TRANSLATION/INTERPRETATION/AMERICAN SIGN LANGUAGE

REQUEST FOR VENDORS (RFV)

*THIS WEBINAR WILL BE RECORDED*

first 5 la
Giving kids the best start
• **Questions:** Please submit questions via the chat box to Kevin Proff during the presentation.

• Answers to all questions will be released according to timeline detailed in RFV.
Welcome and Introductions

**Kevin Proff**, Contract Compliance Officer
Contract Administration and Purchasing

**Daisy Ortiz**, Contract Compliance Manager
Contract Administration and Purchasing

**Anastasia Howard**, Manager, Internal Communications
Office of Communications
Agenda

1. About First 5 LA
2. Project Overview:
   • Background Information
   • Scope of Work
   • Terms of the Project
3. Eligibility Requirements
4. Required Documents
5. Evaluation Criteria and Selection Process
   • Evaluation Criteria
   • Selection Process
6. How to Apply
7. Timeline
8. Q & A
About First 5 La
• Public agency created by voters in 1998, funded by a tax on cigarettes.

• Focused on young children prenatal to age 5-years old.

• Prioritizing kids because 90 percent of the brain develops in the first 5 years of life.

• First 5 LA pivoted from a funder of direct services to an agent of systems change in 2015.

• Funder, advocate, convener, collaborator, catalyst, and communicator of child and family needs and strategies that make a difference in their lives.

• First 5 LA supports programs and services for children prenatal to age 5 and their families through a competitive and open solicitation process.
On November 10, 2022, First 5 LA’s Board of Commissioners approved the refined 2020-28 Strategic Plan that articulates the organization’s “North Star” – that all children in Los Angeles County will reach their full developmental potential throughout the critical years of prenatal to age 5. The refined North Star grounds First 5 LA’s focus on the importance of the prenatal to age 5 window for strengthening connections, building resilience, and closing disparities.
First 5 LA also identified an overarching systems change goal as a critical step to reaching its North Star: Public systems most critical to children’s development prenatal to 5 advance belonging and justice for communities which experience significant inequities. First 5 LA will undergo a Strategic Plan Reset. The Reset will be finalized by November 2023.
Project Overview
First 5 LA is seeking applicants via this Request for Vendors (RFV) for the purposes of establishing a Qualified Vendor(s) List (QVL) to support First 5 LA’s written translation, oral interpretation with cultural nuance, and American Sign Language (ASL) needs.

The QVL will serve as a source of pre-qualified vendors who may be asked to provide support in one or more of the following areas: Translation, Interpretation and American Sign Language (ASL).

Admittance into the QVL will allow members to receive solicitations for Task Order opportunities with First 5 LA. First 5 LA will issue a solicitation to QVL members on a project-by-project basis based on need, area(s) of expertise and location.
Scope of Work
Through written translation and/or oral interpretation with cultural nuance, vendors are required to provide services in one or more of the following languages:

- American Sign Language, Spanish, Chinese (e.g., Mandarin and/or Cantonese for oral; Simplified and/or Traditional for written), Arabic, Hindi, Japanese, Russian, Thai, Tagalog, Korean, Armenian, Vietnamese, Farsi, Khmer/Cambodian and English.

Vendors may be required to provide more than one interpreter for meetings that exceed two (2) hours. Interpretation vendors must be able to provide the following:

- Dual-language capabilities
- Cultural nuance interpretation
- Simultaneous interpretation
While not required, it is encouraged that Interpretation vendors have the following:

• Isolation booths
• Transmitters and/or headsets (if requested and available)
• Technician to provide onsite support, if equipment is provided.

Applicants may sub-contract.
Terms of the Project
• Vendors accepted into the pool will enter into a contract with First 5 LA. However, acceptance into the Qualified Vendor List (QVL) does not guarantee work with First 5 LA.

• For those who are accepted into the QVL, work will be solicited based on First 5 LA needs. Staff will select a vendor from the pool based on First 5 LA's business needs and will issue a Task Order to the selected vendor.

