**RFP 25-82958: American Sign Language (ASL) Interpretation Services**

**Attachment F1: Minimum Requirements Form**

**Indiana Department of Administration**

The Minimum Requirements indicate the basic requirements that all Respondents must adhere to be considered as a responsive Respondent. All Respondents must state their ability and willingness to meet these Minimum Requirements in their Executive Summary and in this attachment of their proposal. If a Respondent is unable to respond “Yes” to all Minimum Requirements but believes they have an alternative solution, please provide the alternative solution with an explanation. Alternatives will be reviewed and considered by the State as to whether they satisfy the minimum requirements. Failure to satisfy these Minimum Requirements may be considered grounds for disqualification from further consideration.

**Instructions: In the yellow shaded boxes, please confirm the Respondent’s ability to meet each Minimum Requirement.**

***Respondent Name:***

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| **Minimum Requirement Number** | **Minimum Requirement Description** | **Respondent Meets Minimum Requirement? (Yes/No)** |
| --- | --- | --- |
| 1. | The State requires that the Respondent has experience providing the following services on project(s) with a similar scope to the project described in the Scope of Work:   * In-Person Interpretation Services * Video Remote Interpreting (VRI), * Virtual On-Line Interpreting, * Certified Deaf Interpreting (CDI), * Communication Access Realtime Translation (CART), and * Remote CART ASL interpretation services |  |
| 2. | The State requires that all interpreters/transcribers must hold any required certifications or licensing as required by the State of Indiana. Any grandfathered and provisional interpreters must hold documentation and certification confirming their status as required by the State of Indiana. |  |
| 3. | The State requires that CART providers have a Court Reporting School Certificate and must be either a Certified Realtime Reporter or Certified CART Provider. |  |
| 5. | The State requires that the Respondent ensures that interpreters who shall be present at court hearings can affirm that they: have training and/or credentials as interpreters, are court-qualified interpreters, and have provided interpretation services for a court hearing (over the phone or in-person). |  |
| 6. | The State requires that the Respondent meet compliance with proper accessibility and non-discrimination rules as per the Americans with Disabilities Act and the Civil Rights Act of 1964. |  |
| 7. | The State requires that the Respondent adheres to all applicable data privacy and protection regulations, including HIPAA for healthcare-related interpretation services. |  |
| 8. | The State requires that the Respondent shall make this contract, and its pricing, available for use by other governmental bodies as outlined in Attachment K - Scope of Work section 2.6 “Extension to Other Entities”. |  |