



REQUEST FOR PROPOSALS FOR
RCAP BIG GUIDE FOR SMALL
SYSTEMS TRANSLATION

PURPOSE

The Rural Community Assistance Partnership (RCAP) has initiated a Request for Proposal (RFP) process to identify an individual or firm qualified to translate our resource guidebook, *The Big Guide for Small Systems* into Spanish.

WHO MAY RESPOND

RCAP requires an individual or firm with demonstrated experience with document translation from English to Spanish. Familiarity with environmental services in general and/or drinking water and wastewater in particular is preferred.

The individual or firm must not be barred from receiving federal funding. To be considered responsive, all submissions must include a statement indicating that the respondent is not on the US General Services Administration's System for Award Management's (SAM's) list of excluded entities.

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1. About the Organization

Founded in 1973, the Rural Community Assistance Partnership, Inc. (RCAP) is a 501(c)(3) non-profit service delivery network comprised of a national office and six regional partners that provide technical assistance, training, and financial resources to water, wastewater and solid waste utilities in more than 2,000 small rural communities – including tribes – each year in every state across the U.S. and its territories. Most communities RCAP assists are economically disadvantaged and have a population under 2,500, and many have significant minority populations. RCAP's approximately 300 field staff members include registered professional engineers, certified operators, utility finance and board management specialists, community planners, and people with other relevant backgrounds.

RCAP work historically centers on achieving these outcomes in small rural communities:

- Improved environmental and community health
- Utilities that are in compliance with federal and state regulations
- Sustainable water and waste disposal systems
- Increased capability of local leaders to address current and future needs
- Improve coordination among federal, state and local agencies in the delivery of water and waste services

Each RCAP regional partner offers an array of services that directly respond to the needs of its area. RCAP field staff track performance data to enhance our capacity to fulfill our mission of “improving the quality of life in rural communities.”

The RCAP national office engages in program management, applied research, policy development, public education, and advocacy on rural issues, especially with respect to community infrastructure. It also supports the work of the network by obtaining financial support, sharing knowledge and best practices across the network, and promoting dialogue to help communities understand the relationship between the environment, public health, and economic viability. More information is available at <https://www.rcap.org/>.

2. Project Overview

The Rural Community Assistance Partnership (RCAP) has initiated a Request for Proposal (RFP) process to identify an individual or firm qualified to translate RCAP's *The Big Guide for Small Systems* into Spanish. We anticipate that the guidebook will be approximately 100 pages single-spaced in Word and will be approximately 30,000 words long. The guide is currently under revision. RCAP will provide a final word and page count before entering into a contract with the selected translator.

RCAP provides training and technical assistance in many communities where Spanish is the primary language spoken, including communities in Puerto Rico, in *Colonias* along the United States-Mexico border, and throughout other parts of the country.

RCAP's field staff have identified this guide as one of RCAP's most popular resources for small water and wastewater system staff and leadership. Translation of the guide will allow field staff to use it in a broader set of communities, especially as more Spanish speakers take on board and leadership roles at small water and wastewater utilities.

3. Scope of Work & Deliverables

RCAP expects the project to include the following:

- Project management including the development of a project timeline with milestones in coordination with and approved by RCAP;
- Translation of the text of the updated guidebook into Spanish;
- Translation of related tables and figures into Spanish; and
- Edits based on feedback from RCAP staff as needed.

The final translation must be completed no later than August 31, 2021.

4. Ownership and Confidentiality

All intellectual property will become the property of RCAP. All data remains the sole property of RCAP. The individual or firm shall further agree to keep information related to any and all contracts with RCAP in strict confidence, including, but not limited to, the terms of the contract(s) and any confidential business information or proprietary information learned through its dealings with RCAP.

5. Proposal Details

To best evaluate the ability of the individual or firm to meet our goals, please include the following in your proposal:

- A summary of your experience and qualifications in translating written documents from English to Spanish. Experience should include examples of conducting similar or related work;
- A summary of experience in translating material related to environmental services broadly and in water/wastewater in particular, if applicable;
- Three client references that can speak to your experience in conducting projects of similar size/scope. Information regarding each reference should include the individual's name, organization, telephone number and email address;
- Suggested project timeline with major tasks and milestones so that all work will be completed by August 31, 2021;

- Project budget by line item (include estimated number of hours for completion and cost per hour);
- Your project team, their role, and their relevant experience. Please include resumes or CVs for key project staff.

