



*First Judicial District of Pennsylvania
Procurement Unit
368 City Hall
Philadelphia, Pennsylvania 19107
(215) 683-7940
(215) 683-7942 Fax
<http://courts.phila.gov>*

Marc Flood, Esquire
Deputy Court Administrator

August 1, 2018

Dear Prospective Respondent:

You are invited to submit a proposal for a Professional Services Contract to serve in the capacity of Interpreter Agency to Provide Language and Sign Interpreting Services for the Philadelphia Court of Common Pleas.

All proposals must be submitted in five (5) copies to: *Court Interpreting Services Agency, First Judicial District of Pennsylvania, Procurement Unit, 368 City Hall, Philadelphia, Pennsylvania 19107.*

Proposals must be received in a sealed envelope at the above address no later than 3:00 P.M., August 29, 2018. Late proposals will not be considered regardless of the reason.

All questions should be directed, in writing and no later than 3:00 p.m., August 15, 2018 to Stephanie Rigterink, Esquire, Procurement Unit, First Judicial District of Pennsylvania, 368 City Hall, Philadelphia, PA 19107, via email to Stephanie.rigterink@courts.phila.gov, or via fax at (215) 683-7942. All those registered as receiving the RFP will be provided with an official Q&A Statement addressing all questions raised. In addition, all official updates and/or information related to this solicitation will be posted on the FJD's website at <http://courts.phila.gov>.

We expect that evaluation of the proposals and selection of the respondent will be completed as soon as possible; all bidders will be notified.

Sincerely,

A handwritten signature in black ink that reads "Marc Flood".

Marc Flood, Esquire
Deputy Court Administrator

Enclosure: Request for Proposal

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First Judicial District of the Commonwealth of Pennsylvania
Philadelphia Court of Common Pleas

Request for Proposal
for a
Professional Services Contract

COURT INTERPRETER
SERVICES AGENCY

August 1, 2018

1. Purpose

The First Judicial District of Pennsylvania, hereafter known as the FJD, issues this Request for Proposal (“RFP”) for qualified agency(ies) to serve in the capacity of Court Interpreter Services Agency for the Philadelphia Court of Common Pleas pursuant to the terms and conditions of this RFP.

2. Background and Scope of Task

More than twenty five million people in the United States have limited proficiency in the English language. For these people, understanding court procedures or a court proceeding can be difficult to impossible. Without a trained and qualified interpreter, limited English proficient (“LEP”) individuals are unable to meaningfully participate in the justice system during important matters where their freedom, families, or right to physical safety may hang in the balance. Likewise, court interpreters are a vital tool in fulfilling the Judiciary’s obligation to guarantee the rights of persons who are deaf or hard of hearing to effective communication. "Due process is a core value of the American judicial system, ensuring that every litigant and criminal defendant receives a fair hearing that is based on the merits of his or her case and presided over by an impartial judge. No one should be put at a disadvantage in court by reason of race, ethnicity, or gender. The basic fairness of the Pennsylvania court system is jeopardized if litigants with limited English proficiency (LEP) are unable to have access to competent interpreters and other language assistance." *Final Report of the Pennsylvania Supreme Court, Committee on Racial and Gender Bias in the Justice System, March 2003.*

Beginning in 1998, the FJD has been continually working to improve the quality, availability, reliability, and awareness of language access services. Initiatives have included training programs for all stakeholders, translated documents, and collaborative outreach. Since 2008, in collaboration with Widener University Delaware Law School, the FJD has run annual interpreter training programs. In 2011, the FJD inaugurated its unique, eight-month “shadowing” program in which participants have the opportunity for experiential learning through observing full-time interpreters and receiving lectures from judges along with court administrators. Current FJD initiatives have resulted in successfully handling an average of three thousand three hundred (3,300) interpreter requests a year.

However, because of the huge volume of requests and the small number of certified interpreters in Pennsylvania, New Jersey, and Delaware, the FJD now seeks to contract with several interpreter agencies to provide language and sign interpreting services for the Philadelphia Court of Common Pleas. The FJD seeks to fulfill its obligations to provide equal access to justice while avoiding substantial delays in the provision of necessary court interpreters. While the FJD receives an average of zero to one complaint per year about interpreter quality, both the Pennsylvania Code and the judicial district itself prefers the use of state certified interpreters whose training and qualifications are uniformly assured.

Additionally, while the FJD serves the needs of Philadelphia’s LEP population, proceedings for languages other than Spanish are a challenge. As abovementioned, the FJD prefers the use of state certified interpreters from Philadelphia and its surrounding suburbs; however, the FJD understands that less-commonly spoken languages have fewer interpreters who may have to travel from as far away as central Pennsylvania or northern New Jersey. If certified interpreters are unavailable, the FJD will use “otherwise qualified interpreters” in order to avoid significant delays in the judicial system. The FJD welcomes prospective vendors to offer within their proposals new and innovative ways to combat language access obstacles.

