

**TRANSLATION/INTERPRETATION/  
AMERICAN SIGN LANGUAGE  
REQUEST FOR VENDORS  
(RFV)**

**Los Angeles County Children and Families First –  
Proposition 10 Commission (aka First 5 LA)**

**RELEASE DATE: May 22, 2023**

**TABLE OF CONTENTS**

<b>I.</b>	<b>TIMELINE FOR SELECTION PROCESS .....</b>	<b>3</b>
<b>II.</b>	<b>BACKGROUND .....</b>	<b>4</b>
<b>III.</b>	<b>QUALIFIED VENDOR LIST OVERVIEW.....</b>	<b>4</b>
<b>IV.</b>	<b>SCOPE OF WORK.....</b>	<b>5</b>
<b>V.</b>	<b>ELIGIBILITY CRITERIA .....</b>	<b>5</b>
<b>VI.</b>	<b>TERMS OF PROJECT .....</b>	<b>6</b>
<b>VII.</b>	<b>SELECTION PROCESS .....</b>	<b>6</b>
<b>VIII.</b>	<b>REQUIRED DOCUMENTS.....</b>	<b>7</b>
<b>IX.</b>	<b>TERMS OF THE RFV .....</b>	<b>9</b>
<b>X.</b>	<b>CONTRACTUAL CONSIDERATIONS .....</b>	<b>10</b>
<b>XI.</b>	<b>APPEALS POLICY.....</b>	<b>11</b>
<b>XII.</b>	<b>APPENDICES .....</b>	<b>12</b>

**I. TIMELINE FOR SELECTION PROCESS<sup>1</sup>**

ACTIVITY	DATE
RFV Released on First 5 LA's Funding Center	May 22, 2023
Informational Webinar	May 24, 2023
Final date to submit questions regarding the solicitation	May 30, 2023
Posting of responses to questions regarding the solicitation	June 1, 2023
Application Due	June 2, 2023
Notice of Acceptance	June 13, 2023

All questions and requests for additional information regarding this Request for Vendors (RFV) must be received in writing to First 5 LA via email. First 5 LA reserves the sole right to determine the timing and content of the responses to all questions and requests for additional information. First 5 LA may respond to individual inquiries and then post replies to all questions on F5LA's website by the posting date. Any amendments to this RFV will be posted online at First 5 LA's sole discretion during the period of posting.

Questions and requests for additional information must be submitted in writing to:

Kevin Proff, Contract Compliance Officer  
E-mail: [kproff@first5la.org](mailto:kproff@first5la.org)

**Informational Webinar**

Potential applicants are highly encouraged to participate in the Informational Webinar from **3:30 – 4:30 p.m. PT on May 24, 2023** to learn more about the RFV requirements. Please register for the webinar at: [https://first5la.zoom.us/webinar/register/WN\\_Y7gKM6bnQ2WPr4cZVOKxpQ](https://first5la.zoom.us/webinar/register/WN_Y7gKM6bnQ2WPr4cZVOKxpQ). After registering, you will receive a confirmation email containing information about joining the webinar.

**Updates and Addenda**

**Please check the First 5 LA Funding Opportunities 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 application 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 [Funding Center - First 5 Los Angeles \(first5la.org\)](#). It is

<sup>1</sup>Dates are subject to change at First 5 LA's sole discretion.

the responsibility of applicants to ensure, prior to submission, that their application reflects the most recent information and RFV requirements.

For responses to this RFV to be considered, a complete application and all required documents must be received by First 5 LA.

## **II. BACKGROUND**

### **First 5 LA — Giving Kids the Best Start**

In 1998, California voters passed Proposition 10, which levied a 50-cent per pack tax on all tobacco products. The resulting tax revenues were earmarked for the creation of a comprehensive system of information and services to advance early childhood development and school readiness within each county in California. In Los Angeles County, the First 5 LA Commission was formed as a public entity to develop and oversee various early childhood initiatives and to manage the funding from Proposition 10.

### **The First 5 LA 2020-28 Refined Strategic Plan**

On November 10, 2022, First 5 LA's Board of Commissioners approved the refined 2020-28 Strategic Plan (<https://www.first5la.org/2020-2028-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 new Strategic Plan Reset. The Reset will be finalized by November of 2023.

