

**Translation/Interpretation/American Sign Language  
Request for Vendors (RFV)  
Questions and Answers  
Updated and Posted: June 1, 2023**

- 1. Proposer Question:** Normally we contract 2 interpreters for meetings that go over 1 hour, not 2. Is that a term that can be modified to follow industry standards? This would help avoid cognitive fatigue.

**Response:**

Applicants should indicate in Section D. Fee/Service Rate Schedule in Appendix D. Application Cover Page the number of interpreters their organization allocates and associated pricing when projects include meetings lasting two hours.

- 2. Proposer Question:** As an agency we work with numerous translators and interpreters. Do we need to list all of them? That would be multiple people in multiple languages.

**Response:**

Agencies working with more than 20 translators and/or 20 interpreters, have the option to summarize the qualifications represented by their pool of those individuals who provide services to the agency in the Experience and Qualifications section of VIII. Required Documents.

- 3. Proposer Question:** Also, what type/size ISO booth do you need? Is an enclosed table top booth sufficient?

**Response:**

Projects are determined on an as-needed basis and will be issued through task orders, including any equipment required to complete the task order. Currently, we do not have a projection of ISO booths and/or table top booths needs. An indication of booths accessible to you/your organization and associated pricing should be referenced in Section D. Fee/Service Rate Schedule in Appendix D. Application Cover Page in your application.

- 4. Proposer Question:** It would be most helpful if you could provide some idea of the expected spend for written translation and separately for interpretation services during the next three years. A historic spend for these two broad categories for 2022 and 2023 YTD (if available) would also be very useful.

**Response:**

First 5 LA contracted approximately \$104,000 for translation and interpretation services for fiscal year 2022-23. First 5 LA anticipates budgeting \$385,000 for translation and interpretation services for fiscal year 2023-24. Spending for fiscal year 2023-24 will be based on First 5 LA's business needs and will be issued through a task order as those business needs arise.

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5. **Proposer Question:** I'm interested in applying for this opportunity however I don't see where it specifies on the grant amount for this project? Or do we come up with our own budget?

**Response:**

There is no specified grant amount for this Request for Vendors.

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's as-needed basis. Staff will select a vendor from the QVL 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.

The Application Cover Page (Appendix D) subsection D. Fee/Service Rate Schedule requests that applicants:

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).

6. **Proposer Question:** Is it acceptable if I attach another document to the cost narrative?

**Response:**

For the Application Cover Page, subsection D. Fee/Service Rate Schedule requests that applicants, **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).

7. **Proposer Question:** Do you already have a budget for this 12-period or do you currently have a incumbent and can you share their rates with us?

**Response:**

Currently, First 5 LA does not have a single incumbent for translation and interpretation services; various contracts have project-specific needs for which specific services have been procured.

This Qualified Vendor List endeavors to centralize this procurement process to support the translation and interpretation needs of the organization.

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).

Vendor(s) may be selected for work based on project need, rotation, and/or solicitation by email. 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.

First 5 LA anticipates budgeting \$385,000 for translation and interpretation services for fiscal year 2023-24. Spending for fiscal year 2023-24 will be based on First 5 LA's business needs and will be issued through a task order as those business needs arise.

8. **Proposer Question:** Do you already know the expected volume for each language and category? For example, in words or projects.

**Response:**

Projects will be determined on an as-needed basis and will be issued through task orders. We do not have a projection of the expected volume per language or category.

9. **Proposer Question:** For the Experience & Qualifications Narrative, it says " Qualifications should demonstrate experience relevant to each of the language services being offered," I wanted to confirm that "language services" means types of services, such as interpretation and translation, and not languages.

**Response:** The language service(s) being offered per language include written translation and/or oral interpretation with cultural nuance.

10. **Proposer Question:** For the Cover Page "Appendix D", there is a key personnel area. Do we put the names of the interpreters who will be providing the language services? Or should this be the key personnel who will be handling requests and coordinating them? We normally gather the names of the interpreters after we have reached out to our network of professional interpreters and confirmed their availability for the specific requests.

**Response:** Please see response to question 2.

**11. Proposer Question:** Can we request 2 interpreters for languages if the meeting is past one (1) hour as opposed to two (2) hours as stated on the RFV?

**Response:** Please see the response to question 1.