This request for proposal seeks qualified agency(ies) to serve in the capacity of Court Interpreter Services Agency to provide certified language and sign interpreting services for the Philadelphia Court of Common Pleas. Vendors are expected to adhere to Act 172 of 2006, of the Pennsylvania Consolidated Statutes, providing for court and administrative proceeding interpreters. The Selected Vendors shall pay their interpreters according to the Administrative Office of Pennsylvania Courts' ("AOPC") Interpreter Program's relative rate schedule; a copy is hereby attached and incorporated by reference as Attachment 1. All agency fees and/or overages outside of the AOPC Compensation Schedule may be offered within the Vendor's proposal. All contracts resulting from this procurement will be subject to standard AOPC terms and conditions, including but not limited to, its parking and travel reimbursement provisions.

3. Bidder Qualifications

The Court Interpreter Agency(ies) qualifications shall include, but may not be limited to, the following:

- a. Experience with staffing consecutive interpreting, sight translation and in particular, simultaneous language and sign interpreting.
- b. Experience in providing training to Court Interpreters with regard to consecutive interpreting, sight translation and in particular, simultaneous interpreting.
- c. Member of a National or International Professional Interpreter Organization.

4. Issuing Office

The FJD is the sole point of contact with regard to all procurement and contractual matters relating to the services described herein. The FJD is the only office authorized to change, modify, amend, alter or clarify the specifications, terms and conditions of this RFP. The FJD reserves the right to cancel this RFP at any time. All communications regarding this procurement must be in writing and sent to:

First Judicial District of Pennsylvania
Procurement Unit
368 City Hall
Philadelphia, Pennsylvania 19107
Attention: Stephanie B. Rigterink, Esquire
Labor, Procurement and Litigation Attorney
Fax Number: (215) 683-7942
Stephanie.rigterink@courts.phila.gov

5. Procurement Process

a. Timetable

(i) RFP Issued

A copy of the RFP will be published and sent to all bidders registered on the FJD's bidders list. Alternately, Bidders may request a copy of the RFP by telephone, by letter, downloaded from the FJD's website at <http://courts.phila.gov>, or may pick up a copy in person at the following address and telephone number:

First Judicial District of Pennsylvania
Procurement Unit
368 City Hall

Philadelphia, PA 19107

(215) 683-7940

If mailed, the RFP will be sent by regular mail. Once mailed, the FJD is under no obligation to assure delivery of the RFP.

(ii) Proposals Due

Five (5) copies of proposal must be received by the FJD no later than **3:00 p.m., August 29, 2018** Eastern Daylight Time at the following address:

First Judicial District of Pennsylvania

Procurement Unit

Attn: Court Interpreter Services Agency RFP

368 City Hall

Philadelphia, PA 19107

Attention: Marc Flood, Esquire

Deputy Court Administrator

All questions should be directed, in writing, no later than **3:00 p.m., August 15, 2018** via facsimile at (215) 683-7942 or electronically at Stephanie.rigterink@courts.phila.gov.

(iii) Bid Opening

Proposals shall be time and date stamped and their receipt recorded as they are received by the issuing officer. Proposals will be opened simultaneously by such representatives of the FJD as may be selected by the Court Administrator or other appointing authority.

(iv) Contractor Selected

It is the intention of the FJD to award the contract as soon as possible. The selected Bidder(s) will be contacted by the FJD as soon as possible after the selection is made. Unsuccessful bidders will be contacted 30 days subsequent to the signing of a contract with the selected Bidder. **No telephone or other informal form of contact by bidders will be accepted by the FJD during the procurement process; all communication from bidders must be in writing.**

(v) Extension of the Selection Period

The FJD requires that the Bidder's proposal be valid for a minimum period of sixty (60) days.

b. Selection Committee

A Selection Committee comprised of representatives or designees of the FJD will be established to evaluate the proposals.

c. Selection Process

It is the intent of the FJD to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this procurement. The selection will be conducted in the following three phases:

- Phase I - Selection of responsive proposals
- Phase II - Evaluation of responsive proposals and recommendation to the District Court Administrator, Joseph H. Evers.
- Phase III - Recommendation and selection of successful bidder

d. Information Required from Bidders

Bidders' responses must be submitted in the format outlined below. To be considered, the proposal must respond to all the requirements of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

(i) Statement of the Problem

State in succinct terms your understanding of the services required by this RFP.