## **III. QUALIFIED VENDOR LIST 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 work supports improving language accessibility to members of the public with limited English proficiency, and language access services for subgroups in the deaf and hard-of-hearing community served by First 5 LA. 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. QVL members may respond to the solicitations that fit their areas of expertise and experience while considering availability and capacity to execute the project. First 5 LA will select the appropriate vendor(s) on a per project basis from the QVL based on project need, availability, capacity and/or location, key dialects per language (California, LA County) and any other criteria needed for the project. This QVL Request for Vendors is a pre-qualification process only. First 5 LA's inclusion of any vendor on the QVL will not guarantee that the vendor will receive any particular quantity of business.

Vendors will be accepted into the QVL for a 12-month period. The QVL may be open for new applicants on an as-needed basis, with applications accepted at additional times during the year, as

determined by First 5 LA. Vendors will be offered the opportunity to renew their membership in the QVL upon expiration at the sole discretion of First 5 LA.

Vendors providing these services are required to enter into contractual agreements with First 5 LA. First 5 LA will execute an Indefinite-Quantity Contract (see Appendix A – Sample Contract) for an indefinite quantity of specific services and supplies, for up to a 12-month contract period, provided at fixed prices established prior to contract award. Any work assignments will be issued by Task Order. Vendors may be required to submit additional documentation in order to complete the contracting process. First 5 LA reserves the right to extend or shorten the contract period according to business need. First 5 LA may remove a vendor from the QVL at any time for cause (e.g., poor quality of goods or services, noncompliance with terms of the agreement, etc.). Likewise, a vendor may withdraw from the QVL at any time by submitting a signed letter to First 5 LA via U.S. Mail or via email.

First 5 LA reserves the right to extend the use of the QVL at its sole discretion.

#### **IV. 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

Applicants may sub-contract.

While not required, it is encouraged that Interpretation vendors have the following: Isolation booths, transmitters and/or headsets (if requested and available) and a Technician to provide onsite support, if equipment is provided.

#### **V. ELIGIBILITY CRITERIA**

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 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.
- 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>.

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 *Section VII. Selection Process*).

## **VI. TERMS OF PROJECT**

1. ***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.
2. 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.
3. 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.
4. 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.
5. 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.

## **VII. SELECTION PROCESS**

First 5 LA will review QVL applications based on the multi-stage review process detailed below. Reviewers will be assessed for conflicts of interest with applicants and sign a Conflict-of-Interest form to certify that there are no conflicts of interest.

### Level 1 Internal 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.

### **VIII. REQUIRED DOCUMENTS**

The documents listed in this section are required in applicant’s response to this RFV to be considered a responsive application. Appendix C – Proposal Checklist is available to assist in application completion. Omission of any document/form will constitute an incomplete application and may be grounds for disqualification. Applications that exceed 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 Level 2: Application Review. The removed page(s) will not be made available to reviewers.

Unless explicitly requested below, do not embed hyperlinks in your application documents. Any unrequested hyperlink included in application documents will be deactivated before the Level 2: Application Review and will not be made available to reviewers.

- **Online Application:** In order to respond to this RFV, applicants must complete an online application form and submit all required documents specified below through the online application system. Applicants must set-up an online account in order to access the application form.

Instructions on setting up the account and to access the online application:

[https://www.grantrequest.com/SID\\_725?SA=SNA&FID=35372](https://www.grantrequest.com/SID_725?SA=SNA&FID=35372)

- **Application Cover Page (Appendix D):** Using the Application Cover Page, please identify:
  - A. The Language/Cultural Nuance/Key Dialect Services being offered
  - B. Geographical Areas where services can be provided
  - C. Identify Key Personnel and any proposed subcontractors, if applicable, anticipated for each language you anticipate providing services for (including professional areas of experience – e.g., health industry, government, marketing/communications).

- D. Fee/Service Rate Schedule - 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:
- i. **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.
  - ii. **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).
- E. Media Formats you have experience with for providing service, such as text documents/materials, recorded audio, video subtitling/dubbing and transcripts.
- **Experience and Qualifications Narrative:** Applicants should provide a 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). (No Page Limitation, but do not embed hyperlinks)
  - **Work Summary List:** Applicants should provide a Work Summary 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)
  - **Litigation and Contract Compliance Form (Appendix E):** Please read the information on the required Litigation and Contract Compliance form thoroughly and include a signed copy by the application deadline. If you checked “Yes” to any of the questions on this form, please explain whether this will impact the project on this solicitation.
  - **Conflict of Interest Form (Appendix F):** Please read the information on the required Organizational Conflict of Interest Form 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)

