

**CONNECTICUT REGIONAL CONVENTION COMMITTEE, INC.  
Hearing Impaired Interpreter Request for Proposal**

**Programming Subcommittee 2023 Convention**

Subcommittee Contact Information:

Chairperson: Joe P. (860) 961-6621

Convention Vice Chair: Keith W. (860) 916-1435

Email: programming@ctnac.org

Connecticut Regional Convention Committee, Inc.

3000 Whitney Avenue, Suite 235

Hamden, CT 06518

**Timetable.** The following timetable will govern all Proposals submitted

<b>EVENT</b>	<b>Jan. 6, 7 &amp; 8, 2023</b>
Issue Request for Proposal	<b>June 13, 2022</b>
Deadline to Submit Proposal	<b>August 1, 2022</b>
Deadline to Negotiate Contract	<b>September 5, 2022</b>
Selection of Vendor(s)	<b>September 11, 2022</b>

**INTERPRETER REQUEST FOR PROPOSAL**

**The Event:**

**Background.** The Programming Subcommittee for the Connecticut Regional Convention Committee is seeking bids from Sign Language Interpreters to provide sign language services for the Connecticut Regional Convention (“Convention”). The Convention is held on the first full weekend after the new year (*January 1<sup>st</sup>*). The Convention runs from Friday afternoon (*around 3:00 p.m.*) until Sunday at noontime. The Convention consists of non-stop meetings and workshops geared toward the primary purpose of Narcotics Anonymous, which is to carry the message of recovery from addiction to the addicts who still suffer. In addition to around-the-clock meetings throughout the weekend.

**2023 Convention** - The Hilton Hotel, Stamford, Connecticut will be the site for the 2023 Convention.

**Meetings and Workshops.** The following is intended to provide an overview of the meetings/workshops in relation to room capacity needs, room set-ups and scheduling.

**The Main Meetings:**

The Friday Night Opening Meeting is held in the main ballroom with a theatre-style set-up. The approximate attendance is between 800 – 900 attendees. It begins at 8:00 p.m. and runs for approximately 2 hours.

The Saturday Night Main Meeting is also held in the main ballroom beginning at 8:00 p.m. and running for approximately 2 hours. The meeting has a theatre-style room set-up and is scheduled after the Convention Banquet. The approximate attendance is between 1,000 – 1,200 attendees. When necessary, this meeting also includes a simulcast feed into the smaller ballroom which would also be set-up theatre-style.

The Sunday Morning Meeting is also held in the main ballroom at 9:00 a.m., in theatre-style set-up for approximately 500 - 800 in attendance.

**Meetings/Workshops** (*All Others*):

During the Convention, there are on average 4 to 5 to 6 meetings/workshops going on simultaneously all weekend between the hours of 8:00 a.m. to 7:00 p.m. In addition, marathon meetings run between the hours of 1:00 p.m. to 7:00 a.m. The room set-up for all meetings is theatre-style.

**Services Needed:**

Two (2) Interpreters. Interpreting coverage for:

- ❖ All Main Meetings;
- ❖ Comedy Show; and

❖ Interpreter availability (*as needed*) for Convention Meetings.

Total on call availability time is approximately 40+ convention hours.

Because the services to be provided will need to be available around the clock during the weekend of the Convention, servicing the Convention's needs will require that the Interpreters stay at the Hotel for the week of the Convention. In addition to the fee to be agreed upon, the chosen Interpreters will also receive two (2) Hotel Rooms as a part of their compensation.

The Interpreters will be provided with Registration Badges for full access and One (1) two-way radio to communicate with members of the Programming Subcommittee.

**Acknowledgement.** As a condition to CRCC, Inc.'s agreement to enter into a Contract, the Interpreters agrees not to possess, consume or otherwise engage in any use of drugs (*including alcohol*) before or during providing the services contracted for.

**Indemnity.** The Interpreters shall agree to indemnify and hold CRCC, Inc. and the hosting Hotel harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action.

**VENDOR INFORMATION/PROPOSAL**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - Contact Person: \_\_\_\_\_

Telephone: (      ) \_\_\_\_\_ - Email: \_\_\_\_\_

Proposed Services:

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Special Requests, Accommodations, etc.

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[VENDOR]

BY: \_\_\_\_\_  
Duly Authorized                          Date