- (ii) **Work Plan**
Describe in narrative form your technical plan for accomplishing the tasks required and provide examples or illustrations, where appropriate. Provide a timeline on which each task will be completed.
- (iii) **Personnel**
Include the names, resumes, and qualifications of the personnel who will perform the work required by this RFP. Include their experience in the services to be provided and the responsibilities that they will have. List references and similar projects requiring like experience and expertise and state the outcomes that were attained or achieved, in which specific personnel have been involved.
- (iv) **Cost and Related Information**
This information is required to support the reasonableness of your proposal. The contract resulting from this procurement will be a firm, fixed price contract paid monthly upon receipt, acceptance, and approval of invoice(s). Itemize all projected costs.

e. **Criteria for Selection**

All responses will be reviewed and evaluated by the Selection Committee appointed by the District Court Administrator, Joseph H. Evers.

This Committee will recommend for selection the proposal that most closely satisfies the requirements of the RFP and the needs of the FJD.

- (i) **Bidders Qualifications**
This refers to the ability of the Respondent to meet all of the terms of the RFP.
- (ii) **Cost**
This factor will be weighted heavily but will not necessarily be the deciding factor in the selection process.
- (iii) **Personnel Qualifications**
This refers to the competence of professional personnel who will perform the work required by this RFP. Qualifications of professional personnel will be measured by experience with particular reference to experience on similar projects described in the RFP.
- (iv) **Understanding the Problem and Needs**
This refers to the Bidders' understanding of the needs and/or problems specified in the RFP, the objectives in asking for the services, and the nature and scope of the work involved.

6. **Additional Conditions Governing the Procurement Process**

Bidders must be aware of the following additional conditions governing this procurement:

a. **Rights Reserved**

Upon determination that its best interests would be served, the FJD shall have the right to:

- Cancel the procurement at any time prior to the Contract award.
- Amend this solicitation at any time prior to bid closing time and date.
- Refuse to consider proposals which do not conform to solicitation requirements. One copy of any proposal which is returned as nonconforming will be retained by the FJD for documentation purposes.
- Require bidders, at their expense, to submit written clarification of proposals in any manner or format that the FJD may require.
- Require that all proposals submitted in response to this solicitation, upon receipt by the FJD,

become the property of the FJD.

- Invite bidders, but not necessarily all, to make an oral presentation. The FJD further reserves the right to limit the number of bidders invited to make such a presentation or demonstration.
- Allow no additions or changes to the original proposal after the due date specified herein, except as may affect all bidders.
- Award in part, or reject any and all proposals in whole or in part.
- Reject the proposal of any bidder in default of any prior contract or for misrepresentation of experience presented.
- Request information in response to a "Best and Final" proposal of one or more bidders.
- Allow a bidder to remedy in writing any deficiency which is not material.

b. Conditions of Bidding and Instructions

The foregoing proposal is subject to the following conditions and instructions, all interpretations of which shall be at the sole discretion of the FJD:

(i) Preparation of Proposal

- (1) Proposals must be written in ink or typewritten, shall be signed and placed in a sealed envelope or carton. The proposal must be signed by the owner if a sole proprietor; or by a general partner if the bidder is a partnership. If the bidder is a corporation, the proposal must be signed by the president or vice-president, and attested to by the secretary, treasurer or assistant secretary or treasurer, and must bear the corporate seal. A corporate bidder, in the alternative, may execute a proposal other than by the formality set forth above, by signing such proposal by an officer, employee or agent having express authority by reason of a power of attorney identifying such officer or agent by name and title, which power of attorney shall bear the corporate seal and be attached to the proposal.
- (2) Alterations or changes to any part of this proposal will be sufficient reason for rejection.
- (3) No proposal may be considered if not actually received at the designated office at the time specified in the proposal. Timely delivery shall be judged by the date of **actual receipt**.
- (4) To be considered, Bidder must submit a **complete response**. A proposal which is incomplete, obscure, conditional, unbalanced, which contains additions not called for or irregularities of any kind, including alterations or erasures, may be rejected as informal and void the response entirely.
- (5) No proposal shall be withdrawn for sixty **(60) days** from the date of the deadline specified for submission of proposals, except as otherwise provided herein. Bidders may be granted permission to withdraw a proposal before opening, withdrawal request be by written notification or by personal request of the bidder and which request must be received by the Issuing Office no later than forty-eight (48) hours before the time fixed for the opening and consideration of proposals.
- (6) No changes in prices, terms and conditions will be considered after the deadline for submission of proposals.