**Failure to submit all required attachments may constitute an incomplete application and may be grounds for disqualification.** Applicants are responsible for any errors and omissions in their applications. In order to respond to this RFV please complete and submit your application and all required documents to First 5 LA via online portal no later than **5:00 PM PT on June 2, 2023.** **Applications received after this deadline will not be considered and will be automatically disqualified.**



It is the responsibility of the applicant to ensure, prior to submission, that its application reflects the requirements of this solicitation, including any addenda First 5 LA may have issued. Applicants should not wait to submit documents through the online application system minutes before the submission deadline. First 5 LA will not be responsible for any delays applicants may encounter with the online application system.

## **IX. TERMS OF THE RFV**

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 an addendum may result in the application not being considered, at the sole discretion of First 5 LA. It is the responsibility of applicants to ensure, prior to submission, that their application reflects the most recent addenda information and RFV requirements. Addenda to this solicitation, if any, will be posted on First 5 LA's website at <https://www.first5la.org/news-resources/funding-center/>.

First 5 LA reserves the right to reject all bids and re-advertise for bids, and that failure to comply with bid specification may be grounds for disqualification of bids. Each bidder or applicant shall be required to honor the price and specifications quoted for a minimum of ninety (90) calendar days following submission of the bid unless otherwise approved by First 5 LA. First 5 LA may waive any irregularity in bids or applications if the irregularity does not provide an unfair competitive advantage over other bidders or applicants. First 5 LA also reserves the right to cancel this RFV in its sole discretion, at any time before execution of a contract.

First 5 LA shall not be liable for any costs incurred in connection with an applicant's preparation of a application in response to this RFV. Any cover letters, résumés and curriculum vitae, including attached materials, submitted in response to this RFV shall become First 5 LA's property and subject to public disclosure.

Each application shall be retained for official files and will become public record upon submittal unless the application or specific parts of the application can be shown to be exempt from disclosure by law. The budget, scope of work and other contractual information may be included in board materials which are made public if the contract requires board approval. Each applicant may clearly label parts of an application as "CONFIDENTIAL" if the applicant thereby agrees to indemnify and defend First 5 LA for honoring such a designation. The failure to so label any information that is released by First 5 LA shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for information labeled confidential is received by First 5 LA, First 5 LA will notify the applicant of the request. Within seven (7) calendar days after First 5 LA's notification to the applicant, it will be the applicant's duty to act in protection of the labeled information. The applicant's failure to so act shall constitute a complete waiver.

The applicant agrees that, by submitting application, the applicant authorizes First 5 LA to verify any or all information and/or references submitted in the application.

False, misleading, statements in connection with an application shall be sufficient cause for rejection of the application at any time. The evaluation and determination in this area shall be at First 5 LA's sole judgment.

First 5 LA may waive any irregularity in bids or applications if the irregularity does not provide an unfair competitive advantage over other bidders or applicants.

## **X. CONTRACTUAL CONSIDERATIONS**

The successful applicant must sign and adhere to the provisions of the First 5 LA Contract (see Sample Contract - Appendix A). The successful applicant must execute the Contract without substantive alteration. All applicants must review the sample Contract in detail and fully understand the contractual obligations described in the Contract, including all insurance requirements. First 5 LA may, after contract award, amend the awarded contract, scope of work and any other exhibits in accordance with the terms of the contract and as needed throughout the contract term to best meet the needs of First 5 LA.

First 5 LA may, at its discretion, request that the Contractor undertake additional, unanticipated, activities that are aligned to the project objectives of this RFV and incorporate such activities into the final Scope of Work/Performance Matrix and Budget, if applicable.

Current and former First 5 LA grantees, contractors and vendors and prospective subcontractors must be in good standing and compliant with all aspects of current and former agreements with First 5 LA in order to be eligible to respond to this RFV. First 5 LA may deem an applicant ineligible to respond to this RFV if it finds, in its sole discretion, that the applicant or designee has done any of the following: (1) violated any term or condition of a First 5 LA agreement; (2) committed any act or omission, or engaged in a pattern or practice, that negatively reflects on the applicant's quality, fitness or capacity to perform services listed in this RFV; (3) committed an act or offense that indicates a lack of business integrity or business dishonesty; or (4) made or submitted a false claim to First 5 LA or any other public entity.

