



## **REQUEST FOR PROPOSAL –Translators**

*Provision of Translation Services for the National Council of Indigenous Midwives*

The National Council of Indigenous Midwives (NCIM) invites you to submit a proposal in accordance with the requirements of the following solicitation.

Proposals must be received by NCIM no later than **January 24<sup>th</sup>, 2025**.

Questions related to the RFP can be submitted to [admin@indigenoumidwifery.ca](mailto:admin@indigenoumidwifery.ca) by January 17<sup>th</sup>, 2025.

### **Working with NCIM**

NCIM's mission is to promote excellence in reproductive health care for First Nations, Inuit, and Métis communities. NCIM advocates for the restoration of midwifery education, the provision of midwifery services, and choice of birthplace for all Indigenous communities consistent with the U.N. Declaration on the Rights of Indigenous Peoples. Indigenous Midwives enable access to culturally-safe sexual and reproductive health care for Indigenous families, the return of birth to Indigenous communities, and a reduction in the number of medical evacuations for births in remote areas. For more information, visit: <https://indigenoumidwifery.ca/>.

NCIM works closely with our partner organization, the Canadian Association of Midwives (CAM)/ Association canadienne des sages-femmes (ACSF). Both CAM and NCIM are governed autonomously but share infrastructure and human resources. Both organizations are staffed by a passionate team of individuals dedicated to providing support for midwives and Indigenous midwives and the profession of midwifery across Canada and globally.

NCIM is issuing a Request for Proposals (RFP) for Translation Services. NCIM is developing a pool of translators to be used on a regular basis as preferred suppliers. The successful bidders will be added to a pool that will be contracted for specific project(s) by NCIM over the period of January 2025 to December 2028.

### **Scope of Work**

NCIM is seeking Indigenous language translators or teams of translators for both print and online materials. NCIM requires the ability to update and maintain files for future use as needed, as a result, all final products will be owned by NCIM.

Offerors are welcome to submit a proposal for one or all aspects of the above Scope of Work. Please specify which language(s) within the scope of work are of particular interest.

#### **Language(s) frequently required:**

- Inuktitut
- Anishinaabemowin
- Anishiniimowin
- Cree
- Dene
- Michif

We welcome expressions of interest for translations to other Indigenous languages as well.

#### **Examples of documents to be translated:**

- Job postings
- Contracts
- Reports
- Training materials
- Social media posts
- Policy documents

## Methodology and Approach to Assignment

In your expression of interest, please include 2-3 examples of design work, a cost proposal, and consider the below requirements and qualifications.

Bidders should elaborate on all the languages and dialects they offer, their previous experience, the structure of their company (if applicable), their hours of service, and the size of project they are capable of taking on.

## Qualifications

We welcome all prospective offeror(s) to submit their applications. At NCIM, we value the diverse perspectives and unique lived experiences that offerors bring to the table. Lived experience is taken into consideration when determining the level of qualification. NCIM is an Indigenous led and governed organization. Indigenous offerors are strongly encouraged to apply. Non-Indigenous candidates must have a commitment to working within an anti-oppressive framework.

- Demonstrated experience with translation, with a strong portfolio showcasing previous work.
- Consistently delivers work on time, meeting deadlines and project timelines.
- Experience in translating materials for healthcare, non-profits, or professional associations.
- Proficiency in both print and web design formats to ensure the designer can create materials suitable for various platforms.
- The ability to adapt to changing project requirements and be flexible in addressing design changes.
- Demonstrates responsiveness to feedback and can incorporate changes efficiently.

## Proposal Submission

Submit your application to [admin@indigenoumidwifery.ca](mailto:admin@indigenoumidwifery.ca) by **January 24<sup>th</sup>, 2025** with the subject 'RFP Translator' with the following information:

1. Submit your expression of interest detailing your company profile and how you provide the above-mentioned qualifications and services.
2. Submit examples of your translation work (*not applicable if you have previously held a preferred supplier contract with NCIM or CAM and submitted work*).
3. Submit a cost proposal with a breakdown of rates (hourly, page, deliverable etc.) If your company has a pricing chart, please attach it. Please specify if any discounts or non-profit pricing are being offered.

## Non-Profit Pricing

NCIM is a non-profit organization. Offerors should indicate if any discounts will be available to NCIM based on its status as a non-profit organization.

## Acceptance of Offer and Award

NCIM reserves the right to select a proposal in whole or in part, or not to select a proposal, in accordance with the best interests of NCIM.