(ii) Acceptance and Rejection of Proposals

- (1) The FJD reserves the right to reject any and/or all proposals, to waive technical defects, and/or to accept or reject any parts of any proposal if, in its judgment, the best interests of the FJD are not thereby served.
- (2) No award will be made to any bidder who, in the opinion of the Issuing Office or designee,

is in default of any bid, purchase order, or contract with the FJD or its components, prior to the date of the RFP under consideration.

- (3) All responses accepted by the FJD shall become binding contracts upon the approval of contract as to form and execution by the District Court Administrator, Joseph H. Evers, or his designee.

(iii) Rejection of Proposals

The FJD reserves the right to withdraw or cancel this RFP at its discretion at any time prior to execution of a contract, to reject any or all proposals, or to waive any minor or technical deviations as it may deem fit and proper. The successful Bidder's proposal will become part of the formal contract. All proposals will become the property of the FJD.

(iv) Incurring Costs

The FJD is not liable for any cost incurred by Bidder in the preparation and presentation of their proposal related to this bid process. Total FJD liability is limited to the terms and conditions of a final contract only.

(v) RFP Amendments

The FJD reserves the right to amend the RFP prior to the deadline for proposal submission.

(vi) Proposal Amendments and Rules for Withdrawal

Unless requested by the FJD, no amendments, revisions, or alterations to proposals will be accepted after the proposal due date. After proposal due date, a submitted proposal may be withdrawn upon written request of the Bidder. Any submitted proposal shall remain valid for a minimum of sixty (60) days after the proposal due date or until a contract is formally executed, whichever comes first.

(vii) Anti-Bribery

The Bidder's response to this RFP certifies that the Bidder has not been convicted of bribing or attempting to bribe an officer or employee of the FJD.

(viii) Offer of Gratuities

By submission of a proposal, the Bidder certifies that no gratuities of any type were either offered to or received by an elected or appointed official or employee of the FJD or its political subdivisions in connection with this procurement from the Bidder, the Bidder's agents or employees or subcontractors. Any contract arising from this RFP may be terminated by the FJD.

(ix) Restrictions on Contact with FJD Personnel

From the date of release of this RFP until such time as a contract is awarded, all contact with personnel employed by or contracted to the FJD is prohibited except as required by this RFP. Violation of these conditions is cause for the FJD to reject a Bidder's proposal or rescind any contract awarded pursuant to this RFP.

(x) Conflict of Interest

No member of the FJD or any elected or appointed official serving as a member of any committee formed to review or select a bidder shall have more than a nominal financial interest in any bidder or bidders submitting proposals in response to this RFP. All persons serving in the capacity of selection or review and evaluation staff shall sign a disclosure statement indicating any financial relationships, contractual or other professional agreements with Bidders who submit a proposal in response to this RFP.

(xi) News Releases

News releases pertaining to this RFP shall not be made without prior written approval of the FJD

and then, only in coordination with the FJD.

(xii) **Nondiscrimination**

All Bidders must agree to the following terms and conditions in order for a proposal to be considered by the Selection Committee:

- (1) Respondent shall not discriminate nor permit discrimination against any employee, applicant for employment, independent contractor, or any other person because of race, color, religious creed, ancestry, national origin, age, sex, sexual preference, or disability, in the performance of this contract. Respondent shall comply with all federal, state, and local laws prohibiting discrimination.
- (2) Furthermore, pursuant to federal regulations promulgated under the authority of *The Americans with Disabilities Act, 28 C.F.R. § 35.101 et seq.*, Respondent understands and agrees that no individual with a disability shall, on the basis of the disability, be excluded from participation in this procurement or from activities provided for under this procurement. As a condition of accepting and executing any subsequent contract, Respondent agrees to comply with the "*General Prohibitions Against Discrimination,*" 28 C.F.R. § 35.130, and all other regulations promulgated under *Title II of the Americans With Disabilities Act* which are applicable to the benefits, services, programs, and activities provided by the Commonwealth of Pennsylvania, City of Philadelphia, and/or the First Judicial District of Pennsylvania, through contracts with outside contractors.
- (3) Respondent shall take steps to insure that applicants are employed and that employees or agents are treated during employment without regard to their race, color, religious creed, ancestry, national origin, age, sex, sexual preference, or disability in the performance of this procurement. Such nondiscrimination shall include, but is not limited to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training.
- (4) Respondent shall, in advertisements or requests for employment placed by it or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex, sexual preference, or disability.
- (5) Respondent shall include the provisions of this nondiscrimination clause in every subcontract pertaining to the performance of this procurement so that such provisions will be binding upon each subcontractor. In the event of a violation of subcontractors, Respondent shall promptly notify Marc Flood, Esquire, Deputy Court Administrator, Procurement, First Judicial District of Pennsylvania, in writing.
- (6) In the event of Respondent's noncompliance with the nondiscrimination clause of a subsequent contract or with any such laws governing nondiscrimination, Respondent shall take all steps necessary to come in to compliance with this nondiscrimination clause. Further, in the event of Respondent's noncompliance with this nondiscrimination clause or with any such laws governing nondiscrimination, any subsequent contract may be terminated or suspended, in whole or in part, whereupon all obligations shall cease, save only the obligation to pay to Respondent the sums due for goods and services already provided prior to the date of termination. In the event of continued refusal by Respondent to comply with this nondiscrimination clause, Respondent may be declared temporarily

ineligible for further FJD contracts and other sanctions may be imposed and remedies invoked.

