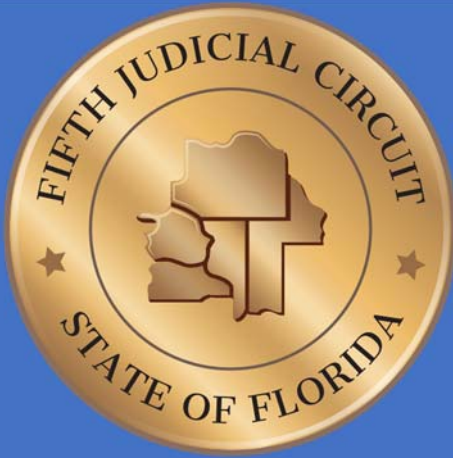


FIFTH JUDICIAL CIRCUIT SPOKEN LANGUAGE COURT INTERPRETER CONTRACTOR REQUEST FOR INFORMATION (RFI)



Registered Court Interpreter,
Provisionally Approved Court
Interpreter, Certified Spoken
Language Court Interpreter,
Language Skilled Court Interpreter,
Other Court Qualified Interpreter and
Court Translator

REQUIREMENTS FOR APPOINTMENT AS SPOKEN LANGUAGE INTERPRETERS AND TRANSLATORS:

Qualifications:

All individual Spanish Language Interpreters who provide services under contract with the Fifth Circuit must be designated as Certified, Provisionally Approved, Registered, not in accordance with the Florida Rules for Certification and Regulation of Spoken Language Court Interpreters. The Court will give preference for assignments as described in Florida Rules of Judicial Administration 2.560(e).

All other spoken languages will be considered on a case by case basis.

Registration:

Those who meet the above qualifications and wish to be appointed as an Interpreter/Translator in the Fifth Judicial Circuit must submit an application to be added to the Fifth Judicial Circuit Interpreter and Translator Directory; and

All interpreter contractors 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 Interpreter and Translator Directory, each interpreter 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.

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

Locations:

Court Interpreters shall provide interpretation and translation services for in-court and out-of-court proceedings across the circuit, locations will include but not limited to: 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:

Court interpreter and translation services must be provided in accordance with the Florida Evidence Code; Fifth Judicial Circuit Administrative Order No. A-2016-29-A; the Florida Rules for Certification. All court interpreter services must be provided in accordance with the Florida Rules of Court; Rules of Judicial Administration 2.565, Rule 14.300. Code of Professional Conduct; the Rules of Criminal Procedure; Fifth Judicial Circuit Administrative Order No. A-2017-23; Title VI of the Civil Rights Act of 1964, Sections 25.386, 90.6063 Florida Statutes, Rule 5.560 Florida Rules of Judicial Administration and AOSC11-45, and any other subsequent or applicable rule, law, or Administrative Order and Regulation of Spoken Language

Court Interpreters; Rules of Judicial Administration; and any other subsequent or applicable rule, law, or Administrative Order.

REFERENCE MATERIAL REGARDING COURT INTERPRETERS:

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, Court Interpreter Website:

<http://www.circuit5.org/programs-services/interpreting-services/>

Florida Courts Court Interpreter Registries:

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

Florida Rules for Certification and Regulation of Spoken Language Court Interpreters:

<https://www.flcourts.org/content/download/216676/1966002/FLORIDA-RULES-FOR-CERTIFICATION-AND-REGULATION-OF-INTERPRETERS.pdf>

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 Lorch
Due Process Manager
slorch@circuit5.org
(352) 253-1606