ATTACHMENT 11

COST PROPOSAL

| **Deliverables/Description** | ***Estimated* Completion Date** | **Maximum Firm Fixed Amount** |
| --- | --- | --- |
| **Deliverable No. 1:**  After consulting with the Judicial Council Language Access Services (LAS) staff by video conference call to determine initial Project needs, Contractor shall submit a draft Strategy Document and Timeline regarding completion of all Project deliverables covered under the proposed contract. | June 30, 2022 |  |
| **Deliverable No. 2 (New Interpreter Ethics Requirements Training):**  Contractor shall meet by video conference call with the Court Interpreters Program (CIP) staff to discuss the draft Strategy Document and Timeline, including the proposed plan for development and delivery of virtual live instructor-led trainings concerning ethics requirements for new interpreters.  Based on CIP staff input, Contractor shall prepare a revised Strategy Document and Timeline for development and delivery of ethics requirements training for new interpreters. | July 29, 2022 |  |
| **Deliverable No. 3 (Court Interpreter Training):**  Contractor shall meet by video conference call with the Court Interpreters Program (CIP) staff to discuss the draft Strategy Document and Timeline, including the proposed plan for development and delivery of up to two online educational trainings per year for aspiring and credentialed court interpreters in the topic areas (but not limited to) outlined on pg. 3, under Court Interpreter Education, of the RFP.  Based on CIP staff input, Contractor shall prepare a revised Strategy Document and Timeline for development and delivery of court interpreter education. | August 31, 2022 |  |
| **Deliverable No. 4 (New Interpreter Ethics Requirements Training):**  Contractor shall provide CIP staff with a draft curriculum and script for the ethics requirements training for new interpreters. | August 31, 2022 |  |
| **Deliverable No. 5 (Near-Passer Training):**  Contractor shall meet by video conference call with CIP staff to discuss the draft Strategy Document and Timeline to develop and conduct up to six virtual live instructor-led skills-building trainings per year for select examination candidates who are near-passers of the Bilingual Interpreting Examination (BIE) in targeted languages.  Contractor will also be responsible for: selecting and contracting with faculty; developing the curriculum; developing the training’s materials and resources; hosting all materials and resources on an online portal that is accessible to faculty and the training’s participants; and tracking participants’ attendance and progress.  Based on CIP staff input, Contractor shall prepare a revised Strategy Document and Timeline for virtual live instructor-led skills-building trainings for near passers. | August 31, 2022 |  |
| **Deliverable No. 6 (Skills Assessment Tools/Evaluators):**  Contractor shall meet by video conference call with CIP staff to discuss the draft Strategy Document and Timeline to develop and update diagnostic tools for skills assessment (e.g., preliminary assessment, intake instruments, observation tools, checklists, and reporting forms) to assist evaluators, Judicial Council, and the courts with assessing the interpreting skills of credentialed court interpreters against whom a skills-based complaint has been filed.  Contractor shall develop recommendations for CIP staff concerning the minimum qualifications and main responsibilities of evaluators.  Contractor shall provide evaluator services for virtual skills assessment of interpreters.  Contractor shall develop and conduct live virtual instructor-led training for the evaluators and the courts on how to assess the interpreting skills of an interpreter with the diagnostic tools developed.  Contractor will also be responsible for selecting and contracting with faculty; developing the curriculum; developing the training’s materials and resources; hosting all materials and resources on an online portal that is accessible to faculty and the training’s participants; and tracking participants’ attendance.  Contractor shall maintain and update as needed the training materials and resources developed for the above training for ongoing use by the evaluators, Judicial Council, and the courts. | September 30, 2022 |  |
| **Deliverable No. 7 (Rule 1.300 Resources and Outreach):**  Contractor shall meet by video conference call with LAS staff and PAF Language Access Subcommittee to discuss the draft Strategy Document and Timeline to develop resources that will help courts to provide LEPs with access to court-ordered programs and services in different languages (Rule 1.300).   Potential resources can include (but not limited to):   * Educational outreach and training webinars to support Rule 1.300 * Model guidelines and tools for local courts to support Rule 1.300 * Multilingual infographics (flyers and informational sheets) to support Rule 1.300 * Ongoing resource development, including a mechanism for courts to share information regarding available service providers that offer linguistically accessible programs.   Based on the Language Access Subcommittee and staff input, Contractor shall prepare a revised Strategy Document and Timeline for development of resources that will help courts with implementation of Rule 1.300. | September 30, 2022 |  |