- (7) It shall be no defense to a finding of noncompliance with this nondiscrimination clause that Respondent has delegated some of its employment practices.
 - (8) Respondent shall furnish all necessary employment documents and records to, and permit access to its books, records and accounts by the contracting agency for purposes of investigation to ascertain compliance with the provisions of this nondiscrimination clause.
 - (9) Respondent's obligations under this clause are limited to the Respondent's facilities within Pennsylvania.
 - (10) Respondent shall be responsible for and agrees to indemnify and hold harmless the Commonwealth of Pennsylvania, the City of Philadelphia, and/or the First Judicial District of Pennsylvania, from all losses, damages, expenses, claims, demands, suits, and actions brought by any party against the Commonwealth of Pennsylvania, City of Philadelphia, and/or the First Judicial District of Pennsylvania, as a result of the Respondent's failure to comply with the provisions of non-discrimination clause.
- (xiii) **Surety for Proposals**
If required by the RFP, no proposal will be considered unless accompanied by a bond in favor of and payable to the FJD in a sum and form (such as bank cashier's, treasurer's or depositor's certified check) determined to be appropriate by the FJD. If a surety requirement is imposed, the security of the three (3) most qualified Respondents will be retained until the execution of the contract.
- (xiv) **Penalty for Failure to Execute Contract**
Any Respondent not lawfully released from his or her proposal, who refuses to execute a contract or who refuses to furnish any required bonds and insurance, shall be liable to the FJD in the amount of the check deposited as security for his or her proposal as liquidated damages; or where the damages are readily ascertainable, such Respondent shall be liable for the actual loss or damage sustained because of the failure of the Respondent to enter into such contract.
- (xv) **Disadvantaged Minority, Women and Disabled Owned Business Enterprises (M/W/DSBE)**
Disadvantaged Minority, Women and Disabled Owned Business Enterprises (M/W/DSBE) as defined by the City of Philadelphia's Office of Economic Opportunity (OEO) are encouraged to participate as prime proposers. Prime proposers who are not M/W/DSBEs are encouraged to identify and utilize M/W/DSBEs as sub-vendors. Respondents are requested to identify the amount of M/W/DSBE participation in this project by listing both dollar amount and percentage of total proposal.
- (xvi) **Qualifications to Do Business**
The Respondent shall, within five (5) days after receiving a letter of intent to award a Contract, provide an opinion letter from its legal counsel that the Respondent is qualified to do business in Pennsylvania and is not prohibited by articles of incorporation, bylaws, or the law under which it is incorporated from performing the services required under this Contract. This opinion letter will acknowledge that the FJD is relying on said opinion in awarding and executing the Contract.
- (xvii) **Prohibition on Foreign Corporations**
No contract will be awarded to a Respondent who is a foreign nation corporation or is operating under a fictitious or assumed name, unless the Respondent has compiled or has agreed to comply with the regulations governing proper registration under the laws of the State of Pennsylvania and the FJD.
If the Respondent is incorporated in some state other than the State of Pennsylvania, the Respondent shall provide documentation to establish that the corporation is registered to conduct business in Pennsylvania.
- (xviii) **Rejection of Collusive Bids**

Proposals received from any Respondents who engage in collusive bidding shall be summarily rejected. The terms and conditions of the Bid Anti-Rigging Act, the Act of 1983, October 28, P.L. 176, No 45; 73 P.S. 1611 *et. seq.*, apply.

(xix) Negotiation of Contract

Negotiations may be undertaken with the respondent(s) whose proposals satisfactorily identifies the requisite criteria for this project as stated in this RFP. All contracts shall be subject to standard governmental clauses as prescribed by the FJD. The FJD reserves the right to assign the contract to any person, office or entity as it deems appropriate or as ordered by the Supreme Court of Pennsylvania.

