



## REQUEST FOR PROPOSAL

**Release date:** February 25, 2019

**Intent to submit deadline:** March 8, 2019 by 4:00 pm ET

**Submission deadline:** March 20, 2019 by 4:00 pm ET

Sign Language Interpreting Associates Ottawa Inc. (SLIAO) is developing a Canadian, Deaf Translator Education Program. SLIAO seeks to contract with a consultant / agency of Deaf expert(s) in translation and education.

We expect to accomplish this through the development and implementation of a comprehensive curriculum that uses a variety of pedagogical and technological approaches.

Qualified respondents to this RFP will have experience in translation, curriculum development, pedagogy and project management. Active CASLI membership is considered an asset.

### Project scope

Additional details are within the Timeline section.

- Develop a curriculum for the education of Deaf Translators
- Provide pre-in-person training, preparation of the applicants
- Provide in-person training
- Develop post-in-person (continuing education) training and activities
- *SPECIAL NOTE:* should the consultant/agency feel pre-in-person training not be warranted or the phased approach in the Timeline below not be conducive to the optimal approach, please advise in your proposal

### Languages

The training is to be developed in ASL and English (in-person training will be provided in ASL), training should be easily applied to LSQ and French.

### Timeline

The consultant/agency awarded this project will execute the above-mentioned initiatives within the following timeframes.

RFP awarding date: March 28 (approximately)

- Phase 1 (April 1 to June 1): Curriculum Development, should include, but is not limited to:

- Translation vs Interpretation
- Preparations to Translate
  - Factors in Translation
  - Source Text Analysis
  - Reformulation
  - Execution
- Ethics in translation
- Working with hearing interpreters
- Technology considerations (for example, working with a teleprompter)
- Shadowing techniques

Phase 2 (late June): Deaf Translator pre and in-person training

- Pre-in-person training activities to be provided to participants using online platform
- Intensive in-person training will be provided in Ottawa, Ontario over the course of a set number of days (number of days to be determined based on the curriculum).

Phase 3 (post-in-person training to October 2019): Continuing Education

- Post-in-person, continuing education training activities to be provided to participants using online platform
- Additional activities to be developed for ongoing in-person and online activities for long-term skill maintenance and development

### **Format of proposal**

To ensure that all proposals are uniformly evaluated, please provide your content in the following manner:

- For each activity listed in the Project Scope section, explain your approach; considerations and assumptions; whether you can achieve the timeline.
- Provide a budget that states each activity listed in the Project Scope and your quote to complete the activity within the time period, include specified activities, travel, accommodations and any other considerations.
- Include the following within the proposal (for all parties involved):
  - Your hourly rate
  - Your invoicing period; e.g., monthly, quarterly, etc.
  - Your CV
  - 3 references; specifically, name, title, organization, phone number and email address

Proposal submissions are accepted in ASL or English and are considered on equal weight.

## **Considerations**

- To ensure that all proposals are uniformly evaluated, answers to questions posed by any consultant/agency will be given to all who have stated they'll submit a proposal by the intent to submit deadline (March 8).
- The consultant/agency awarded the contract is expected to sign a Non-disclosure Agreement (NDA).
- Consultant/agency will work from their home office or agency office and meetings with SLIAO will be over online platforms, in-person training will be in Ottawa, Ontario at the SLIAO Head Office.

## **Questions and submission**

Please visit our website at [SLIAO](#) for detailed information on SLIAO's mission and work. Contact Brenda Jenkins, Director of Business Development and Finance, at 613 864-7491 or by email at [brenda.jenkins@sliao.ca](mailto:brenda.jenkins@sliao.ca) with any questions, or for more information regarding this proposal.

Please forward your intent to submit by March 8, 2019 at 4:00 pm ET and submit your proposal by March 20, 2019 at 4:00 pm ET to [brenda.jenkins@sliao.ca](mailto:brenda.jenkins@sliao.ca).