



Colorado Commission for the Deaf and Hard of Hearing

**2017 Request for Application-RFA**  
**January 1, 2017-December 31, 2017**  
**Sign Language Interpreters & CART Providers**

The Colorado Commission for the Deaf and Hard of Hearing (CCDHH) requires auxiliary services for the Colorado State Courts, probation, court-ordered treatment, CCDHH staff and the Department of Human Services. Auxiliary services include sign language interpreters, Communication Access Real Time Translation (CART) providers as well as assistive listening devices and systems.

CCDHH has an on going need for qualified service providers and is establishing a list of qualified professional vendors who meet language proficiency and certification levels. In the interest of maintaining the most qualified and diverse roster of vendors to provide auxiliary services for deaf, hard of hearing and deaf-blind citizens, we are requiring all qualified vendors interested in providing auxiliary services to submit their qualifications to CCDHH annually.

Applicants must submit the ***Required Application Documents (list page 2)***  
by COB, **Friday Dec. 16, 2016**  
Effective Dates  
**January 1, 2017 through December 31, 2017**

**Mail or email completed/signed documents to:**  
**Colorado Commission for the Deaf and Hard of Hearing**  
**Cheri Davis-Legal Auxiliary Services**  
**1575 Sherman St, Garden Level**  
**Denver, CO 80203**  
**[cheri.davis@state.co.us](mailto:cheri.davis@state.co.us)**

- CCDHH makes no guarantee with regard to the number of assignments that may be scheduled with the provider as a result of this RFA.
- Provider openings are for all geographic areas of Colorado.
- **Agencies:** Are required to abide by these same requirements for each service provider who will be providing services for the Department.

**\* Please note that CCDHH cannot execute an agreement with a vendor to provide auxiliary services after January 1, 2017, until the vendor has successfully completed this process.**



Colorado Commission for the Deaf and Hard of Hearing

**Required Application Documents**

- All documents are required to be completed and submitted even if the applicant is currently providing services for CCDHH in 2016.
- All vendors must follow the same procedures.
- Incomplete submissions will not be accepted.
- All vendors are required to register with the Colorado Secretary of State.

**Please provide the following as required:**

1. **Sign Independent Contractor Agreement. Print Page 1 and fill in your vendor name and sign Page 16, send in both pages  
**\*REQUIRED FOR ALL****
2. **Initial Certification and Affidavit Regarding Illegal Aliens. Page 15**  
**\*REQUIRED FOR ALL**  
In accordance with Colorado State law, and as a condition to the validity of this Agreement, the vendor shall execute the form to verify legal status and shall comply with all applicable provisions, and, if required, shall provide satisfactory proof of lawful presence in the United States.
3. Proof of insurance (2) per 'Scope of Work', C.(5). **Page 4**  
**\*REQUIRED FOR ALL**
4. Data Sheet for CCDHH Independent Contractor Services (**Required for new vendors only or change in vendor information**). **Attachment**
5. Authorization For Release of Information (**Required for new vendors or 3 years since last background check**). **Attachment**  
The acceptance of this application is contingent upon a satisfactory Judicial Department background investigation.
6. W-9 (**Required if new vendor or change in vendor information**).  
**Attachment**
7. EFT-Electronic Funds Transfer Form (**Required if new vendor or change in vendor information**). **Attachment**  
**Print the form and send, with a voided check or a letter from authorizing bank with letterhead and signature from bank representative, with the rest of the documents. Information MUST match your W-9.**
8. Register or re-new your trade name with the [Colorado Secretary of State](#) and provide number to CCDHH-LAS.