(xx) Restrictions on the Use of Former Judiciary Personnel

By submission of a proposal, the Respondent certifies that no person formerly employed by the Pennsylvania Judicial Branch on a full time basis within twelve (12) months immediately preceding the date of the release of this RFP had any involvement whatsoever in the preparation of the Respondent's proposal. For purposes of this subsection, a "full time basis" means providing services for a minimum of thirty-five (35) hours per week for a period of twelve (12) consecutive months, at least one (1) month of which fell within the twelve (12) months immediately prior to the date of the release of this RFP.

Furthermore, the Respondent certifies by the submission of the proposal that if the Respondent is awarded the Contract, after Contract execution, if any person described above should come into the employ of the Respondent, such person shall not be assigned to this project at any time during the contract period without prior written consent of the FJD.

Any violations of these certifications may, in the discretion of the FJD, be grounds to reject the proposal or terminate the contract.

(xxi) Public Disclosure

As a general rule, the Court does not disclose any personally or professionally identifiable information collected or obtained through normal Court business practices and/or procedures except where permission has been obtained or where the information is classified as public information under the State of Pennsylvania's Right to Know Act (65 P.S. § 67.101 *et seq.*), Pennsylvania's General Assembly's Act 3 of 2008, or any other applicable laws. Any/all participating Parties should be aware that information collected or obtained by the Court through a solicitation and/or business relationship may be subject to examination and inspection if such information is a public record and not otherwise protected from disclosure. Furthermore, no public agency, official, employee, and/or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon the release of a public record if the public agency, official, employee, and/or custodian acted in good faith in attempting to comply with the provisions of said Acts and/or applicable laws.

(xxii) Confidentiality and Public Disclosure

The selected Contractor shall treat all information obtained from the FJD and Widener University Delaware Law School, which is not generally available to the public, as confidential and/or proprietary to the FJD and Widener University Delaware Law School. The selected Contractor shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The selected Contractor agrees to indemnify and hold harmless the FJD and Widener University Delaware Law School, its officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines, and judgments (including attorney's fees) resulting from any use or disclosure of such confidential and/or proprietary information by the selected Contractor or any person acquiring such information, directly or indirectly, from the selected Contractor.

Interpreter Resources

Compensation Schedule

INTERPRETER CLASSIFICATION	FOREIGN LANGUAGE			SIGN LANGUAGE		
	HOURLY	HALF DAY	FULL DAY	HOURLY	HALF DAY	FULL DAY
MASTER	\$65-75	\$200-235	\$350-400	\$65-75	\$200-235	\$350-400
CERTIFIED	\$45-60	\$150-180	\$300-330	\$45-60	\$150-180	\$300-330
QUALIFIED	\$35-40	\$100-125	\$200-225	\$35-40	\$100-125	\$200-225
CONDITIONAL	\$25-30	\$80-95	\$160-170	NA	NA	NA
REGISTERED	\$40-55	\$135-175	\$265-325	\$25-30	\$80-95	\$160-170
RARE OR UNCOMMON LANGUAGE	Depends on qualifications, experience, type of case and language.					

Miscellaneous Provisions

1. When hired at an hourly rate, interpreters are entitled to no more than a two-hour minimum guaranteed compensation per assignment.
2. Interpreters who receive at minimum forty-eight hour advance notice of a cancellation would not be entitled to a cancellation fee. If cancellation occurs with less than forty-eight hours' notice and before the interpreter starts traveling to the assignment from their normal business location, the cancellation fee should be equivalent to one-hour compensation. If cancellation occurs after the interpreter starts traveling to, or appears for an assignment, the cancellation fee should be the equivalent of two hours pay based on classification, regardless of whether the interpreter was hired at an hourly, half day or full day rate, and without regard to the number of cases for which the interpreter was hired. Interpreters will be entitled to reimbursement of any incurred expenses.
3. Interpreters are also entitled to reimbursement of mileage, parking, tolls, and travel time.
 - a. Mileage would be paid at the prevailing rate in the county or court whenever the interpreter has to travel more than the fifty miles round trip to an assignment.
 - b. Parking allowances would be paid when no free parking exists within a five block radius of the assignment location
 - c. When travel to an assignment is more than two hours one way from the interpreter's normal business address or location, the interpreter can request compensation for travel time at half the minimum hourly compensation rate for his/her classification.
 - d. If travel by train or plane is required, the interpreter should be entitled to full reimbursement of travel costs and a per diem.
 - e. If overnight accommodations are required for the completion of an assignment, these expenses would also be reimbursable to the interpreter.

- f. All requests for reimbursement must be accompanied by proper receipts.

Skill-Building Workshops

The Trauma-informed Interpreter: Working with Domestic Violence and Abuse Cases

September 11, 2018, 8:00 a.m.-5:00 p.m.