• The selected vendor and First 5 LA staff will negotiate a Task Order identifying the scope of work and final budget before work can begin using the rates negotiated by the parties upon entry into the QVL.
Vendor(s) may be selected for work based on project need, rotation, and/or solicitation by email. Applicant is responsible for providing a valid e-mail address during the application process and communicating any changes to First 5 LA during the term of pool membership. **If a valid e-mail address is not on record**, First 5 LA may deem the applicant ineligible for the opportunity.

The initial term of membership in this pool is for a **12-month period**. Vendors in the pool will be offered the opportunity to renew their membership upon expiration at the sole discretion of First 5 LA. Additionally, applications will be accepted for additional applicants to the pool on an as-needed basis.
• Vendors may withdraw from the pool at any time by mailing a signed letter to First 5 LA or via email. Accepted vendors are not bound to accept work solicited by First 5 LA. However, vendors in the pool will be required to abide by the contractual considerations in this RFV.

• First 5 LA reserves the right to amend the pool as needed to best meet the needs of all parties. At First 5 LA’s discretion, vendors in the pool may be removed from the pool at any time.

• The QVL shall be refreshed at least once every two years. This will be an Indefinite-Quantity Contract - where work will be issued by First 5 LA through a Task Order. Mileage will be reimbursed in accordance to First 5 LA policy.
Eligibility Requirements
Applicants must submit the application in English. Applicants may submit one application for multiple language services being offered. Applicants must meet the following minimum requirements:

- Applicants must be able to provide translation and/or cultural-nuanced interpretation services in at least one of the languages detailed here: American Sign Language, Spanish, Chinese (e.g., Mandarin and/or Cantonese for oral; Simplified and/or Traditional for written), Arabic, Hindi, Japanese, Russian, Thai, Tagalog, Korean, Armenian, Vietnamese, Farsi, Khmer/Cambodian, and English.
- Applicants must have a minimum of three (3) years of paid experience in the language services they are offering to provide.
- Applicants must be based in California; preferred but not required in Los Angeles County and/or Sacramento County.
Eligibility requirements are the minimum requirements to apply. If your entity is required to register with the California Secretary of State’s website, First 5 LA will verify an “active” status via California Secretary of State’s website: [https://bizfileonline.sos.ca.gov/search/business](https://bizfileonline.sos.ca.gov/search/business).

Applicants that do not meet the requirements above or do not have an “active” status via California Secretary of State’s website (if applicable) will not pass the first level of review (see RFV Section VII. Selection Process).
Required Documents
Proposal Checklist

The following checklist outlines all items to be provided in response to the Translation/Interpretation/American Sign Language Request for Vendors (RFV). This checklist is for proposer use only and does not need to be submitted to First 5 LA.

*Please note that First 5 LA will only review the information submitted on the application.*

<table>
<thead>
<tr>
<th>Required Items</th>
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<tr>
<td>Online Application</td>
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<td>Application Cover Page <em>(Appendix D)</em></td>
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<td>Experience and Qualifications Narrative (no page limitation, but do not embed hyperlinks)</td>
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<td>Work Summary List (1 Page Maximum)</td>
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<td>Litigation and Contract Compliance Form <em>(Appendix E)</em></td>
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<td>Conflict of Interest Form <em>(Appendix F)</em></td>
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<td>Business License (if applicable)</td>
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Online Application: In order to respond to this RFV, proposers must complete an online application form and submit all required documents specified below through the online application system. Proposers must set-up an online account in order to access the application form. Instructions on setting up the account and access the online application may be found at translate/interpretation/american sign language request for vendors (RFV) - First 5 Los Angeles (first5la.org)

To access the online application:
https://www.grantrequest.com/SID_725?SA=SNA&FID=35372
Applicants may submit one application for multiple language services being offered. Applicants must submit the application in English. Please answer the following questions:

Applicant must be able to provide translation and/or culture-nuanced interpretation services in at least one of the languages detailed here: American Sign Language, Spanish, Chinese (e.g., Mandarin and/or Cantonese for oral; Simplified and/or Traditional for written), Arabic, Hindi, Japanese, Russian, Thai, Tagalog, Korean, Armenian, Vietnamese, Farsi, Khmer/Cambodian, and English.

