**Appendix D**

**Application Cover Page**

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| Applicant Name: |  |

1. **Language Services Offered**

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| **Please identify which languages you are interested in applying for by marking an X:** | | |
| **Languages** | **Written Translation** | **Oral Interpretation** |
| American Sign Language |  |  |
| Spanish |  |  |
| Chinese (Mandarin) |  |  |
| Chinese (Cantonese) |  |  |
| Tagalog |  |  |
| Korean |  |  |
| Armenian |  |  |
| Vietnamese |  |  |
| Farsi |  |  |
| Khmer |  |  |
| English |  |  |
| Arabic |  |  |
| Hindi |  |  |
| Japanese |  |  |
| Russian |  |  |
| Thai |  |  |
| Written Only – Simplified Chinese |  |  |
| Written Only – Traditional Chinese |  |  |

1. **Geographical Area where services can be provided:**

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| **County of Sacramento** |
| **County of Los Angeles** |
| **Other:** |

1. **Key Personnel and Proposed Subcontractors, if applicable, Anticipated to Provide Services**

Please identify Key Personnel anticipated to provide services for each language you are anticipating providing services for (including professional areas of experience, e.g., health industry, government, marketing/communications):

|  |  |
| --- | --- |
| **Language** | **Key Personnel** |
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If applicable, please identify any proposed subcontractors anticipated to provide services for each language you are anticipating providing services for (including professional areas of experience, e.g., health industry, government, marketing/communications):

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| --- | --- |
| **Language** | **Proposed Subcontractor** |
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1. **Fee/Service Rate Schedule:**
   1. Please attach a fee /service rate sheet for each language, service you are anticipating providing services for. Please identify all identifiable costs including, but not limited to:
      1. **Written Translation**: translation rate per word, page or hour, overtime rates, reimbursable items, miscellaneous costs, rush jobs rates, etc., and any variations that First 5 LA could expect for specific projects, if applicable, required for the performance of the contract resulting from this RFV.
      2. **Oral Interpretation (including ASL)**: typical staffing rates, video remote (VRI), specialty services, pre-recorded (PRI), video captioning, over-the-phone (OPI), cancellation fees, interpreting equipment (including but not limited to isolation booths, headsets, and transmitters), including a travel budget (Mileage will be reimbursed at a rate of $0.625 per mile in accordance to First 5 LA policy).
2. **Media Formats Available for Providing Service, Including Text Documents/Materials, Recorded Audio, Video Subtitling/Dubbing and Transcripts**

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