| **Deliverable No. 8 (VRI Training):**  Contractor shall meet by video conference call with Judicial Council (Language Access Services and Information Technology) staff to discuss the draft Strategy Document and Timeline for development and conducting a minimum of six Video Remote Interpreting (VRI) virtual or in-person trainings per year.  Contractor shall develop, update and provide materials for judicial officers, court staff and court interpreters on best practices for remote interpreting.  Contractor shall prepare online modules and update existing modules regarding VRI.  Contractor to prepare and update online materials and modules for LEP court users.  Based on Judicial Council staff input, Contractor shall prepare a revised Strategy Document and Timeline for development, facilitation, and completion of the virtual or in-person VRI trainings. | October 28, 2022 |  |
| **Deliverable No. 9 (Court Interpreter Training)**  Contractor shall provide CIP staff with a draft curriculum and script of up to two online educational trainings for aspiring and credentialed court interpreters. | December 30, 2022 |  |
| **Deliverable No. 10 (Near-Passer Training):**  Contractor shall provide CIP staff with a draft curriculum and script of training for examination candidates who are near-passers of the BIE in targeted languages. | December 30, 2022 |  |
| **Deliverable No. 11 (Skills Assessment Tools/Evaluators):**  Contractor shall provide CIP staff with draft diagnostic tools for skills assessment to assist evaluators, Judicial Council, and the courts with assessing the interpreting skills of credentialed court interpreters against whom a skills-based complaint has been filed.  Also, Contractor shall provide staff with draft recommendations concerning the minimum qualifications and responsibilities of evaluators, and secure evaluators for skills assessment. | January 31, 2023 |  |
| **Deliverable No. 12 (Rule 1.300 Resources and Outreach):**  Contractor shall provide LAS staff and PAF Language Access Subcommittee with draft materials, including infographics, model guidelines and proposed mechanism that houses available service providers that offer linguistically accessible programs, for courts to support Rule 1.300. | March 31, 2023 |  |
| **Deliverable No. 13 (VRI Training):**  Contractor shall provide LAS staff with draft updated/revised modules and/or online materials of the VRI trainings for judges, court staff, court interpreters, and LEP court users on best practices for remote interpreting. | April 28, 2023 |  |
| **Deliverable No. 14 (Skills Assessment Tools/Evaluators):**  After staff input and revisions, Contractor shall meet with CIP staff to review the draft diagnostic tools  for skills assessment to assist evaluators, Judicial Council, and the courts with assessing the interpreting skills of credentialed court interpreters against whom a skills-based complaint has been filed.  Also, Contractor and CIP staff will review draft recommendations concerning the minimum qualifications and responsibilities of evaluators, and secure evaluators for skills assessment. | May 31, 2023 |  |
| **Deliverable No. 15 (Rule 1.300 Resources and Outreach):**  Contractor shall meet with LAI staff to discuss and review draft materials, including infographics, model guidelines and proposed mechanism that houses available service providers that offer linguistically accessible programs, for courts to support Rule 1.300. | May 31, 2023 |  |

|  |  |  |
| --- | --- | --- |
| **Deliverable No. 16 (New Interpreter Ethics Requirements Training):**  Contractor shall organize, facilitate and conduct up to four virtual live instructor-led trainings concerning ethics requirements for new interpreters. | June 30, 2023 |  |
| **Deliverable No. 17 (Near-Passer Training):**  Contractor shall organize, facilitate and conduct up to six virtual live instructor-led skills-building trainings for select examination candidates who are near-passers of the Bilingual Interpreting Examination (BIE) in targeted languages. [co-horts and languages: TBD] | June 30, 2023 |  |
| **Deliverable No. 18 (VRI Training):**  Contractor shall conduct a minimum of six VRI trainings on best practices for remote interpreting. | June 30, 2023 |  |
| **Deliverable No. 19 (Court Interpreter Training)**  Contractor shall conduct up to organize, facilitate, and conduct up to two online educational trainings for aspiring and credentialed court interpreters. | June 30, 2023 |  |
