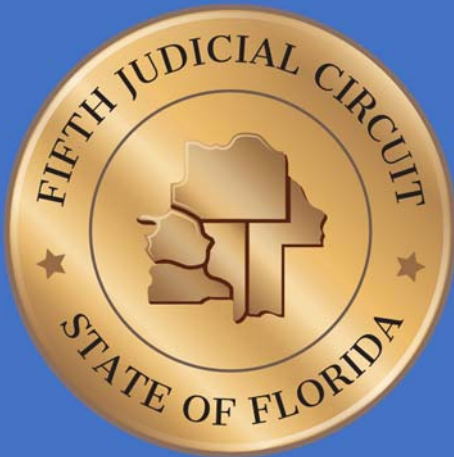


**FIFTH JUDICIAL CIRCUIT
SIGN LANGUAGE COURT INTERPRETER
CONTRACTOR
REQUEST FOR INFORMATION (RFI)**



American Sign Language

French Sign Language

REQUIREMENTS:

Qualifications:

Each interpreter providing services to the Court must be either RID Specialist Certified: Legal (SC:L), RID National Interpreter Certification (NIC), or other RID certification.

Each interpreter must maintain or upgrade his or her RID certification during the term of the agreement.

The Court will give preference for assignments to interpreters who are designated as "Specialist Certified: Legal" by the Registry of Interpreters for the Deaf.

Registration:

All those seeking to be appointed to provide sign language interpreting services must pass a finger print based background check. Please contact Robin Hamel (352) 253-1607 for more information and to schedule an appointment.

Once approved for addition to the Fifth Judicial Circuit Sign Language Interpreter Directory, those selected must enter into a contract with the Fifth Judicial Circuit. Contracts will be for three (3) years. Each contract will begin on July 1, 2019 and end June 30, 2022.

Compensation:

The rates for compensation may be found in Fifth Judicial Circuit Administrative Order No A-2017-23.

Sign Language rates are as follows:

Certified American Sign Language interpreters and all other types of interpreters for persons with hearing loss (per the Registry of Interpreters for the Deaf/National Association of the Deaf):

RID Specialist Certified: Legal (SC:L):	\$100 per hour with a two-hour minimum.
RID National Interpreter Certification (NIC):	\$75 per hour with a two-hour minimum.
Interpreter with other RID certification:	\$75 per hour with a two-hour minimum
Interpreter not certified by RID, but otherwise found qualified by the Court:	\$60 per hour with a two-hour minimum.

Deaf and Hard of Hearing Interpreters are selected to serve in rotation based on qualifications and availability of the interpreter.

Additional fees will be paid to interpreters when the Court cancels the scheduled services less than 48 hours before the scheduled service.

Locations:

Sign Language Interpreting services will be required across the circuit, locations include: the Citrus County Courthouse, Inverness; Citrus County Jail, Lecanto; Hernando County Governmental Center, Brooksville; Hernando County Jail, Spring

Hill; Hernando Correctional Institution, Brooksville; Springbrook Hospital, Brooksville; Lake County Courthouse, Tavares; Lifestreams Behavioral Center, Leesburg; Lake Correctional Institution, Clermont, Marion County Judicial Center, Ocala; Marion County Jail, Ocala; The Centers, Ocala; Sumter County Courthouse, Bushnell; Sumter County Jail, Bushnell, Sumter Correctional Institution, Bushnell, and such other facilities as required by the Court.

Rules:

All sign language interpretation services must be provided in accordance with the Americans with Disabilities Act, Rules of Judicial Administration 2.540, Florida Evidence Code; Section 90.6063 Florida Statutes the National Association of the Deaf (NAD) –Registry of Interpreters for the Deaf (RID) Code of Professional Conduct; and any other subsequent or applicable rule, law, or Administrative Order.

REFERENCE MATERIAL REGARDING EXPERT WITNESS SERVICES:

Fifth Judicial Circuit Administrative Order A-2017-23 Compensation for Due Process Costs:

<http://www.circuit5.org/wp-content/uploads/2018/05/a-2017-23.pdf>

Fifth Judicial Circuit Americans with Disabilities Services Website:

<http://www.circuit5.org/programs-services/americans-with-disabilities-ada-services/>

RID Registries:

<https://www.flcourts.org/Resources-Services/Court-Services/Court-Interpreting/Find-an-Interpreter>

Code of Professional Conduct RID Interpreters:

<https://rid.org/ethics/code-of-professional-conduct/>

RID Directory Types:

<https://rid.org/rid-certification-overview/available-certification/>

CHECKLIST

FOR ALL STATE OF FLORIDA VENDORS

TO REDUCE DELAYS OR POSSIBLE DENIAL OF PAYMENT FOR YOUR SERVICES, PLEASE REVIEW THE CHECKLIST BELOW BEFORE SUBMITTING YOUR CONTRACT:

HAVE YOU...

- ___ verified all information on your contract is correct (name, geographic location, contact info)?
- ___ filled in any missing information on signature page, including Social Security Number or Employer Identification Number (EIN)? (NOTE: If your EIN is associated with a company or business, that name will also need to be included on your contract)
- ___ electronically filed a 'Substitute Form W-9' with the Florida Department of Financial Services (DFS)? If not, please immediately visit the DFS website to create a profile and upload the information for your 'Substitute Form W-9'. The DFS website is at: <https://flvendor.myfloridacfo.com> (NOTE: If you have any questions, please contact the Fiscal Office at 352-401-6779)
- ___ sent a hard copy of your 'Substitute Form W-9' to our Fiscal Office? If not, please mail a copy of this Form to: ATTN: Lake County Court Administration-Finance and Accounting Office, PO BOX 7800, Tavares, FL 32778.
- ___ registered as a vendor with the State of Florida? If not, you must register with My Florida Marketplace. The registration process to complete is at <https://vendor.myfloridamarketplace.com>.

New Vendor Registration

Complete:

Company Name Tax ID Type Tax ID

Re-enter Tax ID Select Register

_____ double checked that your name, address, and Social Security Number or EIN reflected on your contract matches the information you provided electronically to DFS; by hard copy to the Fiscal Office; and vendor registration?

Contracts:

If you answered 'YES' to all of the above,
Please mail the *signed original contract* to:
Lake County Court Administration,
General Counsel's Office,
PO Box 7800, Tavares, FL 32778.

Directory:

Please submit your contact information via email to:
Due Process Services
dueprocess@circuit5.org

If you have any questions, contact:
Stephanie Lorich
Due Process Manager
slorich@circuit5.org
(352) 253-1606