

[Language Translation Services for Revised Protocol for Responding to & Assessing Patients' Assets, Risks & Experience \(PRAPARE®\) Screening Tool](#)

Request for Proposals (RFP) Questions and Answers

Proposals Due: January 19, 2024

Past Translations

Who is the incumbent service provider? There is no vendor we are actively working with. Documents were last translated in 2019.

What, if any, issues are you currently experiencing with your current vendor? While we do not have a current vendor, we are looking for a vendor who employs native speakers with an understanding of cultural competency in translations. While we understand that translation can be an iterative process, we would like there to be minimal editing needed upon receiving the translations from the vendor.

Was the previous translation of the PRAPARE® screening tool completed by a single language service provider? If so, why not work with them again? Yes, the previous translation was completed by a single language service provider. We are having an open proposal period to ensure that the most qualified and synergistic vendor can be selected.

Do you have any translation memories or style guides that you can provide to us? A comprehensive style guide will be provided to the awarded vendor. You may find the following resources useful:

[Methodology for Translation](#)

[Person Centered Language](#)

Evaluation

In Appendix B - Evaluation Criteria, can you please clarify what is meant by "State project number(s) for the proposed scope of work"? This was included in error and will be removed from the RFP. Please disregard.

Will feedback be given to the vendors not selected? The evaluation criteria can be found in Appendix B of the RFP. Feedback will not be provided to vendors who are not selected.

Is this a single vendor award or are you planning on utilizing multiple vendors? Currently, we are looking for a single vendor. If a vendor is not able to complete all the requested translations, we will consider working with another vendor on those languages. We will accept proposals for any number of the languages requested.

Pricing/Budget/Timeline

Can you share info about your previous and current pricing structure? As we do not currently have a vendor providing these services, there is no pricing structure or rates in place. We are unable to provide any information regarding previous rates of translation.

Translation services are typically priced per word as opposed to hourly, are word rates in lieu of hourly costs acceptable for the price proposal? We will consider proposals that include pricing by word rate in lieu of hourly so long as the budget is clear and consistent.

Do you have information about the total budget allocated for this project? The budget for this project will be determined based on the estimated cost of services.

Could you share the proposed timeline for the project as per your organization's expectations? The period for the initial translation services is January 29, 2024, through March 29, 2024. Vendor(s) may be retained for additional translation services after the contract period if agreed upon by all parties and based upon successful performance during the period of initial service and ongoing availability of funds.

You mentioned that the revised PRAPARE® assessment tool should be translated, edited, and proofread by three different professionally vetted, and trained linguists. Then we should quote for Translation + Proofreading and Editing (TEP)? Yes, the quote should be inclusive of Translation + Proofreading and Editing (TEP).

Submission Length

Attachments such as resumes/CVs, samples, certificates, case studies, and other supporting documents do not count toward the 5-page submission limit.

Requested Documents

Can you provide more information regarding the requested documents that should be included with the proposal?

Resumes/CVs We request CVs from the linguists for verification of their certification/experience to ensure the quality and accuracy of the translation. This can be provided as a CV or other attestation provided by the agency that the linguists are certified.

Sample Projects Sample projects should be in at least one of the 32 languages requested but are not expected to represent all of them. Translated works, methodologies, or related products may be submitted to fulfill this request.

Record of Accomplishment LTAs, testimonials, or positive reviews are all sufficient methods of fulfilling this request.

Resources

Will the document for translation be provided in an editable format? The document will be provided as a word document and PDF for use by the selected vendor. Formatting services are not needed.

What is the word count of the document? For the purpose of the proposal, the total word count of the source file can be estimated to be 1,072 words.

To provide a more authentic translation, may we request to please specify the locality of the target respondents for the following languages? The translated tool will be used across the United States. With this in mind, of the languages in question, the following dialects would be best for the translation:

Spanish – Latin American, Mexican
French - Canadian, Carribean
Portuguese - Brazilian