



The Landscape of Grand Pré Society
Request for Proposals:
Simultaneous Interpretation Services

The Landscape of Grand Pré Society (Society) wishes to contract for **simultaneous interpretation services** for French to English and English to French to assist in its operation.

Background

The Landscape of Grand Pré Society / Société du Paysage de Grand-Pré was incorporated in May 2013. It is a not-for-profit Society incorporated under the Societies Act of Nova Scotia, with the mandate of the management of the UNESCO-designated Landscape of Grand Pré World Heritage Site. Society documents can be found at the Landscape of Grand Pré Society's website: www.landscapeofgrandpre.ca

Context

- The contractor will be accountable to the Society through its Board
- Liaison shall be through the Site Management Coordinator. The contractor will be contracted to March 2016. Between January and March each year, the contract may be re-negotiated or renewed for a further one year term, with a maximum contracted period of three years, subject to confirmation of the rate by the Board.

Support for the Stewardship Board

The simultaneous interpretation services contractor will be responsible for interpretation from English to French and French to English at the Annual General Meeting and at other identified public meetings hosted by the Board from time-to-time on an irregular basis.

Costing

Quotations for the provision of service are to be proposed on an hourly basis and shall include all necessary equipment costs. Travel costs shall be included in the quote and

shall be shown separately. Other approved expenses will be paid at cost. Timesheets will be required for all work undertaken and any invoices will be required monthly.

Anticipated Level of Effort

The anticipated level of effort is one annual general meeting each year plus any identified meetings held by the Society in or near the community. Meetings may take place either during the day or evening.

Requirements:

- Ability to produce a coherent output message whatever the speed of the speaker
- A minimum of three years experience providing simultaneous interpretation services at meetings, workshops or conferences
- Provision of a plan to provide backup services should the contractor be unavailable, and documentation of the credentials of those involved in the backup plan
- Ability to provide digital interpretation and conferencing systems, including wireless equipment, for a minimum of one hundred (100) persons, as required, is preferred.
- Membership in a Canadian Association of Interpreters.
- Three (3) Nova Scotia references for interpretation which you have carried out since 2011

Proposal terms and conditions

Proposal for Services and Quote are to be submitted by 1:00 p.m. on Tuesday May 19, 2015 by e-mail only to admin@landscapeofgrandpre.ca.

Selection of contractor will be based on:

The assessment of submitted hourly costs, travel expenses, substantiated relevant experience, client references, and the desired skill sets. The Landscape of Grand Pré Society / Société du Paysage de Grand-Pré does not bind itself to the lowest or any bidder.

There is no additional documentation for this RFP.