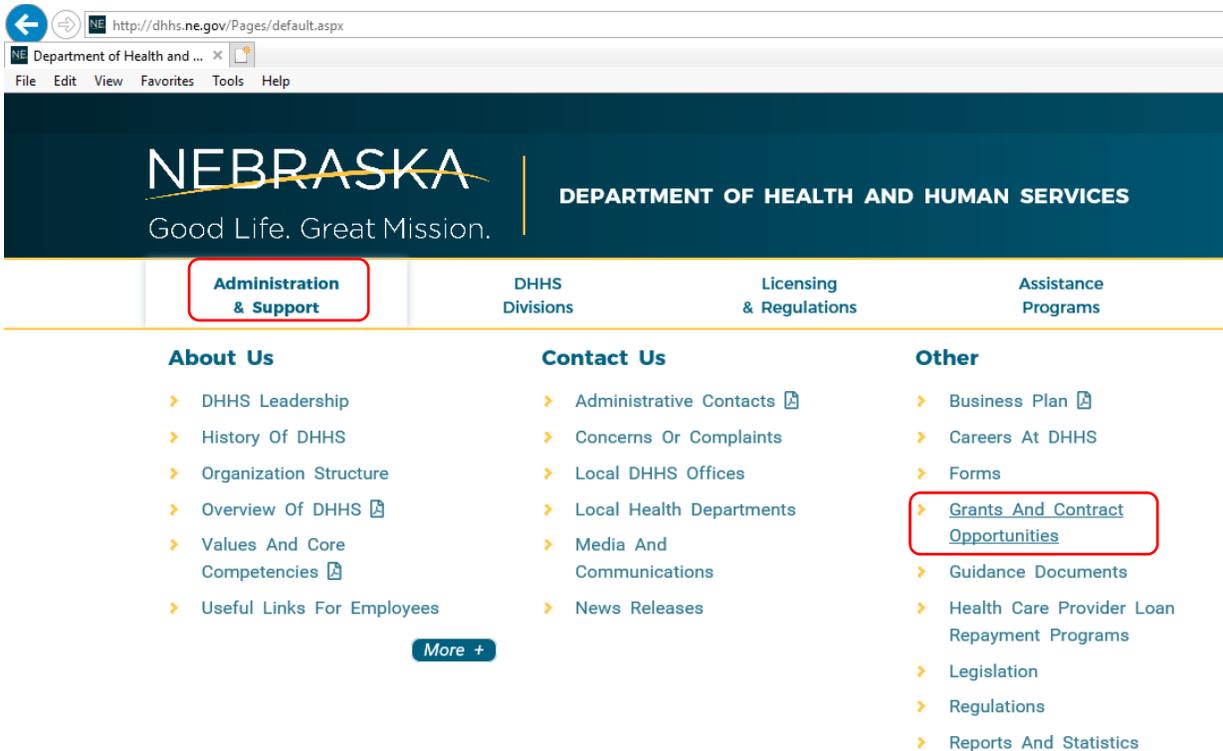


BID PROCESS FOR INTERPRETATION AND TRANSLATION POOL

This document describes the process for Contractors in the Nebraska Department of Health and Human Services (“DHHS”) Interpretation and Translation Pool to submit electronic bids.

Questions regarding this process should be sent to dhhs.rfpquestions@nebraska.gov.

1. From the DHHS homepage (<http://dhhs.ne.gov>), click on Administration & Support > Grants And Contract Opportunities (<http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx>)



The screenshot shows the website interface for the Nebraska Department of Health and Human Services. The navigation menu includes 'Administration & Support', 'DHHS Divisions', 'Licensing & Regulations', and 'Assistance Programs'. The 'Administration & Support' menu is expanded, showing sub-links: 'About Us', 'Contact Us', and 'Other'. The 'Other' sub-menu contains several links, with 'Grants And Contract Opportunities' highlighted by a red box. A 'More +' button is visible below the 'About Us' sub-menu.

- In the [Ongoing Opportunities section](#), click on [Interpretation and Translation Bid Opportunities Board](#).

