

## RFP for Translation Services for Head Start Family Newsletter for School Year 2021-2022

### 1. Introduction

#### 1.1 Objective:

The purpose of this RFP is to select a contractor to provide translation services, English to Spanish, to serve Lorain County Community Action Agency's Spanish speaking Head Start families specifically and, in the future, Spanish speaking clients in general.

#### 1.2 About LCCAA

Lorain County Community Action Agency's mission is to serve and empower low-income residents of Lorain County. All programming offered by LCCAA, including Head Start, requires clients to qualify based on income. Programs assist with both emergency situations and in creating new pathways out of poverty for participants. Visit our website at [www.lccaa.net](http://www.lccaa.net) for more specific information.

#### 1.3 About Head Start

Head Start is a federally funded comprehensive child development program. LCCAA serves just under 900 children annually in our preschool program for 3 to 5 year-olds. The program prepares students for kindergarten and to be lifelong learners. LCCAA also offers Early Head Start which serves children from birth up to age 3 and supports pregnant women. Approximately 40 families are served annually by LCCAA Head Start.

LCCAA Head Start directly operates seven centers throughout Lorain County. LCCAA also has collaborative relationships with area public schools and others. Additionally, we offer a home-based program and, new in 2020, a virtual option.

### 2. Description of Project

#### 2.1 Background

Lorain County is home to a large number of immigrants from Puerto Rico in particular. Many of these families are low-income and qualify for LCCAA programs, including Head Start. In the 2019-2020 school year, staff identified approximately 47 Head Start families who would be better served by Spanish language materials.

During the school year, September to May, LCCAA Head Start publishes a professionally produced monthly Family Newsletter on a regular schedule. The 8-page newsletter contains articles focuses on early childhood development, academics, nutrition and parent involvement. Articles range in length from 50 to 300 words. A sample of the newsletter is attached to this RFP and additional issues can be viewed at [www.lccaa.net](http://www.lccaa.net).

#### 2.2 Work to Be Performed

1. Transcreate content, utilizing knowledge of the desired dialect to preserve the original intent of the message, rather than performing a strictly literal translation.
2. On an agreed upon scheduled, translate or transcreate articles for the Head Start Family Newsletter from English to Spanish turning work around in 48 to 72 hours.
3. Translate/transcreate content into Puerto Rican Spanish with a casual register appealing to families without altering the underlying message of the text.
4. Exchanges files in Microsoft Word via email, Dropbox, Google Drive or similar platform.

### 3 Functional Requirements

1. Experience in translating/transcreating English to Puerto Rican Spanish
2. Perfect mastery of the Spanish language, specifically the Puerto Rican dialect.
3. Excellent knowledge of English (bachelor's degree or equivalent experience).
4. Sensitivity to the cultural content and the target audience.
5. Experience in early childhood education is an asset.
6. Adaptability and flexibility to work under pressure and meet tight deadlines.
7. Strong communication skills, including writing, analytical skills and research ability.
8. Strong computer skills, including remote file sharing (i.e. Dropbox, Google Drive)

### 4 General and Contractual Conditions

#### 4.1 Language

All correspondence related to the RFP, submitted proposal, contract negotiations and ongoing scheduling after award is made, shall be done in English.

#### 4.2 Legal Status

The contractor shall be considered an independent contractor, not an employee, partner or agent of LCCAA for any purpose. LCCAA shall not be responsible for withholding taxes with respect to agreed upon compensation and contractor shall have no claim against the agency for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance or employee benefits of any kind.

#### 4.3 Confidentiality

If contracted, the winning bidder will have access to and become acquainted with business operations including, but not limited to, LCCAA's methods, client lists, accounts and procedures. Contractor will be required to agree that none of this information will be disclosed, directly or indirectly, or use any of them in any manner except as required in the course of their engagement with LCCAA.

#### 4.4 Intellectual Property

All materials associated with this work, both English and Spanish, remain the property of LCCAA. LCCAA reserves the right to revise the work, to use the work in a different way from that originally envisioned or to not use the work at all.

#### 4.5 Subcontracting

Any intention to subcontract aspects of this contract must be specified in detail in the submitted proposal. Information concerning the subcontractor, including the qualifications of the staff proposed for use must be covered with the same thoroughness as the prime contractor.

#### 4.6 Indemnification

Each party to the final agreement will operate in compliance with all local, state and federal laws. No liability will be conferred by either party in executing a final agreement.

#### 4.7 Warranty

The contractor shall warrant as follows:

1. The deliverables shall meet the specifications and shall function in a manner which is fully adequate to meet its intended purpose. The contractor will further warrant that deliverables shall be error-free, in that the Contractor shall correct any errors in deliverables, free of charge, in an agreed upon short-deadline time frame.
2. The deliverables shall not violate any copyright or other proprietary right of any third party.

### 5 Instructions to Bidders

#### 5.1 Proposal Deadline

Proposals must be received no later than June 1, 2021. Proposals shall be sent electronically to [communicationsaide@lccaa.net](mailto:communicationsaide@lccaa.net) with the subject line "Spanish Translation Proposal Submission."

#### 5.2 Submission Criteria

Proposals must be submitted in writing in English and include the following:

1. Your company or personal background, including but not limited to professional resumes for anyone who will touch the project, addressing all aspects listed in section three.
2. A written description of how you or your firm will perform the work, including what tools and resources you expect to use.
3. Your proposal for an hourly and/or per article rate.
4. An estimate of total hours and cost for the entire project: translating/transcreating nine editions of the Head Start Family Newsletter.
5. At least three references who can attest to your language and translation skills.

### 5.3 Period of Validity

The proposal as submitted must be valid for a minimum of 90 days after the closing date.

### 5.4 Modification and Withdrawal

Modifications after the closing date shall not be accepted. If a proposer wishes to withdraw their submission, they shall send notice to the [communicationsaide@lccaa.net](mailto:communicationsaide@lccaa.net) address.

### 5.5 Who May Bid

This RFP is open to all qualified bidders.

## 6 Opening and Evaluation of Proposals

### 6.1 Opening of Proposals

LCCAA assigned staff shall open and review all proposals and contact bidders if clarification or additional information is needed.

### 6.2 Selection Process

LCCAA staff shall contact selected bidders for interviews (format to be determined: in person, virtual, phone) during the month of June 2021.

Upon executing an agreement with the chosen bidder, all bidders will be notified of their status no later than July 31, 2021.

Work will begin in August 2021 with the September issue of the Head Start Family Newsletter.