

Edmonds Community College  
HEAD START, EARLY HEAD START, & ECEAP  
CONTRACTOR BID SHEET – INTERPRETER-TRANSLATOR

Edmonds Community College  
Head Start, Early Head Start, & ECEAP  
desires to create an in-house pool of interpreters and translators  
to work with our staff in their work with perspective and enrolled families.  
Hourly rate: \$30 plus mileage reimbursement

Please return this form and all supplemental materials to:

**ATTN: Bethany Sugawara**  
**EdCC Head Start, Early Head Start, & ECEAP**  
**14 E. Casino RD, Bldg B**  
**Everett, WA 98208**

**STEPS TO WORKING AS A HS & EHS INTERPRETER-TRANSLATOR**

**Step 1: Contractor packet –Parts A & B**

Part A: To be considered, Contractor must complete

- a) Name \_\_\_\_\_
- b) Address \_\_\_\_\_  
\_\_\_\_\_
- c) Daytime phone number with voice mail \_\_\_\_\_
- d) Evening phone number with voice mail \_\_\_\_\_
- e) Other than English, list the language(s) you are proficient in providing  
Interpretative services \_\_\_\_\_  
Written translation services \_\_\_\_\_

Part B: To be considered, Contractor must have

- a) Email address \_\_\_\_\_
  - b) Social Security No. or Federal ID No: \_\_\_\_\_
  - c) WA State UBI No: \_\_\_\_\_
- Or go to <http://business.wa.gov> to begin the process of obtaining a Washington State business license. A business license must be in place before we will assign work.
- d) References: Please attach a list of three or more references with contact information who can attest to your:
    - a) professional experience providing interpretive services

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- b) professional experience providing translation services
  - c) professionalism working with clients.
- f) Access to reliable transportation: YES \_\_\_\_\_ NO \_\_\_\_\_
- g) Interpreter/Translator Certificate from the Department of Social & Health Services. If you are not yet certified, visit [www.dshs.wa.gov/sesa/language-testing-and-certification](http://www.dshs.wa.gov/sesa/language-testing-and-certification) for information about testing.

**Step 2: Screening and interviews**

Applicants who have completed Part A and meet all of the required criteria in Part B will be contacted for an interview.

**Step 3: Criminal background and reference checking**

If selected for a contract, you will be required to obtain a Portable Background Check with the Department of Early Learning. The PBC cost is approximately \$58 and is the responsibility of the contractor.

**Step 4: Orientation**

Prior to starting work, the Contractor meets with the Contract Manager to

- a) Submit proof of US Citizenship or ability to work in US (must show original social security or Alien Registration Card/Work Permit, as well as one piece of picture identification)
- b) Submit a signed statement from a health provider that the Contractor is free from communicable diseases including negative for TB as documented by skin test or chest x-ray
- c) Review interpreter scheduling procedures

**WORK SCOPE**

Background

HS/EHS/ECEAP is a federally funded program that provides comprehensive child development, early learning and parent support services to low-income families with children birth to five-years-old with the goals to enhance children’s physical, social, emotional, and cognitive development; and to strengthen parents’ self-sufficiency and parenting skills.

Demographics

The majority of families enrolled in HS & EHS speak Spanish with Mexico as their country of origin followed by families speaking Arabic, Vietnamese, Russian and Korean as their primary language. There are increasing numbers of families from Africa, the Pacific Islands and Central America.

The Contractor will

- Interpret in adult-adult (one on one) settings on a variety of subjects in both English and the CONTRACTOR’S second language.

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- Interpret in small and large group settings between staff and families.
- May translate (English to other language, other language to English) assigned documents using complete, accurate and grammatically correct sentences in English and the CONTRACTOR'S other language.
- Under the guidance of staff, assist families in completing forms and documents which may require the CONTRACTOR to write complete, accurate and grammatically correct sentences in English and the CONTRACTOR'S second language.
- Interpret written material fluently in English and the CONTRACTOR'S second language on a variety of subjects such as health, nutrition, education, social work, self-sufficiency and safety.
- Work with designated HS or EHS employee on developing and maintaining professional relationships with perspective and enrolled families acknowledging the EdCC-SCHS/EHS employee as the only individual who provides perspective and enrolled families with advice, referrals, information, resources, and assists in problem-solving and developing educational strategies.
- Refer prospective and enrolled families who have asked a question, disclosed a need, or identified an issues/concern to the designated HS/EHS employee assigned to the family for a response and action.
- Work with the Contract Manager's Assistant on accepting, completing and submitting required paperwork for all work assignments.
- NOT transport any perspective or enrolled HS & EHS client or client's family member in personal or program vehicle.

Center Locations: At all times, the Contractor will be accompanied by a program employee.

- ALDERWOOD EARLY CHILDHOOD CENTER, 2000 – 200<sup>th</sup> PI SW, Lynnwood
- CENTER for FAMILIES - Edmonds Community College, 20000 68<sup>th</sup> Ave. W Lynnwood
- CHASE LAKE CENTER, 21603 84th Ave W, Edmonds
- WHISPERING PINES CENTER 18133 52nd Avenue West, Lynnwood
- EIGHTH AVENUE CENTER, 12811 8<sup>th</sup> Ave. West, Suite E-107, Everett
- SOUTH EVERETT CENTER, 712 Center Road, Building AA, Everett
- CENTREPOINTE GREENS CENTER, 8600 18<sup>th</sup> Ave W, Everett
- MONROE CENTER, Ferry and Freemont, Monroe
- MAIN OFFICE, 14 E. Casino Road, Building B Everett
- TOMORROW'S HOPE CENTER, 5910 Evergreen Way, Everett

Additional service locations within Snohomish County would include but not limited to perspective and enrolled families' homes, community settings, and public agencies.