

Request for Proposals (RFP)

Interpreting Services

Contract Period: January 16, 2025 – December 31, 2026

1. Introduction

Indy Pride, Inc. is seeking proposals from qualified providers to deliver professional **American Sign Language (ASL)** services to support our mission of creating safe, inclusive spaces for the LGBTQ+ community. Indy Pride hosts a variety of events and programs throughout the year, many of which take place **outside of standard business hours** and attract audiences ranging from small groups to over 100 attendees.

The purpose of this RFP is to establish a contract with an interpreting service provider(s) to ensure meaningful language access and accessibility for our community members during **January 16, 2026 – December 31, 2026**.

2. Scope of Services

The interpreting services will include, but are not limited to:

- **In-Person Interpretation (Primary Need):**
 - ASL for community events, educational workshops, volunteer trainings, and public-facing programs.
 - Most services will require evenings and weekends and be requested on an on-call basis.
 - **Event Settings:**
 - Community gatherings of 100+ participants.
 - Individual support for both one-on-one conversations to large crowds.
 - Public events such as Indy Pride Festival and year-round programs.
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3. Contractor Requirements

The selected provider(s) must:

- Maintain a roster of qualified, experienced interpreters in **ASL**.
- Demonstrate cultural competency in working with LGBTQ+ individuals and communities.
- Ensure all interpreters adhere to professional codes of conduct (confidentiality, accuracy, impartiality).
- Provide interpreters for events scheduled in advance as well as on a short-notice basis.
- Have the capacity to provide services primarily **outside of standard business hours** (evenings, weekends).
- Provide clear procedures for scheduling and emergency requests.
- Maintain insurance coverage (general liability minimum).

4. Proposal Submission Requirements

Interested respondents must **submit a proposal including** the following:

1. **Cover Letter** introducing the provider and summarizing qualifications.
2. **Company Profile** (or individual background) including years of experience and capacity for both ASL.
3. **Qualifications of Interpreters** (certifications, training, and relevant experience with LGBTQ+ populations).
4. **Approach & Methodology** for ensuring reliable, high-quality, and culturally responsive interpreting services.
5. **Availability** including policies for scheduling, evening/weekend coverage, and short-notice requests.
6. **References** from at least two clients with similar event-based interpreting needs.
7. **Pricing Structure** including hourly rates, minimum billing increments, short no, travel policies, and any additional costs.
8. **Certificate of Insurance**

5. Evaluation Criteria

Proposals will be evaluated based on:

- Qualifications and experience in ASL language interpreting (30%)
- Demonstrated cultural competency in serving LGBTQ+ communities, i.e. DEI policy and examples of embodiment of said policy (10%)
- Flexibility and ability to provide services outside of standard business hours (15%)
- Cost-effectiveness and transparency of pricing (40%)
- References and past performance (5%)

6. Timeline

- **RFP Issued:** 11/19/2025
- **Proposal Submission Deadline:** 12/15/2025
- **Notice of Award:** 01/16/2026
- **Contract Start Date:** 01/16/2026
- **First contract need:** 01/24/2026

7. Submission Instructions

Proposals must be submitted electronically in PDF format to:

Kris Wentland

Indy Pride, Inc.

kwentland@indypride.org

All proposals must be received by **12/15/2025**. Late submissions will not be considered.

8. Terms and Conditions

- Indy Pride reserves the right to reject any or all proposals.
- Issuance of this RFP does not obligate Indy Pride to award a contract.
- Costs incurred in preparing a proposal are the responsibility of the applicant.
- The initial contract will be for one year, with the possibility of renewal based on performance and organizational needs.