| **Deliverable No. 20 (Rule 1.300 Resources and Outreach):**  Contractor shall provide LAI staff with final materials, including infographics, model guidelines and proposed mechanism that houses available service providers that offer linguistically accessible programs, for courts to support Rule 1.300. | August 31, 2023 |  |
| **Deliverable No. 21 (Skills Assessment Tools/Evaluators):**  Contractor shall provide CIP staff with final diagnostic tools for skills assessment to assist evaluators, Judicial Council, and the courts with assessing the interpreting skills of credentialed court interpreters against whom a skills-based complaint has been filed.  Also, Contractor to finalize qualifications and responsibilities of evaluators, and secure evaluators for skills assessment. | August 31, 2023 |  |
| **Deliverable No. 22 (Rule 1.300 Resources and Outreach):**  Contractor shall conduct e-mail outreach to notify stakeholders of materials available to support courts with implementation of Rule 1.300. | September 29, 2023 |  |
| **Deliverable No. 23 (Skills Assessment Tools/Evaluators):**  Contractor shall conduct live virtual instructor-led training for the evaluators and the courts on how to assess the interpreting skills of an interpreter with the diagnostic tools developed. | October 31, 2023 |  |
| **Deliverable No. 24 (Court Interpreter Training):**  Contractor shall meet by video conference call with CIP staff to discuss the updated draft Strategy Document and Timeline, including the proposed plan for development and delivery of up to two online educational trainings for aspiring and credentialed court interpreters. | October 31, 2023 |  |
| **Deliverable No. 25 (Near-Passer Training):**  Contractor shall meet by video conference call with CIP staff to discuss the updated draft Strategy Document and Timeline to develop and conduct up to six virtual live instructor-led skills-building trainings for select examination candidates who are near-passers of the Bilingual Interpreting Examination (BIE) in targeted languages.  Based on CIP staff input, Contractor shall prepare a revised Strategy Document and Timeline for virtual live instructor-led skills-building trainings for near passers. | November 30, 2023 |  |
| **Deliverable No. 26 (VRI Training):**  Contractor shall meet by video conference call with Judicial Council (Language Access Services and Information Technology) staff to discuss the updated draft Strategy Document and Timeline for development and conducting a minimum of six Video Remote Interpreting (VRI) virtual or in-person trainings per year.  Contractor shall develop, update and provide materials for judicial officers, court staff and court interpreters on best practices for remote interpreting  Contractor shall prepare online modules and update existing modules regarding VRI.  Contractor shall prepare and update online materials and modules for LEP court users.  Based on Judicial Council staff input, Contractor to prepare a revised Strategy Document and Timeline for development, facilitation, and completion of the virtual or in-person VRI trainings. | November 30, 2023 |  |
| **Deliverable No. 27 (Near-Passer Training):**  Contractor shall provide staff with an updated draft curriculum and script of training for examination candidates who are near-passers of the BIE in targeted languages. | December 29, 2023 |  |
| **Deliverable No. 28 (Court Interpreter Training):**  Contractor shall provide staff with a draft curriculum and script of up to two online educational trainings for aspiring and credentialed court interpreters. | December 29, 2023 |  |
| **Deliverable No. 29 (Skills Assessment Tools/Evaluators):**  Contractor shall provide and secure any additional evaluators for skills assessment. | December 29, 2023 |  |
| **Deliverable No. 30 (Near-Passer Training):**  Contractor shall organize, facilitate and conduct up to six virtual live instructor-led skills-building trainings for select examination candidates who are near-passers of the Bilingual Interpreting Examination (BIE) in targeted languages. [co-horts and languages: TBD] | March 29, 2024 |  |
| **Deliverable No. 31 (VRI Training):**  Based on feedback received from LAS staff, Contractor shall update existing and/or created up to 2 new modules and/or online materials of the VRI trainings for judicial officers, court staff, court interpreters, and LEP court users on best practices for remote interpreting. | April 30, 2024 |  |
| **Deliverable No. 32 (Court Interpreter Training)**  Contractor shall organize, facilitate and conduct the up to two online trainings for court interpreter education for aspiring and credentialed court interpreters. | May 31, 2024 |  |
| **Deliverable No. 33 (New Interpreter Ethics Requirements Training):**  Contractor shall organize, facilitate and conduct up to four virtual live instructor-led trainings concerning ethics requirements for new interpreters. | June 28, 2024 |  |
