



*Request for Proposals*

*For*

*Licensed Court Interpreter Services for Gregg County*

**RFP# 2017-713**

***Gregg County, Texas***

**DUE DATE: Monday, August 14, 2017 by 2:00pm**

*Gregg County Purchasing Office  
101 East Methvin Street, Suite 205  
Longview, Texas 75601*

## Table of Contents

Cover Page	Page 1
Table of Contents	Page 2
Notice of Intent/Description	Page 3
Instructions	Page 4
Scope of Work	Page 5
Proposal Submission Requirements	Pages 6-7
Evaluation Criteria	Page 8
RFP Forms Section	Pages 9-14
✓ Certification of Eligibility	
✓ Bid Statement Signature Form	
✓ Conflict of Interest Form	
✓ HB1295 Requirements	
✓ Advertisement Notice	
Gregg County, Texas Standard Terms and Conditions	Exhibit A

*This Table of Contents is intended as an aid to bidders and not as a comprehensive listing of the RFP package. Bidders are responsible for reading the entire RFP package and complying with all specifications.*

**GREGG COUNTY, TEXAS  
REQUEST FOR PROPOSALS**

In accordance with the Laws of the State of the Texas, Gregg County is seeking to establish a contractual relationship with an individual or business/firm for licensed court interpreter services.

The County may select one or more individual or firms for work under this Request for Proposal (RFP) process. If determined to be in the best interest of the County, the County may award work to firms, for undefined services, that were not awarded work under this RFP

**SEALED PROPOSALS** must be addressed to the Purchasing Agent for Gregg County, Texas and must be received in the Purchasing Department at, 101 East Methvin, Suite 205, Longview, Texas 75601 not later than 2:00 p.m. on May 4, 2017 for the following:

***Interpreter Services for Gregg County  
RFP # 2017-713***

Solicitation documents are now posted on Gregg County Website [www.co.gregg.tx.us](http://www.co.gregg.tx.us) on the Purchasing Department webpage. Only paper responses are allowed for this RFP; facsimiles will not be accepted. Paper documents may be obtained from the office of the Purchasing Agent at 101 East Methvin, Suite 205, and Longview, Texas 75601.

All documents relating to this Request for Proposal including but not limited to, the RFP document, questions and their responses, addenda and special notices will be posted under on Gregg County Purchasing Department website and available for download by bidders and other interested parties. **It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents prior to the RFP due date.**

At the public opening, there will be no disclosure of contents to competing firms, and all proposals will be kept confidential during the negotiation process. Except for trade secrets and confidential information which the firm identifies as proprietary, all proposals will be open for public inspection after the contract award. All proposals become the property of the Gregg County.

## *INSTRUCTIONS*

- ❖ **Submission of Proposals:** Two (2) complete sets of original proposal documents with original signatures and one flash drive (jump, thumb) with a copy of the proposal shall be sealed and **marked** RFP# 2017-713, Interpreter Services and mailed/hand delivered to the address below by the closing date specified. **A facsimile transmission is not an acceptable response to this RFP Process.**

Gregg County Purchasing  
Kelli Davis, CPPB, Purchasing Agent  
101 East Methvin, St. 205  
Longview, Texas 75601

- ❖ Questions concerning this proposal process shall be directed to Gregg County Purchasing Director by email to [purchasing@co.gregg.tx.us](mailto:purchasing@co.gregg.tx.us); Kelli Davis. Failure to comply with this guideline could result in disqualification.
- ❖ **All proposal returns must be sealed** when returned to Gregg County.
- ❖ PROPOSALS WILL BE received and publicly acknowledged at Gregg County Purchasing Department located at the address and dated listed above. Vendors, their representatives and interested persons may be present; only the names of the statement returns will be read aloud – all proposal information will remain confidential until a contract is awarded; if any.
- ❖ It is the bidders' sole responsibility to print and review all pages of the RFP document, attachments, questions and their answers, addenda and special notices. Failure to provide original signatures on these forms could render statement non-responsive.
- ❖ **Any proposals received after the date and/or hour set for the RFP opening will not be accepted. Bidder will be notified and will advise Gregg County Purchasing as to the disposition by either pick up, return at bidder's expense, or destroyed with written authorization of the bidder.** If proposals are sent by mail to the Purchasing Department, the bidder shall be responsible for actual delivery of the statement to the Purchasing Department before the advertised date and hour for opening of RFPs. If mail is delayed either in the postal service or in the internal mail system of Gregg County beyond the date and hour set for the RFP opening, bids thus delayed will not be considered and will be disposed of as authorized.

