

***First Judicial District of Pennsylvania's ("FJD")
Request for Proposal ("RFP")***

For

Court Interpreter Curriculum Consultant

Dated August 27, 2015

VENDOR'S QUESTIONS AND ANSWERS ("Q&A")

<http://courts.phila.gov>

- Q1. Please confirm the duration of this project from date of award through April 16, 2016? Is there a beginning date and an end date?***
As a result of this RFP, a Professional Services Agreement will be executed with the selected vendor for the provision of the requisite consultant services in compliance with the terms of the one year grant award. Accordingly, all services provided by consultant must be completed on or before April 16, 2015, to ensure that ample time is available for the FJD and the Widener University Delaware Law School to finalize and launch the Language of Justice in August of 2016.
- Q2. Would the FJD desire potential vendors to propose a suggested curriculum for the development of court interpreters?***
Yes.
- Q3. Provision 3(a), Scope of Task: Is the academic course of study, as well as the curriculum for court interpreters, language neutral (i.e., English only)?***
Several courses will be language neutral while others will be language specific. The final determination is dependent upon the needs of the Court and other possible factors such as the number of students enrolled.
- Q4. Provision 3(a), Scope of Task: Is there a definite (minimum/maximum) number of students anticipated to enroll per session?***
At this time, a firm response is unavailable, however, it is believed that the parameters will be determined on a case-by-case basis including consideration of other factors as presented.
- Q5. Provision 3(a), Scope of Task: What are the main languages that are being targeted for the increase of certification?***
At this time, this information is unavailable due to several outstanding factors, including, but not limited to, the consultant's input after review of the statistics, as well as the needs of the Court, the community, etc.
- Q6. Provision 3(a) and (d), Scope of Task: Are both bullets referencing the same curriculum? If so, is the developed curriculum also intended to be taught online? Is online the only platform for instruction?***
No, they are two separate curriculums. At this time, serious consideration is indicating that some courses will be taught online while others may not.
- Q7. Provision 3(d), Scope of Task: Is it anticipated that Widener University Delaware Law School will utilize their existing educational platform to conduct the online training? If so, are media resources and technology available to put the curriculum into an online platform?***

Widener University Delaware Law School has an existing platform, however, we are not yet certain if it is an acceptable/suitable vehicle to accommodate our intent. It is anticipated that the Selected Consultant's work effort/research will provide insight as to the best available platform for successful and expectant results.

- Q8. Provision 3(d), Scope of Task: Is the bidder responsible for the online platform technology?**
See response to Q7 above.
- Q9. Provision 3(e), (f) and (g), Scope of Task: Please provide additional information on the Language of Justice Institute's goals?**
The Institute's projected goals are still being developed with anticipated input from the selected vendor.
- Q10. Provision 3(e), (f), and (g), Scope of Task: Is there an existing database for marketing purposes or does the marketing plan requested include development of a database?**
The program is looking for ways to maximize the current database and interested vendors are being asked to be as detailed/inclusive as possible.
- Q11. Provision 7(b)(xx), Restrictions on the Use of Former Judiciary Personnel: If a recipient of the RFP is presently employed full-time by the Pennsylvania judiciary but is also a Pennsylvania sole proprietor and has relative service contracts (i.e., training/interpreting/translating/rating) with private companies, will our proposal be accepted with proper disclosure?**
Notwithstanding all other terms and conditions of the RFP, with full disclosure and consistent with the respective Judiciary Branch's employment protocol, a proposal can be submitted to the FJD for review and consideration in the selection process.
- Q12. Upon completion of the Selected Consultant's services and once all materials are submitted, who retains the rights to the course of study and curriculum?**
In coordination with all standard FJD contractual terms and conditions, all screens, data, reports, files, and related documentation prepared by Consultant in the performance of the Agreement shall become the property of the FJD. Also, see Provision 7(b)(xxii), Confidentiality and Public Disclosure.
- Q13. Will there be a separate budget to secure instructors as well advertisements for the program?**
Yes.
- Q14. Given that the certification process requires a separate simultaneous test and then the consecutive/sight translation component, are two separate courses being requested or one course including all skills?**
This is a question that the consultant will be looking at as to how the educational process would be delivered in such a manner to maximize the opportunity for the student to pass the State's certification test.
- Q15. Are there reference materials that the Court Interpreter Curriculum Consultant will have access to from either the FJD and/or Widener University Delaware Law School?**
A final determination has not yet been made as to available documentation for this project due to other imposed restrictions.

~~**END**~~