



REQUEST FOR PROPOSAL (RFP): CURRICULUM TRANSLATION SERVICES

The California Partnership to End Domestic Violence (Partnership) invites you to submit a proposal for translation of our 40 hour curriculum materials. At this time, we anticipate a one month engagement.

Additional information about our organization, project and scope of contracting services are provided in subsequent pages.

Questions Regarding RFP

- Inquiries concerning this RFP should be submitted to christina@cpedv.org using the subject line: *"Curriculum Translation Services RFP Inquiry"*. All questions must be submitted by 3:00 pm on 5/12/2017. Answers will be posted on www.cpedv.org/employment by 3:00pm on 5/15/2017.

Submission of Proposals

Documents must be submitted in the following formats:

- Single space, 1" margins
- Word – Word 2004 or above, Times New Roman
- Excel – Excel 2004 or above
- PDF

Completed proposals:

- Via e-mail to christina@cpedv.org by 3:00pm on 05/19/2017

NOTE

All costs related to the submission of this RFP must be assumed by the submitting individual/organization. No expenses will be reimbursed.

SECTION I. ORGANIZATIONAL OVERVIEW

The California Partnership to End Domestic Violence (the Partnership) is California's statewide domestic violence coalition representing 1,000 members across the state. Representing California's domestic violence community, the Partnership works to inform, inspire and connect all those concerned with this issue, because together we're stronger. In pursuit of our shared vision of a California free from domestic violence, the Partnership promotes the collective voice of a diverse coalition of organizations and individuals working to eliminate all forms of domestic violence. As an advocate for social change, we advance our mission by shaping public policy, increasing awareness and strengthening capacity to promote safety and healing throughout the state.

SECTION II. SCOPE OF WORK

A. Description

The Partnership requires services to translate our 40 hour curriculum materials from English to Spanish. The curriculum materials include an introduction, table of contents, FAQs section, a 13 module PowerPoint presentation and Trainer Guide, as well as various handouts and activities forms. Contractor is expected to translate materials and return them in original formatting where possible. Total word count is estimated to be 200,000 across approximately 140 files. All work must be completed by June 30th, 2017.

B. Scope of Contracted Services

1. Submission of source documents
 - a. The Partnership will submit original documents in PowerPoint, PDF and Word formats as well as master list of documents to contractor by 5/30/2017.
2. Translation of materials
 - a. Contractor will translate all documents into Spanish, maintaining originally formatting where possible.
 - b. Contractor will submit draft version of translated Module 1 (1243 words) for Partnership review by 6/6/2017.
 - c. The Partnership will review draft version and submit any notes and/or requested revisions by 6/7/2017.
 - d. Contractor will return final versions of all translated documents no later than 6/30/2017.
3. Invoicing
 - a. Contractor will submit final invoice to lupe@cpedv.org by 6/30/2017.

C. Timeline

RFP Released	5/9/2017
Deadline to submit questions	5/12/2017, 3:00PM
Answers posted to www.cpedv.org/employment	5/15/2017, 3:00PM
Proposal Due	5/19/2015, 3:00PM
Contract Awarded	5/26/2017
Work commences	5/30/2017
Work completed	6/30/2017

D. Qualifications

Selected contractor will demonstrate the following knowledge, skills, experience:

- At least 5 years in business
- Experience translating training materials and presentations
- Demonstrable quality assurance controls and guarantee of translation work

SECTION III. PROPOSALS

Those wishing to submit proposals for this Contract should carefully review and submit the following information:

A. General Information

- Name of Individual/Organization
- Contact Person
- Title
- Mailing Address
- Telephone Number
- E-mail
- Website

B. Organizational Overview

- Describe your organization, history and scope of practice
- Provide brief biographies of proposed team (w/ resumes attached)

C. Qualifications

- Briefly explain why you/your firm is a good fit with our organization and this project
- More specifically, describe how you/your firm meet the required qualifications outlined above (Sec. IID).
- Please include two samples of similar work, showing one page each of source document and final translated product.

D. Proposed Work Plan & Timeline

- Description of proposed process to be used to fulfill the Scope of Work/Project Deliverables noted above, as well as proposed methods of quality analysis to ensure accurate translation
- Outline of key steps, persons responsible and proposed timelines to complete project

E. Client Management Services & Fees

- Process for managing project, including communications with the Partnership
- Measures and reports to be used to keep project on track and demonstrate fulfillment of expected deliverables
- Proposed project budget aligned with activities in Scope of Work
- Budget narrative, justification and methods of calculation including price per word and any other costs or fees.

F. References

- List of clients (name only) for whom you/your company have provided similar consulting services
- Contact information for three (3) specific professional references

SECTION V. ADDITIONAL TERMS

A. Applicant Rights

All materials submitted in response to this RFP become the property of the Partnership upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between the Partnership and the Consultant/Contractor. Each applicant, as an express condition for the Partnership's consideration of such proposal, agrees that the contents of every other proposal submitted by other applicants with respect to this RFP are confidential, proprietary and trade secret information in all technical areas and waives any right to access such proposals during the RFP process. No submissions or supporting documentation will be returned to the submitting applicant. Neither party shall be liable for disclosures that are required by law.

B. Conflict of Interest

Proposing companies/entities are asked to identify any conflicts of interest in serving the Partnership and to clarify, if applicable, how conflicts will be managed/mitigated to ensure the best interests of the Partnership are met.

C. Reservation of Rights

This RFP does not commit the Partnership to award a contract, to pay any costs incurred in the preparation of the proposal to this request, or to contract for services. The Partnership reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified persons or organizations, or to cancel in part or in its entirety this RFP if, at the sole discretion of the Partnership, the organization determines that it is in its best interest to do so.