As stewards of public funds First 5 LA's Funding Guidelines (<https://www.first5la.org/article/funding-guidelines/>) are intended to provide information about the restrictions on the use of First 5 LA funds. Although these Funding Guidelines are applicable generally, the terms of individual funding agreements will always take precedence over these guidelines.

The award of a contract by First 5 LA to an individual/agency/organization that proposes to use subcontractors for the performance of work under the contract resulting from this RFV process shall not limit First 5 LA's right to approve subcontractors, assemble teams and/or assign leads. Each applicant will be evaluated independently for added value to the overall team. A copy of executed subcontract(s) related to Program funding must be provided to First 5 LA.

The commencement of any activities under the contract's Scope of Work/Performance Matrix (Exhibit A) will not begin until the contract execution date (the date all parties have signed and delivered the contract) and the successful applicant will not be eligible to obtain reimbursement for any costs incurred prior to the contract execution date, unless otherwise approved in writing by First 5 LA. If the awarded contract is not signed by the successful applicant within thirty (30) calendar days from the proposed intended start date, First 5 LA may withdraw the contract award. First 5 LA may revise the proposed effective date prior to final execution of the awarded contract. Please note that the work assignments will be issued by Task Orders- which will be identify the Scope of Work and Budget per project.

If the value of the contract is \$150,000 or more in the aggregate in any fiscal year, the award and execution of the contract is subject to First 5 LA's Board approval. Any performance of services commenced prior to obtaining all written approvals by First 5 LA shall be considered voluntary prior to final execution of the contract.

The Contractor shall ensure that the Contractor, its employees and subcontractors, as well as the participants in any program or service conducted hereunder, comply with all applicable federal, State

and local public health orders to protect against the spread of the COVID-19 virus or other public health threat, including, without limitation, maintaining social distancing requirements, avoiding unnecessary or non-essential gatherings, and providing or requiring personal protective devices such as face masks, gloves and cleaning supplies.

Unless otherwise submitted during the RFV process, the successful applicants will be required to submit additional required documentation including, but not limited to, the following documents before the awarded contract can be fully executed:

- Litigation and Contract Compliance Form
- Signature Authorization Form and supporting documents as described in form

*If Applicable:*

- By-laws
- Articles of Incorporation
- Board of Directors or List of Partners
- Annual Independent Audit for prior fiscal year or calendar year
- Appropriate business licenses
- IRS Determination Letter for non-profit status
- Completed IRS Form W-9
- Memorandums of Understanding and Subcontracts (for any sub-contractors, collaborators, and/or partners)

It is First 5 LA's intent to contract with independent contractors as defined under California's AB 5 and not to create an employer/employee relationship.

## **XI. APPEALS POLICY**

First 5 LA reserves the right, without prejudice, to reject any or all submitted applications. An appeal shall be permitted only on the grounds that the decision violated applicable law, First 5 LA policies and procedures, or the terms of the solicitation. Appeals challenging First 5 LA's decisions on the merits or qualifications of bidders or applicants, or the scoring of applications shall not be permitted. Appeals regarding First 5 LA's decisions on procedural or formatting errors, such as failure to include required documentation or failure to comply with page limits, shall not be permitted. An appeal of a First 5 LA decision shall be in writing and filed within ten (10) business days following the date the notification of decision is made by First 5 LA. The appeal must be filed by email to the designated contact person on the solicitation or other method described in the solicitation. An appeal shall be deemed filed on the date it is received by First 5 LA. Any appeal received by First 5 LA after the close of business on the tenth (10th) business day following the date the notification of decision is issued shall be rejected. Please be advised that your agency has the right to appeal the decision. First 5 LA's Appeals Policy can be found at <https://www.first5la.org/wp-content/uploads/2021/10/Procurement-Policy-2021.pdf>. Please refer to *Section XI. Appeals* for more information.

## **XII. APPENDICES**

Below is a list of corresponding appendices:

### **For Informative Purposes:**

- Appendix A – Sample Contract - *PDF*

- Appendix B – Level 2 Review Tool - *PDF*
- Appendix C – Proposal Checklist - *PDF*

**For Submission:**

- Appendix D – Application Cover Page - *Word*
- Appendix E – Litigation and Contract Compliance Form - *PDF*
- Appendix F – Organizational Conflict of Interest Form - *PDF*