**RFP 25-83305: Statewide Language Interpretation and Translation 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 must have a minimum of three years of experience providing the service(s) they are proposing in their response. This experience must be demonstrated through project(s) with a similar scope to the project described in the Scope of Work. Services include:   * In-Person Interpretation and Translation Services * Virtual Interpretation and Translation Services * Telephonic Interpretation and Translation Services * Document Interpretation and Translation Services |  |
| 2. | The State requires that the Respondent must provide services for each core language listed in Technical Proposal question 1.09 for each service category they are proposing in their response |  |
| 3. | 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). |  |
| 4. | 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. |  |
| 5. | The State requires that the Respondent adheres to all applicable data privacy and protection regulations, including HIPAA for healthcare-related interpretation services. |  |
| 6. | 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 5.6 “Extension to Other Entities”. |  |