## Scope of Work

The purpose of this request is to *primarily* contract for services with a licensed court interpreter to orally translate Spanish to English and English to Spanish as needed. However, interpreters of any and all languages, including *Sign* language should feel free to submit their qualifications for consideration as Gregg County may determine that in order to meet the requirements of the various courts to award the contract to multiple vendors. Interpreter services shall be provided upon request of a Magistrate, a Justice Court, a County Court, a County Court at Law or a District Court of the county, in any Criminal, Juvenile, Indigent Civil, Mental Health or Chemical Dependent proceeding when it is determined that a person charged or a witness does not understand and speak the English language. Respondents submitting the successful qualifications must clearly demonstrate the ability to provide technical expertise in this area. In Civil cases, it shall not be the duty of the County to pay for interpreter services unless it is certified by the sitting Judge of that Court that the person or party responsible for the payment for interpreter services is indigent and is entitled to Court appointed services. Services will be performed for any of the above referenced courts on weekdays at any time between 8:00 A.M. and 5:00 P.M.

## **Proposal Submission Requirements**

This section outlines specific instructions for proposal submissions.

To facilitate the review of the responses, Firms shall follow the described proposal format. The intent of the proposal format requirements is to expedite review and evaluation. It is not the intent to constrain Vendors with regard to content, but to assure that the specific requirements set forth in this RFP are addressed in a uniform manner amenable to review and evaluation. Failure to arrange the proposal as requested may result in the disqualification of the proposal.

All proposals must be numbered and the proposal must contain an organized, paginated table of contents corresponding to the sections and pages of the proposal.

1. **Qualifications & Experience** - The County is seeking to contract with a licensed, experienced court interpreter with the following qualifications;
  - Enclose a copy of your License issued by the State of Texas to perform court interpreter services
  - List experience in proceedings in Magistrate, Justice, County, County Court at Law and District Courts
  - List experience in the proceedings in Criminal, Juvenile, Indigent Civil, Mental Health or Chemical Dependency
  - Include resumes for each person to be assigned. Include any professional designations and affiliations, certifications and licenses.
  
2. **References** - Qualified applicants will be required to provide the following;
  - Provide a list and/or a referral letter of at least three (3) references from bilingual professional that you have worked with. For each reference, include the dates of service, name of the agency, contact name, telephone and email address.
  
3. **Fee Structure**- Qualified applicants must offer proposed fee structures for the following:
  - Provide a flat monthly fee stated in dollars (\$) per month for all necessary interpreter services.
  - Provide a flat hourly rate stated in dollars (\$) per hour for any additional interpreters needed
  - Provide after hours and weekend hourly rates stated in dollars (\$) per hour
  - Provide a flat rate for each cancellation not given at least by 5:00 P.M. the preceding day
  
4. **Proof of Insurance**
  - Please provide a certificate of proof insurance.
  
5. **Financials/Litigation**
  - Include information on the firm/individual financial stability.

- Provide a list of litigation the individual or business has been involved in or a party to both civil and criminal.

**6. Required Forms**

- Completed forms with original Signatures. (See bid forms section of this document)

## Evaluation Criteria/Process

The evaluation committee shall screen and rate all of the responses that are submitted. Evaluation ratings will be on a 100 point scale and those proposers selected for a short list may be invited to attend an interview, at the proposers own expense. Any invitation for an oral presentation will be solely for the purpose of clarifying proposals received from each qualifying proposer, and will not represent any decision on the part of the evaluation committee as to the selection of a successful proposer.

County staff shall recommend an evaluation committee which will be used to evaluate all proposals. The County will evaluate all proposals based on the following criteria:

Qualifications/Experience	35 maximum points
References	20 maximum points
Fee Structure	35 maximum points
Compliance to RFQ requirements	10 maximum points
✓ Forms	
✓ Insurance	

Once proposals are scored, the evaluation team will select finalists and decide whether interviews should be conducted. After interviews are performed, if needed, the evaluation team may request the finalists to submit a Best and Final Offer (BAFO).

This RFP does not commit the County to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All finalist(s) shall pay their own costs incurred in preparing for, traveling to and attending interviews.

The County reserves the right to negotiate the final fee prior to recommending any Vendor for a contract and to award a contract to one or more vendors for these services.

The County reserves the right to use all pertinent information (also learned from sources other than disclosed in the RFP process) that might affect the County's judgment as to the appropriateness of an award to the best evaluated proposer. This information may be appended to the proposal evaluation process results.



# **RFP Forms**

***CERTIFICATION OF ELIGIBILITY***

By submitting a bid or statement in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is ***not*** on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the debarred/suspended list between the time of bid/statement submission and time of award, the bidder/proposer will notify Gregg County Purchasing Agent. Failure to do so may result in terminating this contract for default.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

## **STATEMENT SIGNATURE FORM**

The undersigned agrees this bid becomes the property of Gregg County after the official opening.