Omni William Penn Hotel

530 William Penn Place, Pittsburgh, PA

The AOPC Interpreter Certification Program presents a **FREE** seminar, **open to interpreters of all languages** registered with the program, focusing on techniques, strategies and self-care practices for interpreters who encounter trauma in any setting. It includes an overview of domestic violence laws and terminology specific to domestic violence and protection from sexual violence and intimidation cases. It will also discuss ethical issues related to interpreting for trauma victims, and handling vicarious trauma for interpreters.

Specific topics include:

- Trauma-informed interpreting

- Techniques for interpreting trauma

- Vicarious trauma self-care for interpreters

- Overview of DV laws and terminology

- Ethical considerations for interpreters working with DV, sexual assault and child abuse

The presenters for this workshop are Marjorie A. Bancroft, MA, Director of Cross-Cultural Communications (CCC) and Lorraine M. Bittner, Esq., Chief Legal Officer of the Women's Center & Shelter of Greater Pittsburgh.

Attendance is limited to 40 participants. Registrations will be processed in the order in which they are received. This program is pre-approved for 7 CEUs, including 3 in ethics, by the Pennsylvania Interpreter Certification Program. RID CEUs for sign language interpreters are pending approval and sponsored by PARID. Participants must provide a certificate of attendance to the ICP in order to receive credit. Advance request for approval is not necessary. A light continental breakfast will be provided. Lunch is on your own.

[To register, click here and complete the registration form.](#) Mail or email the completed form to the address indicated in the form no later than August 31.

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Language of Justice Institute

Widener University's Delaware Law School offers bilingual professionals a program to prepare for the state court interpreter certification exams. In collaboration with the First Judicial District of Pennsylvania (Philadelphia Courts) Delaware Law School developed a specialized program through a grant provided by the State Justice Institute. This program seeks to enable participants to become interpreters working in the legal field and court systems. Weekend courses introduce participants to legal and court interpreting roles, skills, ethics, and terminology. The program concludes with a written test and an oral exam. After completion of the final assessment, participants will receive a Certificate of Completion and three academic credits. To learn more follow the link below.

[Widener's Language of Justice Institute](#)

MAGNA VOCE Interpreter Education

This company provides scholarly-focused educational opportunities for aspiring and professional interpreters working in the legal, medical and community contexts. Instruction is aimed at helping participants to assemble a theoretical and methodological toolbox and in the development of strategies for use in any interpreting scenario. Workshops are a balanced combination of theoretical principles and skills practice accompanied by constructive instructor and peer criticism. The goals of the curriculum are linguistic competence, well-developed interpreting skills and an awareness of the humanistic and ethical considerations present in everyday work. Its workshops are grouped into series called enrichment, boot camp, legal, ethics and responsibilities, and community interpreting. They cover the spectrum of knowledge necessary for becoming a successful interpreter. From a six-day fundamentals course introducing the concepts of interpretation to skill-building seminars in the simultaneous, consecutive and sight modes of interpretation, note-taking, and ethical practices. Many of its workshops are language neutral. All the seminars are approved for CEU credits by the Interpreter Certification Program. For a complete description of workshops and a schedule of upcoming seminars, cost and other details, follow the link below. Follow the link below for current listings.

[Upcoming May workshops](#)

[Visit the Magna Voce website](#)

National Center for Interpretation

This established and nationally recognized institution located at the University of Arizona offers training for legal and medical interpreters year-round. Its many courses and skill-building workshops are available to interpreters of all levels and languages; from beginners to experienced ones. Among its many offerings is the respected Agnese Haury Institute, an intense two and a half weeks legal interpreting summer program offered annually. The center also sponsors nationwide training workshops in the three modes of interpretation to prepare candidates for state and federal oral examinations. More recently, it has developed a program for medical interpreters preparing for their new certification test. Follow the link below for complete detailed information about its many program offerings.

[Visit the National Center for Interpretation website](#)

[Ethics for Court Interpreters](#)

A 3-hour language neutral webinar designed to familiarize you with the Code of Ethics for Court Interpreters. Includes an interactive discussion and a quiz.

[2018 Workshop Schedule](#) Check frequently as new online workshops are continuously added.

[State Court Written Exam Prep](#)

Participants first take an online practice examination prior to the webinar. During the language neutral webinar, the instructor reviews the exam and discusses test taking tips and strategies.

New Mexico Center for Language Access

The Center provides training through four non-credit certificate programs for bilingual persons interested in helping those with linguistic needs throughout the justice and healthcare systems. Justice System Interpreting is designed to prepare individuals for work throughout the justice system. Persons interested in pursuing court interpreter certification are ideal candidates for this program. The Justice System and Medical Language Access Specialist programs are designed to train individuals who are called on to provide language access services as part of their regular work in the justice system and healthcare industry. Medical Interpreting is designed to train interpreters who facilitate linguistic and cultural communication between patients and healthcare providers. Courses are available online and some require an internship. For more detailed information about these programs follow the link below.

