

# Request for Proposal

## Translation and Interpretation Services

### COMMUNITY FOOD BANK OF SOUTHERN ARIZONA



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FOOD BANK  
OF SOUTHERN ARIZONA

MEMBER OF  
**FEEDING**  
**AMERICA**

## **Introduction**

It is the intent of The Community Food Bank of Southern Arizona (CFB) located at 3003 S. Country Club Rd. Tucson, AZ. 85713. To solicit proposals for annual Translation and Interpretation Services the bulk of which is in informal Mexican Spanish and Arabic but not limited to these and may include other languages as the need arises

It is CFB's intent to hire a full-service company that can provide both written and oral translation services, interpreting in person and virtually. In addition, firms must have verifiable experience in legal translation work (i.e. H/R and contracts)

To be considered, your firm must demonstrate the ability to, among other criteria, meet the CFB's needs and deadlines in a coordinated and efficient manner, work effectively with our staff and our leadership teams, and provide services at a cost-effective rate. We invite your firm to submit a proposal to CFB by Friday July 22, 2022, Proposals should be submitted electronically to [rfp@communityfoodbank.org](mailto:rfp@communityfoodbank.org) for consideration. All proposals must be signed by a member of the submitting firm's management team.

A description of our organization, the services needed, and other pertinent information follows.

## **Background of the organization**

CFB is an Arizona nonprofit public benefit corporation recognized by the Internal Revenue Service as a charitable, tax-exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code. CFB's mission is to change lives in the communities served by feeding the hungry today and building a healthy, hunger free tomorrow. For more information about our services, please visit our website at [www.communityfoodbank.org](http://www.communityfoodbank.org).

## **Proposal Content**

In order to simplify the evaluation process and obtain maximum comparability, CFB requires that all responses to the proposal be organized in the manner and format described below:

### **Executive Summary**

Describe your understanding of the work to be performed and your firm's ability to perform the work within the time frame required

Describe how and why your firm is different from other firms being considered. This should include an explanation of the firm's philosophy, size, structure, and qualifications with

serving not for profit organizations with similar size and operations. Describe your firm's resources devoted to not for profit organizations and provide resource materials addressing issues relevant to not for profit organizations. All work done becomes the sole property of CFB and is not transferable

### **Team Qualifications**

Identify the specific team who will be assigned to this engagement if you are successful in your proposal. Provide their bios specifying relevant experience to the type of services requested. Also discuss commitments you make to staff continuity, including your staff turnover experience in the last three years. Please make sure to also provide a full list of all languages covered by your firm.

### **Fee Schedule**

Please provide a detailed estimate of costs for the services to be provided. Including all ancillary costs.

### **Client References**

Include a list of the relevant clients the firm has served within the past three years and furnish the names and telephone numbers/email addresses of at least 3 references whom we may contact.

### **Submittals/Additional Information**

Attached to this proposal (addendum 1) is a sample passage that will need to be translated into informal Mexican Spanish and sent with your submittal. In addition, please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

### **Proposal Timetable**

Proposal Distribution	07/08/2022
Electronic copy of proposals due	07/22/2022
CFB contacts finalists to schedule presentations	07/29/2022
Finalists make presentations to the Selection Committee	Week of 8/01
Vendor selected and notified	08/15/2022

### **Evaluation of Proposals**

While price is an important factor, there are several others as well. CFB will evaluate bids on the following criteria:

- Prior experience working for similar organizations
- Qualifications of staff to be assigned to the engagement
- The firm's understanding of work to be performed
- Ability & commitment to meet our deadlines

- Fee (and added fees)
- References

## **Addendum 1**

### **School Pantries & School Markets**

Getting to a food pantry across town isn't always easy for families, so we bring fresh, healthy food to convenient community hubs like schools. School pantries and family resource centers provide easily accessible food assistance to students and their families. We support both established school pantries and pop-up school markets, which operate like farmers' markets on school grounds. Pantries are well-stocked with non-perishable pantry staples and fresh, local produce! More than 35 school pantries are open during the school year, in six districts: Tucson Unified, Sunnyside, Flowing Wells, Amphitheater, Baboquivari and Tombstone.