



# HENDERSON COUNTY PUBLIC SCHOOLS

414 Fourth Avenue West, Hendersonville, NC 28739-4261  
Mark R. Garrett, Superintendent

Board of Public Education  
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## REQUEST FOR PROPOSAL RFP # 2024-01 Sign Language Interpreter Services

**NOTICE: THIS IS A FEDERAL FUNDED SOLICITATION** This Request for Proposal (RFP) is a solicitation for services requiring the expenditure of Federal Financial Assistant funding. Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200).

**PURPOSE:** Henderson County Public Schools hereby solicits and invites proposals from qualified Companies and Businesses with proven experience and expertise, to provide pricing to provide sign language interpreter services for students with hearing impairments who have IEPs or 504 Plans in order to access their education. The intent of this proposal is to receive a firm price for sign language interpreter service that shall be performed in manner consistent with established specification outlined in this Request for Proposal.

**BIDS DUE DATE:** Sealed proposals shall be received until **3:00 PM (EST), Tuesday, April 9, 2024** at the Henderson County Public Schools Administration Building, 414 Fourth Avenue West, Hendersonville, NC 28739, at which time they will be publicly opened and read. Bids that are not sealed will not be accepted.

**RFP QUESTIONS:** Questions regarding this event may be submitted by email to Joni Huchzermeier, at [jdhuchzermeier@hcpsnc.org](mailto:jdhuchzermeier@hcpsnc.org). **Questions will be received until 2:00 PM (EST) on Thursday, March 14, 2024.** If any modifications to the specifications are necessary, an addendum will be posted to the HCPS website no later than 5:00 p.m. on March 14, 2024. <https://www.hendersoncountypublicschoolsnc.org/finance/purchasing/>

**Mail or Delivery Location:** Henderson County Public Schools Administration Building  
414 Fourth Avenue West  
Hendersonville, NC 28739  
ATTENTION: PURCHASING

Bids will not be accepted for any reason after the official date and time referenced above. Please include the RFP # on the sealed envelope.

Copies of the RFP may be obtained by sending an email request to: Joni Huchzermeier, CLGPO at [jdhuchzermeier@hcpsnc.org](mailto:jdhuchzermeier@hcpsnc.org)

Award is contingent upon compliance by prospective vendor with all of the following:

- All North Carolina State, Local and Federal Procurement laws
- Specifications/Requirements listed in the Request for Bids
- Henderson County Public School's Terms and Conditions
- Federal Uniform Guidance (UGO/FEMA Contract Provision)

Henderson County Public Schools encourages participation by small, minority, disabled, and woman-owned business.

Henderson County Public Schools reserves the right to reject any or all bids for sound documented reasons.