Ongoing Opportunities

- Child Care Grants (Providers)

Three grants are available to child care providers including the Child Care Grant, Emergency Mini-Grant, and the Quality Improvement Grant. **2019 Natural Disaster Recovery Grants have recently been added.**

- Interpretation and Translation Bid Opportunities Board

Qualified interpreters and translators in the Contractor Pool can review jobs and submit bids at this page.

Interpreters and translators who would like to submit an application to join the Contractor Pool can view the Request for Qualifications at <http://das.nebraska.gov/materiel/purchasing/103325-03/103325-03.html> .

A list of previous jobs and award for each job can be found at the following link: [Log of Interpretation Jobs](#). .

- The Bid Opportunities Board will be grouped by language. The following information will also be provided:
 - Job ID – a unique number assigned to each Bid Opportunity
 - Location of interpretation or translation job
 - Date(s) of Need
 - Estimated length
 - Whether the service will be recurring
 - Required minimum proficiency level
 - Response Due Date
 - Other Special Requirements
- To submit a bid, click the ‘Apply’ button next to the appropriate Bid Opportunity.

Bid Opportunities Board

* click on field names to filter or sort

 new item

Job ID	Location	Date of Need	Estimated Length	Recurring	Minimum proficiency level	Special Requirements
Language : hangul/Korean (1)						
8	1050 N street Lincoln, NE	3/20/2020 5:00 PM	1 hour	No	3	need legal terminology experience, etc...



5. On the following Bid Page, the information listed in #3 above will be provided in the Details section:

Bid Page

Details

Job ID	Language
8	hangul/Korean
Date Of Need	Location
3/20/2020 5:00 PM	1050 N street Lincoln, NE
Estimated Length	Recurring
1 hour	No
Minimum Proficiency Level	Special Requirements
3	need legal terminology experience, etc...

6. Complete the following fields:
- Full Name
 - Email Address
 - Phone Number
 - Hourly Rate (to be inclusive of all costs, including travel)
 - Additional Info (optional) – if the Bid Opportunity lists any Special Requirements, this field can be used to describe how you meet these requirements
7. Click the box affirming the rate provided is inclusive of all costs. Click Submit.

Form

Full Name *	Email Address *
<input type="text"/>	<input type="text"/>
Phone Number *	Hourly Rate *
<input type="text"/>	<input type="text"/>
Additional Info	
<input type="text"/>	

I affirm that the hourly rate submitted herein is correct and inclusive of all costs associated with the interpretation request.

<input type="button" value="Submit"/>	<input type="button" value="Cancel & go to list"/>
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8. DHHS staff will evaluate the submitted bids. Bids will be evaluated based on the following criteria:
 - a. Whether minimum requirements are met; THEN
 - b. Lowest hourly rate

9. After the Response Due Date, DHHS staff will contact the awarded Contractor by sending a Bid Acceptance Agreement document via DocuSign. DHHS staff may also contact the awarded Contractor via telephone or email.

10. In the [Ongoing Opportunities section](#) of the Grants And Contract Opportunities page, DHHS will provide a Log of Interpretation Jobs (“Log”). A Contractor who submitted a bid can view this Log to determine if they have been awarded a Bid Opportunity or not. The Log will contain the following information:
 - a. Job ID
 - b. Language
 - c. Location
 - d. Bid Due Date
 - e. Awarded Contractor
 - f. Awarded Rate

Ongoing Opportunities

- [Child Care Grants \(Providers\)](#)

Three grants are available to child care providers including the Child Care Grant, Emergency Mini-Grant, and the Quality Improvement Grant. **2019 Natural Disaster Recovery Grants have recently been added.**

- [Interpretation and Translation Bid Opportunities Board](#)

Qualified interpreters and translators in the Contractor Pool can review jobs and submit bids at this page.

Interpreters and translators who would like to submit an application to join the Contractor Pool can view the Request for Qualifications at <http://das.nebraska.gov/materiel/purchasing/103325-03/103325-03.html> .

A list of previous jobs and award for each job can be found at the following link: [Log of Interpretation Jobs.](#) 

Log of Interpreter Jobs

Job ID	Language	Location	Bid Due Date	Awarded Contractor	Awarded Rate