

## Request for Proposal (RFP) for Spanish Translation and Interpretation Services for Community Engagement Outreach & Events – *Breathe Easy* Campaign

### Issued By:

Community System Solutions

**Campaign Title:** *Breathe Easy*

**Locations:** Ellensburg and Yakima, WA

**RFP Release Date:** April 3, 2025

**Proposal Submission Deadline:** April 30, 2025

### Contact Information:

Laura Anthony, Community System Solutions

[laura.anthony@cssgrants.org](mailto:laura.anthony@cssgrants.org)

(916) 402-1398



## 1. Introduction & Background

The Washington Department of Ecology (Ecology) and Community System Solutions are collaborating on the “Breathe Easy” campaign to address air quality and bring clean air solutions to the Ellensburg and Yakima regions. As part of our community engagement efforts, we are seeking proposals for Spanish Translation and Interpretation services to ensure full participation from the Spanish-speaking communities in these regions.

The goal is to bridge language gaps during events, outreach, and communication materials to ensure clear understanding and valuable feedback from community members regarding air quality issues and solutions.

## 2. Scope of Work

The selected vendor will be required to provide Spanish Translation and Interpretation services in support of the following:

### A. Live Interpretation at Community Engagement Events

**Event Locations:** Ellensburg and East Yakima, WA

#### Event Details

- **Audience:** Local community members, with a focus on Spanish speakers
- **Duration:** Each event will be approximately **two hours**.
- **Frequency:** There will be **2-8 meetings** spread between Ellensburg and East Yakima

### **Live Event Services Required:**

- Provide **live interpretation** for presentations from English to Spanish during community engagement events.
- Translate questions and feedback from Spanish-speaking attendees and facilitate conversation between community members and presenters.
- Support **feedback collection**, ensuring that questions, responses, and discussions are accurately interpreted.
- Assist with conversational interactions during networking sessions or informal discussions at events.

### **B. Translation of Written Media**

#### **Documents to Be Translated:**

- **Surveys:** Translate **two surveys** with approximately **20 questions each** into Spanish. Up to 125 survey responses will also need to be translated from Spanish into English.
- **Single-page Poster & Social Media Image:** Translation of promotional materials (posters, images) and content for social media engagement.
- **Presentation Slides:** Translate approximately **10 presentation slides** used in community engagement events.
- **Website Page:** Translate a webpage providing information on the “Breathe Easy” campaign into Spanish.
- **Community Engagement Meeting Handout:** Translate a **single-page handout** to be distributed at community meetings, summarizing key information from the presentation and next steps.

#### **Translation Services Requirements:**

- Ensure **accuracy and clarity** of all written translations.
- Maintain consistency in tone and messaging across all translated materials.
- Adapt materials to ensure they are culturally relevant and easily understood by Spanish-speaking community members.
- Provide quick turnaround time for written materials to ensure they are available before community engagement events.

### 3. Deliverables

The selected vendor will be expected to provide the following deliverables:

#### 1. Live Interpretation:

- **Interpretation services** for 2 to 8 of the community engagement events (up to 2 hours each).
- Facilitation of **Q&A sessions** and feedback collection during events.
- Events with potential need of interpretation services will most likely take place on the following dates in the following communities:
  - Tuesday, May 6 - Yakima
  - Wednesday, May 7- Ellensburg
  - Tuesday, May 20 - Yakima
  - Wednesday May 21 - Ellensburg
  - Tuesday, June 3 - Yakima
  - Wednesday June 4 - Ellensburg
  - Tuesday, June 17 - Yakima
  - Wednesday, June 18 - Ellensburg

#### 2. Translated Materials:

- **Two surveys** (20 questions each) translated into Spanish, as well as translation of up to **125 written responses** from Spanish to English.
- **Single-page poster and social media image** translated into Spanish.
- **10 presentation slides** translated into Spanish.
- **Website page** translated into Spanish.
- **Single-page Community Engagement Handout** translated into Spanish.

#### 3. Post-event Feedback Translation:

- Translate community feedback received during engagement events, as well as any additional comments or responses submitted post-event.
- Translate the final report from the project to be shared with the public.

## 4. Proposal Requirements

Proposals must include the following components:

### 1. Company or Individual Profile:

- A brief overview of your company or individual qualifications, including experience with live interpretation and translation for community engagement or environmental campaigns.
- Relevant work experience with government organizations, environmental initiatives, or similar projects.

### 2. Key Personnel:

- Provide the names, qualifications, and resumes or bios of the translators and interpreters who will work on this project, highlighting their experience in both live interpretation and written translation, especially in the context of environmental or technical subjects.

### 3. Project Approach:

- Outline your approach to providing **live interpretation** during community events, including methods for handling technical terms and ensuring accuracy.
- Describe your process for translating written materials, focusing on ensuring cultural sensitivity, clarity, and accuracy.
- Address how you will meet deadlines, especially for time-sensitive materials like the surveys, posters, and handouts.

### 4. Pricing:

- Provide a detailed breakdown of the costs for your services, including:
  - Hourly or per-event rates for **live interpretation**.
  - Per-word, per-page or hourly rates for **written translations**.
  - Estimated total cost for each deliverable and overall cost range based on the expected number of events and volume of materials.

## 5. Timeline:

- Provide an estimated timeline for delivering translated materials and availability for the live interpretation at community events. Specify the amount of lead time required for preparation and translation of documents.

## 6. References:

- Provide **at least two references** from previous clients for whom you have provided similar translation and interpretation services, especially in community engagement, environmental initiatives, or government-related projects.

## 5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications:** Proven experience in providing live interpretation and written translation services for community events or environmental campaigns.
- **Quality of Work:** Ability to deliver high-quality, accurate, and culturally appropriate translations and interpretation.
- **Cultural Competence:** Demonstrated ability to engage Spanish-speaking communities with sensitivity to cultural nuances.
- **Cost Effectiveness:** Competitive and transparent pricing.
- **Timeline and Availability:** Capacity to meet project deadlines and availability to provide services as needed.

## 6. Proposal Submission Instructions

All proposals must be submitted by 5 p.m. on April 30, 2025. Proposals can be sent via email to the contact information provided above. Late submissions will not be considered.

Please submit proposals to:

Laura Anthony, Community System Solutions  
laura.anthony@cssgrants.org  
(916) 402-1398

If you have any questions or need further clarification regarding this RFP, please contact Laura Anthony, Community System Solutions, [laura.anthony@cssgrants.org](mailto:laura.anthony@cssgrants.org), or (916) 402-1398. Project information available at [breathe-easy-css.org](http://breathe-easy-css.org)

## 7. Terms and Conditions

- The selected vendor will be required to sign a contract with Community System Solutions before beginning any work.
- Community System Solutions reserves the right to reject any or all proposals.
- Community System Solutions reserves the right to hire a translator/s for all or just some of the services.
- All information submitted in response to this RFP will be kept confidential and used solely for the purpose of evaluating the proposals.

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We look forward to receiving your proposal and partnering with you to successfully engage the community in the **Breathe Easy** campaign. Thank you for your interest in this important initiative.

*The Washington State Air Quality in Overburdened Communities Grant is funded by the Washington Department of Ecology, supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at [www.climate.wa.gov](http://www.climate.wa.gov)*