- Select One -

Applicant must have a minimum of three (3) years of experience in the language services they are offering to provide.

- Select One -
Required Documents: Online Application
Required Documents: Online Application

Please upload the following documents (PDF, Word or Excel files accepted). Required documents that consist of multiple pages must be combined into one document and then upload. For example, if you are submitting multiple documents you must save all document pages into one file and then upload. This is also the case for Excel files (xlsx) with multiple sheets, be sure to upload the document in its entirety. Please note that applicants may submit one application for multiple language services being offered. Applicants must submit the application in English.

- 1. Completed Application Cover Page (Appendix D)
- 2. Experience and Qualifications Narrative (No Page Limitation, but do not embed hyperlinks)
- 3. Work Summary List (Maximum 1 page)
- 4. Litigation and Contract Compliance Form (Appendix E)
- 5. Organizational Conflict of Interest Form (Appendix F)
- 6. Business License (if applicable)

In order to respond to this RFV, an application packet complete with required documents must be received by First 5 LA before the closing of this solicitation.

Upload
The maximum size for all attachments combined is 1,000 MB. Please note that files with certain extensions (such as "exe", "com", "vbs", or "bat") cannot be uploaded.
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<th>Oral Interpretation</th>
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<td>Traditional Chinese</td>
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B. Geographical Area where services can be provided:

- County of Sacramento
- County of Los Angeles
- Other

C. 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):

<table>
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<th>Language</th>
<th>Key Personnel</th>
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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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<th>Language</th>
<th>Proposed Subcontractor</th>
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D. Fee Service Rate Schedule:

- Prices listed are per hour for services provided.
- Prices include travel time.
- Prices do not include travel time.

Payment: Payment will be made in accordance with First 5 LA policy.

E. Media Formats Available for Providing Service. Include: Text, Audio, Video, Subtitling/Translating services.

- Audio: Recorded Audio, Video Subtitling/Display and Transcribe
Experience and Qualifications Narrative (No Page Limitation, but do not embed hyperlinks): applicants should provide the following:

• Any resume, curriculum vitae, or statement of firm or subcontractor qualifications outlining any professional certification, relevant work, education, publications, prior projects, etc. of the proposed individual(s) who will be providing services.
• Qualifications should demonstrate experience relevant to each of the language services being offered by the Applicant submitted on the Application Cover Page (Appendix D).
Work Summary List: Applicants should provide a list demonstrating the process used for the language services identified on the Application Cover Page (Appendix D). Narratives should include up to three (3) previous client engagements and be no more than one (1) page:

A. Project Title
B. Client/Agency Name
C. Description of the Project, including your role, any deliverables and/or outcomes of the Project, and tools and/or processes used for editing and quality review.
D. Dates of Project (including start and end dates)
Please read the information on the required Litigation and Contract Compliance form (Appendix E) thoroughly and include a signed copy with your proposal submission by the proposal deadline.

☑️ If you checked “Yes” to any of the questions on this form, please explain the circumstances for the response and explain whether this will impact the project on this solicitation.
Organizational Conflict of Interest Form: Please read the information on the required Organizational Conflict of Interest Form (Appendix F) thoroughly and submit a signed completed form.
• **Business License, if applicable** (e.g., Business license, if required by the City or County in which your organization operates)
Evaluation Criteria
Please note that First 5 LA will only review the information submitted on the application.

EVALUATION CRITERIA

Proposals will be reviewed based on the following evaluation criteria.

