



REQUEST FOR PROPOSAL

Indigenous Languages Translator services for the National Aboriginal Council of Midwives (NACM)

The National Aboriginal Council of Midwives (NACM) invites you to submit a proposal in accordance with the requirements of the following solicitation. Proposals must be received by NACM no later than the September 7th, 2021, indicated in the table below.

Issue Date:	August 17 th , 2021
Proposal Due Date:	September 7 th , 2021
Written questions and Proposals should be submitted via email to:	Email: atassignon@canadianmidwives.org Subject: "Indigenous Languages Translator "

Table of Contents

SECTION I – BACKGROUND AND OBJECTIVE3

SECTION II – OVERVIEW AND SCOPE OF WORK4

SECTION III – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS6

ATTACHMENT A – PROPOSAL COVER SHEET8

ATTACHMENT B – REFERENCES/PAST PERFORMANCE9

ATTACHMENT C – PRICE QUOTE10

SECTION I – BACKGROUND AND OBJECTIVE

The **National Aboriginal Council of Midwives'** (NACM) mission is to promote excellence in reproductive health care for First Nations, Inuit, and Métis communities. NACM 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.

As active members of the Canadian Association of Midwives, we represent the professional development and practice needs of Indigenous midwives to the responsible health authorities in Canada and the global community.

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://indigenousmidwifery.ca/>.

OBJECTIVE

The National Aboriginal Council of Midwives is issuing a Request for Proposals (RFP) for Indigenous Languages Translator. NACM is developing a pool of Indigenous Languages translators to be used on a regular basis as preferred suppliers. The successful bidders will be added to a select pool of consultants that will be contracted for specific project(s) by the National Aboriginal Council of Midwives over the period of September 2021 to December 2022.

SECTION II – OVERVIEW AND SCOPE OF WORK

RFP No: 2021-003-NACM

RFP Date: August 17th, 2021

RFP Title **Indigenous Languages Translator Services** for the National Aboriginal Council of Midwives.

RFP Issued By: National Aboriginal Council of Midwives (NACM).

Submission of Questions regarding the RFP:

Questions related to the RFP must be submitted in writing to atassignon@canadianmidwives.org no later than September 3rd, 2021.

Language of Proposals:

The technical and cost proposals should be in English.

Instructions for Submission of Proposals:

In order to be considered, an electronic copy of the proposal must be submitted by September 7th, 2021, at 5PM EST to atassignon@canadianmidwives.org. Please include subject line: "Indigenous Languages Translator Services".

Interview Process: Following receipt of qualified proposals, NACM reserves the right to interview all bidders. Interview format will be presented to the offerors at the time of official notification of any interview.

Award:

The successful bidder(s) will be added to a select pool of consultants that will be contracted for specific project(s) by the National Aboriginal Council of Midwives over the period September 2021-December 2022. NACM aims to have 2-4 preferred service providers for Indigenous Languages Translator Services.

NACM will divide work between preferred service providers based on availability and specific skill set and will do so as equally as possible.

NACM will select the successful bidder(s) based on the qualifications and experience of the respondent and the respondent's experience providing these services in Canada.

Issuance of this request for proposals does not constitute an award commitment on the part of the National Aboriginal Council of Midwives nor does it commit NACM to pay for costs incurred by the bidders for the preparation and submission of a proposal.

SCOPE OF WORK

Type(s) of content:

- Web
- Document

Language(s) required in order of frequency:

- English to Inuktitut (regional variants)
- English to Ojibwe
- English to Cree (regional variants)
- English to Dene

Dates of Service:

The National Aboriginal Council of Midwives requires Indigenous Languages Translator services year-round.

