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## **Request for Bids (RFB)**

**Position:** Sign Language Interpreter

**Charter School Name:** Prairie Creek Community School

**Issue Date:** 5/20/2025

**Bid Submission Deadline:** 6/2/2025

**Contact Information:** Kelsey Fitschen-Hemmah, [kfitschen@prairiecreek.org](mailto:kfitschen@prairiecreek.org)

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## **Overview**

Prairie Creek Community School is seeking proposals from organizations or individuals offering on site Sign Language Interpreting in an elementary school. The individual will need to be flexible to changes and have a willingness to learn along side the children.

## **Scope of Services**

The services we require include, but are not limited to, the following: The interpreter will provide interpreting services in general education classroom, specials and other activities that the classroom participates in throughout the day. The interpreter will be expected to go outside with the class, participate in field trips and events during the school day. Additional requests may be made for outside of school hours.

## **Evaluation Criteria**

The bidder should meet the following criteria: must hold an educational interpreting credential.

## **Submission Instructions**

All proposals must be submitted by June 2, 2025 to Kelsey Fitschen-Hemmah: [kfitschen@prairiecreek.org](mailto:kfitschen@prairiecreek.org) Late submissions will not be considered.

For additional information or questions regarding this RFB, please contact Kelsey Fitschen-Hemmah

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**Prairie Creek Community is an Equal Opportunity Employer**

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