[Visit the New Mexico Center for Language Access website](#)

Training and Practice Tools

Testing & Certification

[NCSC Language Access Services Section](#)

[Federal Court Interpreter Certification Examination](#)

Practice Exam Kits

[English Practice Exam Kit](#)

[Spanish Practice Exam Kit](#)

Self-Study Materials

[ACEBO](#)

[Alicia Ernand Productions](#)

[De la Mora Interpreter Training](#)

Oral Exam Practice Exercises

[Manual for New Jersey Practice Exercises](#)

[New Jersey Practice Exercises](#)

[The Interpreter's Gym](#) The Interpreter's Gym is an account on SoundCloud created by Stephen Sanford, a Legal Interpreter Instructor at Boston University. This channel offers recorded practice tracks in English and Portuguese in both the Simultaneous and Consecutive modes. This is a great resource to practice your oral exam skills. Remember to record your renditions. Time to work out!

Colleges & Universities

The following colleges and universities offer courses, certificates and training in court interpretation:

[La Salle University](#)

[National Colleges & Universities](#)

[National Center for Interpretation](#)

Affiliated Organizations

The following organizations provide information and translation, training resources, workshops and professional development through conferences and publications:

[National Association of Judiciary Interpreters and Translators \(NAJIT\)](#)

[American Translators Association \(ATA\)](#)

[Registry of Interpreters for the Deaf \(RID\)](#)

[Delaware Valley Translators Association \(DVTA\)](#)

[Pennsylvania Registry of Interpreters for the Deaf \(PARID\)](#)

[Community & Court Interpreters of the Ohio Valley \(CCIO\)](#)

[California Court Interpreters Association \(CCIA\)](#)

[Colorado Association of Professional Interpreters \(CAPI\)](#)

[Tennessee Association of Professional Interpreters and Translators \(TAPIT\)](#)

[European Union of Language Interpreters and Translators Association \(EULITA\)](#)

Neighboring State Interpreter Programs

[Delaware](#)

[Maryland](#)

[New Jersey](#)

[New York](#)

[Ohio](#)

Online Training

The following companies have been approved as providers of online training for candidates pursuing certification by the Pennsylvania Interpreter Certification Program and CEUs for certified interpreters looking to comply with continuing education requirements in order to renew their certification. While there is no limit to the number of training hours which non-certified candidates are allowed to take online, certified interpreters seeking continuing education credits are limited to no more than 6 CEUs of online training per each two-year compliance period. For such certified interpreters one hour of online training is equal to .25 CEUs. Follow the links below to obtain detailed information about the variety of courses and training offered by each company.

[Interpreter Education Online](#)

[De la Mora Interpreter Training](#)

[Interpretrain](#)

American Pie Seminars - This provider has many instructor led webinars held on-line through GotoMeeting.com which are approved by the ICP for CEU credit. Only instructor led seminars which include a final test or evaluation of the participant's skills are approved for CEU credits. For additional information regarding class schedules and fees, please contact American Pie Seminars, Hortensia Torres-Comas, at (800) 436-6234 or americanpieseminars@email.com

Athena Sky Interpreting provides online trainings to improve students' skill and/or certification level. Participants perform on-the-spot exercises, obtaining feedback and learning strategies to heighten their proficiency. Exercises are provided in Spanish, English, and language-neutral form. Interpreters of all languages are welcome. Trainer Athena Matilsky is a Federally Certified Spanish interpreter. Instructor-led courses have been pre-approved for CEUs by the ICP. For more information: [Athena Sky Interpreting](#)

General Information

[Becoming an Arabic Interpreter](#)

[Common Oral Exam Performance Deficiencies](#)

[Knowledge, Skills & Abilities Requirements](#)

[Professional Development of Court Interpreters of All Languages](#)

[Professional Development of Spanish Court Interpreters](#)

[Qualifications & Self-Assessment Questions](#)

[Resource Guide For Court Interpreters](#)

CONTACT

For more information, email the [Interpreter Program](#)

BILINGUAL FORMS

Access bilingual forms for interpreters

References

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INTERPRETER GUIDELINES

STANDARD REFERENCE MATERIALS

DICTIONARIES FOR COURT INTERPRETERS

PRACTICE TIPS

LEGAL GLOSSARIES AND DICTIONARIES

BECOME A COURT INTERPRETER - BROCHURE

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Office of Children & Families in the Courts

Problem-Solving Courts

Office of Elder Justice in the Courts