SECTION III – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

A. Indigenous Languages Translator Services Proposal

Offerors' Indigenous Languages Translator Services Proposal shall include the following. **Offerors are welcome to submit a proposal for one or all aspects of the above Scope of Work. Please specify what elements within the scope of work are of particular interest.**

Narrative - Offerors shall submit a complete narrative and/or supporting materials addressing all benefits provided under their Translation Services Package and their capabilities to perform the scope of work. **Please consider the following when submitting your proposal.**

1. What are your core services?
2. How many years have you been in business?
3. What languages are served?
4. What are your standard days/hours of operation?
5. What is your standard turn-around time for a project?
6. Describe briefly your experience servicing non-profit organizations, professional organizations and/or health organizations.
7. What types of translation tools are used, if any?
8. Do you use translation memory?
9. What is your process for safeguarding proprietary information?
10. Provide examples of comparable translation work.

Completed Attachment A – Cover Sheet

Completed Attachment B – Past Performance/References - A minimum of two (2) client references worked with in the past two years on an activity that is similar to this Scope of Work. Include the contact information (names, company or organization, phone number and email). This document must be signed by the offeror. ****This is not required for suppliers who have worked with NACM in the past three years.***

Completed Attachment C – Cost Proposal - The cost proposal should include a detailed breakdown of costs on a per hourly and/or per page and/or per deliverable basis. Please specify if any discounts or non-profit rates are being offered. If your company has a pricing chart, please attach it.

B. Questions

Questions regarding this RFP may be submitted IN WRITING VIA EMAIL no later than September 3rd, 2021. Questions shall be submitted to: atassignon@canadianmidwives.org.

C. Submission of Offers

Proposals must be received no later than **September 7th, 2021**.

Proposals shall be submitted via email to: atassignon@canadianmidwives.org.

Subject: Indigenous Languages Translator Services

Note: Any proposal received after the above date and time will not be considered

SECTION IV – EVALUATION CRITERIA

A. General Information

NACM intends to evaluate proposals in accordance with the following criteria and select offeror(s) whose proposal(s) best fit the evaluation criteria.

B. Evaluation Criteria

Selections will be made based on whose services will ensure the best possible quality in keeping with the most efficient process in terms of quality versus cost.

Offers will be evaluated based on the following criteria:

1. Ability to provide the best option and prices:
 - Provide best overall solution to translation requirements
 - Offer should be very competitive technically and financially

2. Experience and Skill
 - Certification or demonstration of qualifications
 - Experience in translation in the areas of health care, non-profits, professional associations, international work, financial reporting and or legal documents
 - Experience with both print and web formats

3. Saving Time
 - Fast turn-around time
 - Ability to meet deadlines
 - Translation contact(s) must be available via phone and email for questions and revisions

4. Good Reputation
 - Quality assurance
 - References
 - Billing done in a timely manner

C. Non-Profit Pricing

NACM is a non-profit organization. Offerors should provide any and all discounts available to NACM based on its status as a non-profit organization.

D. Acceptance of Offer and Award

The successful offeror(s) will be added to a select pool of official Indigenous languages translators for the National Aboriginal Council of Midwives. NACM 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 NACM.

ATTACHMENT A – PROPOSAL COVER SHEET

2021-003-NACM

Company Name:

Name of Person to be Contacted in Case of Questions Regarding this Proposal:

Telephone of Contact Person Named Above:

Email of Contact Person Named Above:

Name of Individual Authorized to Sign Contracts on Behalf of Company Named Above:

Title of Authorized Individual:

Certification:

By signing below, I certify that the information provided is true and correct, that it shall remain valid for a minimum of 90 days, and that I am authorized to respond to this solicitation on behalf of the Company named above. I further understand that NACM retains the right to reject, in whole or in part, any and all bids for any reason.

Signature of Authorized Individual

Date

ATTACHMENT B – REFERENCES/PAST PERFORMANCE

2021-003-NACM

Complete the table below providing information for at least 2 past/current customers for whom your company provided services similar to the ones for which you are submitting a proposal. Past customers listed below must be available to speak with a NACM staff member during the evaluation process.

Offeror Signature (Mandatory): _____

REFERENCES/RECOMMENDATIONS

Past Customer's Company Name	Past/Current Customer Contact Person	Phone & Email Information for Contact Person	Company Address	Description of Services Provided	Date(s) Work Performed

ATTACHMENT C – PRICE QUOTE

VENDOR NAME: _____