

REQUEST FOR PROPOSAL

In-Person Sign Language Interpreting Services

Issued by: Fayette County Schools

Date: September 11, 2026

Contact: J. Mark Gladwell, Director of Special Education & Pre-K, jgladwell@k12.wv.us

1. Overview & Background

Fayette County Schools is seeking proposals from qualified providers to deliver **in-person sign language interpreting services** for students who are deaf or hard of hearing and require communication access within the educational setting.

The selected provider(s) will provide qualified interpreters to support students' access to instruction, school activities, meetings, and other educational services in accordance with applicable federal and state requirements.

2. Program Scope & Requirements

- **Target Audience:** Students who are deaf or hard of hearing and require sign language interpreting services to access their educational program.
- **Positions:** Two (2) in-person sign language interpreting positions.
- **Service Location:** Fayette County Schools facilities and other school-related locations as determined by Fayette County Schools.
- **Service Format:**
 - In-person, on-site interpreting
 - Services provided during the regular school day
 - Interpreting for classroom instruction and educational activities
 - Interpreting for school meetings, assemblies, field trips, extracurricular activities, and other school-related events as needed
- **Interpreter Qualifications:**
 - Qualified sign language interpreter with appropriate credentials and/or certification required by applicable West Virginia regulations
 - Demonstrated proficiency in American Sign Language (ASL) and English
 - Experience providing interpreting services in K–12 educational settings
 - Ability to effectively interpret classroom instruction and school-related communication
 - Ability to maintain confidentiality and comply with school policies and procedures
 - Completion of required background checks and other employment/vendor requirements
- **Additional Requirements:**
 - Provider must be able to furnish qualified interpreters for both positions for the duration of the contracted service period.
 - Provider must have a process for providing qualified substitute interpreters when the assigned interpreter is unavailable.
 - Interpreters must work collaboratively with teachers, related service providers, administrators, students, and families as appropriate.
 - Provider must maintain appropriate documentation of services provided.
 - Provider must comply with all applicable federal, state, and local laws, regulations, and Fayette County Schools policies.
 - Provider should identify any professional development, supervision, or quality-assurance procedures provided to interpreters.

3. Timeline

- **Proposal Issued:** September 11, 2026
- **Proposal Deadline:** September 25, 2026
- **Anticipated Service Start Date:** To be determined by Fayette County Schools
- Proposals received after the deadline may not be considered.

4. Proposal Requirements

Interested providers should submit a proposal that includes:

- Company/provider name and contact information
- Description of experience providing educational sign language interpreting services
- Qualifications and certifications of interpreters who would be assigned to Fayette County Schools
- Confirmation of ability to provide two (2) in-person interpreter positions
- Availability and anticipated service schedule
- Process for providing substitute interpreters when necessary
- Description of supervision and quality-assurance procedures
- Proposed hourly or daily rate, including any applicable additional fees
- References from school districts or other educational organizations, preferably for comparable services
- Any additional information the provider believes is relevant to the proposal

5. Evaluation of Proposals

Fayette County Schools may consider the following factors when evaluating proposals:

- Qualifications and experience of the provider
- Qualifications and credentials of proposed interpreters
- Experience in K–12 educational settings
- Ability to consistently staff both positions
- Quality and reliability of substitute coverage
- Proposed cost and overall value
- References and past performance
- Ability to meet the needs of students and Fayette County Schools

Fayette County Schools reserves the right to accept or reject any or all proposals and to select the proposal(s) determined to be in the best interest of the school system and its students.

Please email proposals to: jgladwell@k12.wv.us by September 25, 2026.