The undersigned affirms he/she has familiarized himself with the local conditions under which the work is to be performed; satisfied himself/herself of the conditions of services, delivery, handling and storage of equipment and all other matters which may be incidental to the work, before submitting a bid.

The undersigned affirms that they are duly authorized to execute a binding contract, that this statement has not been prepared in collusion with any other Bidder, nor any employee of Gregg County, and that the contents of this bid have not been communicated to any other bidder or to any employee of Gregg County prior to the official opening of this bid.

Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

### ***Disadvantaged Business Enterprise Goal***

Vendor understands the Disadvantaged Business Enterprise Goal and that Gregg County is wholly committed to developing, establishing, maintaining, and enhancing minority business involvement in the total procurement process. The DBE Goal for professional services for this project is 5%.

The undersigned affirms that they have read and do understand the bid packet, scope of work and any attachments. ***Failure to sign and return this form could result in the rejection of the entire bid.***

**Signature** \_\_\_\_\_ **X**

Company Name		
Address		
County/State/Zip Code		
Phone:	Office:	Fax:
	Cell:	Email:
Print Name		
Job Title		

To: Vendors of Gregg County, Texas  
From: Kelli L. Davis, CPPB, Purchasing Agent  
Re: ***Conflict of Interest Form (CIQ)***

Vendor;

Attached, please find link below to a Conflict of Interest Questionnaire. Please complete this form if you have a conflict of interest with any Gregg County Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. If you have any questions regarding compliance with Chapter 176 of the Texas Local Government Code, please consult your legal representative. Compliance is the responsibility of each individual, business, agent or representative who is subject to the law's filing requirements.

<http://www.ethics.state.tx.us/forms/CIQ.pdf>

Original completed forms should be filed with the County Clerk's Office and a copy sent to the Gregg County Purchasing Department either through bid return, fax, or email. Please see contact information below.

**Gregg County Clerk**

Gregg County Courthouse  
101 East Methvin, St. 200  
Longview, Texas 75601  
Ph; 903-236-8430

**Gregg County Purchasing Department**

Email: [purchasing@co.gregg.tx.us](mailto:purchasing@co.gregg.tx.us)  
Ph: 903-237-2684  
Fx: 903-237-2682

***Applicable Law***

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Gregg County (County Clerk) no later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Texas Local Government Code.

## **Certificate of Interested Parties (Form 1295)**

In 2015, the Texas Legislature adopted House Bill 1295, which added Section 2252.908 of the Government Code. The law states that a government entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the government entity. The disclosure of interested parties will be submitted online via Form 1295 and must be submitted to the governmental entity prior to any signed contract and/or vote by the governing authority.

### **The Filing Process:**

1. Prior to award by Commissioners Court, your firm will be required to log in to the Texas Ethics Commission, [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm) and fill out the Electronic Filing Application.
2. Once submitted, the system will generate an electronic Form 1295 displaying a "Certificate Number." Your firm must print, sign and notarize Form 1295.
3. **Within ten (10) business days** from notification of pending award by the Gregg County Purchasing Agent, the completed Form 1295 **must** be submitted to Gregg County.
4. Your firm will need to repeat this process and obtain a separate Form 1295 each time you enter into a new contract, renew a contract or make modification and/or amendments to a Gregg County contract.

Instructions and information are available at <https://www.ethics.state.tx.us/tec/1295-Info.htm> or you may call the Texas Ethics Commission at (512) 463-5800.



Gregg County Purchasing Department  
Kelli L. Davis, CPPB Purchasing Agent  
101 E. Methvin St., Suite 205, Longview, Texas 75601  
Phone (903) 237-2684 Fax (903) 237-2682 [purchasing@co.gregg.tx.us](mailto:purchasing@co.gregg.tx.us)

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July 26, 2017

To: Longview News-Journal  
From: Kelli L. Davis, CPPB  
Subject: Advertisement RFP# 2017-713 Interpreter Services

**Please run the following ad on Friday, July 28, 2017 and Sunday, August 06, 2017 in the Longview-News Journal.**

PUBLIC NOTICE

Sealed proposals will be received by the Purchasing Department, at 101 E. Methvin St., Suite 205, Longview, TX 75601, on or before Monday, August 14, 2017 by 2:00 pm for RFP No.2017-713 Interpreter Services. RFP packets will be available on July 18, 2017 by visiting our website at [www.co.gregg.tx.us](http://www.co.gregg.tx.us) on the Purchasing Department web page, or request by e-mail at [purchasing@co.gregg.tx.us](mailto:purchasing@co.gregg.tx.us) or by calling (903) 237-2684. Payment will be made after items have been received in accordance with award. Gregg County reserves the right to accept or reject in whole or in part any bids received and to waive any irregularities or formalities in the best interest of Gregg County.