- Competitive Rate Commensurate with Experience – 0-2 Points
- Qualifications Narrative Assessment – 1-2 Points
- Work Summary List Assessment – 1-2 Points

Total Possible Points: 6
Threshold for QVL Entry: 3 Points
Minimum Score of 1 in Each Category Required
First 5 LA will review the proposers based on the multi-stage review process detailed below. *Reviewers will be assessed for conflicts of interest with proposers and sign a Conflict-of-Interest form to certify that there are no conflicts of interest.*

- Level 1 Administrative Review
- Level 2 Proposal Review
Selection Process (Continued)

Level 1: Administrative Review

First 5 LA will evaluate all applications for completeness and minimum requirements. Basic requirements include timely receipt of application, submission of all required documents listed in Section VIII. Required Documents, and adherence to eligibility requirements described in Section V. Eligibility Criteria. Applications with omissions of any required documentation are subject to disqualification.

First 5 LA will also conduct a due diligence review which includes a review of the Litigation and Contract Compliance form (Appendix E: Litigation & Contract Compliance Form), a review of whether applicants (that are current and former contractors, grantees and vendors) currently remain placed in non-compliant status by First 5 LA under any existing and past agreement with First 5 LA and verify an “active” status via California Secretary of State (if applicable).

First 5 LA reserves the right to request additional information, if needed, to validate eligibility and/or minimum requirements.

Additionally, First 5 LA will conduct a conflict of interest review for applicants, including subcontractors.

Level 2: Application Review

Applicants that pass Level 1 Review will proceed to Level 2 Application Review.

Reviewers will score applications using the Review Tool listed as Appendix B.

Reviewers may participate in a calibration session prior to finalizing scores.
Acceptance into Qualified Vendor List:

The applicant(s) from Level 2 Application review process scoring a minimum of 3 out of 6 points and a minimum score of 1 in each category will be accepted into the Qualified Vendor List and will be awarded a contract. Please review Section VI. Terms of Project for terms of the Qualified Vendor List and note that acceptance into the Qualified Vendor List does not guarantee work with First 5 LA.
How to Apply
For more information on how to apply, please visit:

TRANSLATION/INTERPRETATION
/AMERICAN SIGN LANGUAGE
REQUEST FOR VENDORS (RFV)
• Proposals that fail to adhere to First 5 LA’s page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the Proposal Review. The removed page(s) will not be made available to reviewers.

• **Failure to submit all required documents will constitute an incomplete proposal and may be grounds for disqualification.**

• Proposers are responsible for any errors and omissions in their proposals and applications. It is the responsibility of the proposer to ensure, prior to submission, that its proposal reflects the requirements of this solicitation.

• **Proposals received after the deadline will not be considered – June 2, 2023 - 5:00 pm PT.**

• Proposers should not wait to submit documents through the online application system minutes before the closing time. First 5 LA will not be responsible for any delays proposers may encounter with the online application system due to multiple proposers uploading documents before the closing time.
Please check the Funding Center webpage regularly for updates and addenda.

First 5 LA has the right to amend this solicitation by written addendum. First 5 LA is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addenda shall be made available via the online funding center. Failure to address the requirements of such addendum may result in the proposal not being considered, at the sole discretion of First 5 LA. Addenda to this solicitation, if any, will be posted on First 5 LA’s website, which may be accessed by clicking https://www.first5la.org/news-resources/funding-center/. It is the responsibility of proposers to ensure, prior to submission, that their application reflects the most recent information and RFV requirements.
I. **TIMELINE FOR SELECTION PROCESS**¹

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
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<tbody>
<tr>
<td>RFV Released on First 5 LA’s Funding Center</td>
<td>May 22, 2023</td>
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<tr>
<td>Informational Webinar</td>
<td>May 24, 2023</td>
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<td>Final date to submit questions regarding the solicitation</td>
<td>May 30, 2023</td>
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<td>Posting of responses to questions regarding the solicitation</td>
<td>June 1, 2023</td>
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<tr>
<td>Application Due</td>
<td>June 2, 2023</td>
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<tr>
<td>Notice of Acceptance</td>
<td>June 13, 2023</td>
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¹Dates are subject to change at First 5 LA’s sole discretion