

**CONNECTICUT REGIONAL CONVENTION COMMITTEE, INC.
Hearing Impaired Interpreter Request for Proposal**

Programming Subcommittee 2019 Convention

Subcommittee Contact Information:

Charisse W. Chairperson (860) 202-6678

Vice Chairperson

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Connecticut Regional Convention Committee, Inc.

34th CTRCNA

Post Office Box 2573

Hartford, Connecticut 06146-2573

Timetable. The following timetable will govern all Proposals submitted

EVENT	Jan. 4, 5 & 6 2019
Issue Request for Proposal	June 11, 2018
Deadline to Submit Proposal	August 6, 2018
Deadline to Negotiate Contract	September 3, 2018
Selection of Vendor(s)	September 10, 2018

INTERPRETER REQUEST FOR PROPOSAL

The Event:

Background. The Programming Subcommittee for the Connecticut Regional Convention Committee is seeking bids from Sign Language Interpreters to provide sign language services for the Connecticut Regional Convention (“Convention”). The Convention is held on the first full weekend after the new year (*January 1st*). The Convention runs from Friday afternoon (*around 3:00 p.m.*) until Sunday at noontime. The Convention consists of non-stop meetings and workshops geared toward the primary purpose of Narcotics Anonymous, which is to carry the message of recovery from addiction to the addicts who still suffer. In addition to around-the-

clock meetings throughout the weekend.

2019 Convention - The Mystic Marriott, Groton, Connecticut will be the site for the 2019 Convention.

Meetings and Workshops. The following is intended to provide an overview of the meetings/workshops in relation to room capacity needs, room set-ups and scheduling.

The Main Meetings:

The Friday Night Opening Meeting is held in the main ballroom with a theatre-style set-up. The approximate attendance is between 800 – 900 attendees. It begins at 8:00 p.m. and runs for approximately 2 hours.

The Saturday Night Main Meeting is also held in the main ballroom beginning at 8:00 p.m. and running for approximately 2 hours. The meeting has a theatre-style room set-up and is scheduled after the Convention Banquet. The approximate attendance is between 1,000 – 1,200 attendees. When necessary, this meeting also includes a simulcast feed into the smaller ballroom which would also be set-up theatre-style.

The Sunday Morning Meeting is also held in the main ballroom at 9:00 a.m., in theatre-style set-up for approximately 500 - 800 in attendance.

Meetings/Workshops (*All Others*):

During the Convention, there are on average 4 to 5 to 6 meetings/workshops going on simultaneously all weekend between the hours of 8:00 a.m. to 7:00 p.m. In addition, marathon meetings run between the hours of 1:00 p.m. to 7:00 a.m. The room set-up for all meetings is theatre-style.

Services Needed:

Two (2) Interpreters. Interpreting coverage for:

- ❖ All Main Meetings;

- ❖ Comedy Show; and
- ❖ Interpreter availability (*as needed*) for Convention Meetings.

Total on call availability time is approximately 40+ convention hours.

Because the services to be provided will need to be available around the clock during the weekend of the Convention, servicing the Convention's needs will require that the Interpreters stay at the Hotel for the week of the Convention. In addition to the fee to be agreed upon, the chosen Interpreters will also receive two (2) Hotel Rooms as a part of their compensation.

The Interpreters will be provided with Registration Badges for full access and One (1) two-way radio to communicate with members of the Programming Subcommittee.

Acknowledgement. As a condition to CRCC, Inc.'s agreement to enter into a Contract, the Interpreters agrees not to possess, consume or otherwise engage in any use of drugs (*including alcohol*) before or during providing the services contracted for.

Indemnity. The Interpreters shall agree to indemnify and hold CRCC, Inc. and the hosting Hotel harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action.

VENDOR INFORMATION/PROPOSAL

Company Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ - Contact Person: _____

Telephone: () _____ - Email: _____

Proposed Services:

Special Requests, Accommodations, etc.

[VENDOR]

BY: _____
Duly Authorized Date