| **Deliverable No. 34 (VRI Training):**  Contractor shall conduct a minimum of six VRI trainings on best practices for remote interpreting. | June 28, 2024 |  |
| **Deliverable No. 35 (Court Interpreter Training):**  Contractor shall meet by video conference call with CIP staff to discuss the updated draft Strategy Document and Timeline, including the proposed plan for development and delivery of up to two online educational trainings for aspiring and credentialed court interpreters. | August 30, 2024 |  |
| **Deliverable No. 36 (Near-Passer Training):**  Contractor shall meet by video conference call with CIP staff to discuss the updated draft Strategy Document and Timeline to develop and conduct up to six virtual live instructor-led skills-building trainings for select examination candidates who are near-passers of the Bilingual Interpreting Examination (BIE) in targeted languages.  Based on CIP staff input, Contractor shall prepare a revised Strategy Document and Timeline for virtual live instructor-led skills-building trainings for near passers. | September 30, 2024 |  |
| **Deliverable No. 37 (Skills Assessment Tools/Evaluators):**  Contractor shall provide CIP staff with draft updated tools, educational materials, and resources for skills assessment. | September 30, 2024 |  |
| **Deliverable No. 38 (VRI Training):**  Contractor shall meet by video conference call with Judicial Council (Language Access Services and Information Technology) staff to discuss the updated draft Strategy Document and Timeline for development and conducting a minimum of six Video Remote Interpreting (VRI) virtual or in-person trainings per year.  Contractor shall develop, update and provide materials for judicial officers, court staff and court interpreters on best practices for remote interpreting  Contractor shall prepare online modules and update existing modules regarding VRI.  Contractor shall prepare and update online materials and modules for LEP court users.  Based on Judicial Council staff input, Contractor shall prepare a revised Strategy Document and Timeline for development, facilitation, and completion of the virtual or in-person VRI trainings. | October 31, 2024 |  |
| **Deliverable No. 39 (Skills Assessment Tools/Evaluators):**  Contractor shall provide and secure any additional evaluators for skills assessment. | October 31, 2024 |  |
| **Deliverable No. 40 (Rule 1.300 Resources and Outreach):**  Contractor shall organize, facilitate and conduct one online educational outreach webinar with courts and stakeholders on the availability of multilingual materials to support courts in the implementation of Rule 1.300. After the webinar, Contractor will submit a report that will highlight the deliverables in this project and next steps. | November 29, 2024 |  |
| **Deliverable No. 41 (Near-Passer Training):**  Contractor shall provide staff with an updated draft curriculum and script of training for examination candidates who are near-passers of the BIE in targeted languages. | December 31, 2024 |  |
| **Deliverable No. 42 (Court Interpreter Training):**  Contractor shall provide staff with a draft curriculum and script of up to two online educational trainings for aspiring and credentialed court interpreters. | December 31, 2024 |  |
| **Deliverable No. 43 (Near-Passer Training):**   Contractor shall organize, facilitate and conduct up to six virtual live instructor-led skills-building trainings for select examination candidates who are near-passers of the Bilingual Interpreting Examination (BIE) in targeted languages. [co-horts and languages: TBD] | February 28, 2025 |  |
| **Deliverable No. 44 (VRI Training):**  Based on feedback received from LAS staff, Contractor shall update existing and/or created up to 2 new modules and/or online materials of the VRI trainings for judicial officers, court staff, court interpreters, and LEP court users on best practices for remote interpreting. | February 28, 2025 |  |
| **Deliverable No. 45 (Court Interpreter Training):**  Contractor shall organize, facilitate and conduct the up to two online trainings for court interpreter education for aspiring and credentialed court interpreters. | March 31, 2025 |  |
| **Deliverable No. 46 (VRI Training):**  Contractor shall conduct a minimum of six VRI trainings on best practices for remote interpreting. | April 30, 2025 |  |
| **Deliverable No. 47 (New Interpreter Ethics Requirements Training):**  Contractor shall organize, facilitate and conduct up to four virtual live instructor-led trainings concerning ethics requirements for new interpreters. | June 27, 2025 |  |
| **Deliverable No. 48 (Final Report):**  Contractor shall provide the Judicial Council with a final report, and if needed a meeting (via video conference) on completed and outstanding deliverables identified above.  Based on completed and incomplete deliverables, LAS staff will determine whether to renew the language access contract for fourth year (FY 2025-2026). | June 27, 2025 |  |