900 N. Lamar Blvd., Mail Code 3027, Austin, Texas 78751

To send a proposal via email: DHHS.Proposals@dars.state.tx.us

<p>Proposals Scoring Criteria</p> <p><i>Relevance and importance of the proposed presentation (25 points)</i></p> <ul style="list-style-type: none"> • presentation addresses the priority area selected; • proposal is responsive to the requirements of the Call; • beneficial impact the presentation will have on the target audience; • proposal demonstrates how the proposed topic has been determined and developed; and • presentation is responsive to the need for interpreter training in the selected priority area. <p><i>Demonstrated ability of the applicant to serve the target audience (25 points)</i></p> <ul style="list-style-type: none"> • presenter has the appropriate training and experience to serve the target audience and to conduct the presentation. Proposal should include knowledge, skills, and ability of each presenter; • proposal demonstrates presenter's prior success in presenting; • and the proposal demonstrates the presenter's ability to serve the identified target audience. 	<p><i>Documented details of the proposed fees and cost estimate (25 points)</i></p> <ul style="list-style-type: none"> • fees and costs proposed are detailed and include presenter fees, travel costs, and per diem expenses based on the State Travel Management Program; and • fees, travel costs, and per diem are reasonable. <p><i>Video demonstration (three to five minute sample) using the communication method you intend to use for the proposed presentation (25 points)</i></p> <ul style="list-style-type: none"> • display presenter's ability to engage the audience in a manner conducive to learning; • presenter's appropriate use of multimedia <ol style="list-style-type: none"> 1. relevancy to topic, not distracting 2. ability to meet the needs of individuals with various learning styles • presenter's ability to demonstrate knowledge of topic <ol style="list-style-type: none"> 1. information is clear 2. information is accurate • presenter's communication style is appropriate for intended audience <ol style="list-style-type: none"> 1. information provided in a clear and understandable manner 2. pace of presentation is appropriate
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Requirements of Acceptance

If proposal is accepted, the presenter shall 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.

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.