The proposal should be **no more than 5 pages in length** (excluding attachments such as resumes/CVs and the translation sample).

Translation Sample

All applicants are asked to provide a translation of the paragraphs of text located at the end of this RFP. This text is similar to the language that will be included in the guidebook to be translated and will help us gauge the necessary proficiency for this project.

6. Scoring

Proposals will be reviewed and evaluated based on the following criteria:

- Qualifications – 50%
- Budget – 25%
- Translation Sample – 25%

7. Process for Proposal Submission and Evaluation

Instructions for submission

a) Closing Submission Date

Proposals are due by **5:00 PM Eastern on Friday, May 28, 2021.**

b) Inquiries

Inquiries concerning this RFP should be directed to Glenn Barnes (contact information below) no later than Friday, May 21, 2021.

Glenn Barnes, Financial and Managerial Capacity Building Specialist,
gbarnes@rcap.org

c) Conditions of Proposal

All costs incurred in the preparation of a response to this RFP are the responsibility of the individual or firm and will not be reimbursed by RCAP.

d) Submission Instructions

Proposals should be submitted in PDF format via email to gbarnes@rcap.org before the closing submission date. If the file is too large for email, a link to the file should be provided.

Late arrivals will not be accepted. Mail submissions will not be accepted.

It is the responsibility of the applicant to ensure that the response is received by RCAP by the closing submission date. A response may be judged nonresponsive and excluded for further consideration if it is not received by the deadline or does not follow the specified format.

e) Right to Reject

RCAP reserves the right, in its sole discretion, to reject any and all responses received in response to this RFP. A contract for the accepted response will be based upon the factors described in this RFP.

f) Small Businesses, Minority-Owned Firms, and Women's Enterprises

RCAP will make efforts to utilize small businesses, women's business enterprises, and/or minority-owned firms, as defined by the Small Business Administration.

g) Confidentiality

If the applicant deems any material submitted to be proprietary or confidential, that must be indicated in the relevant section(s) of the response.

h) Notification of Selection and Timeline

It is expected that a recipient will be selected within two weeks of the closing submission date, although this timeline is subject to change. RCAP reserves the right to cancel this RFP at any time. Upon conclusion of negotiations with the successful recipient, all applicants submitting responses to this RFP will be informed that a selection has been made.

RFP Released: April 30, 2021

Proposals due: 5:00 PM ET on May 28, 2021

Interviews: June 7 to June 11, 2021

Selection made: June 18, 2021

Project begins: June 28, 2021

i) Criteria for Selection

RCAP will select the proposal which it feels will deliver the highest quality deliverable at the best value. Proposals will be initially reviewed by the RCAP national staff. Interviews will be completed by RCAP national staff, who will submit the best option to the Senior Leadership Team for a final decision.

The award will be made to the qualified individual or firm whose proposal is most advantageous to RCAP with price and other factors considered. RCAP may, in its sole discretion, reject any and all proposals without providing a detailed explanation for decisions.

RCAP, in its sole discretion, may request proposal presentations by meeting with any or all applicants to clarify or negotiate modifications to proposals. However, RCAP reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the applicant can propose.

RCAP contemplates award of the contract to the responsible applicant with the most cost-effective solution and the capabilities to perform the contract services.

j) CONFLICT OF INTEREST

The applicant must disclose, in an exhibit to the proposal, any possible conflicts of interest that may result from the award of the Contract or the services provided under the Contract. Except as otherwise disclosed in the proposal, the applicant affirms that to the best of its knowledge there exists no actual or potential conflict between the applicant, the applicant's project manager(s) or its family's business or financial interests ("Interests") and the services provided under the Contract. In the event of any change in either Interests or the services provided under the Contract, the applicant will inform RCAP regarding possible conflicts of interest, which may arise as a result of such change and agrees that all conflicts shall be resolved to RCAP's satisfaction or the applicant may be disqualified from consideration under this RFP. As used in this Section, "conflict of interest" shall include, but not be limited to, the following:

1. Giving or offering a gratuity, kickback, money, gift, or anything of value to a RCAP official, officer, or employee with the intent of receiving a contract from RCAP or favorable treatment under a contract;
2. Having or acquiring at any point during the RFP process or during the term of the Contract, any contractual, financial, business, or other interest, direct or indirect, that would conflict in any manner or degree with applicant's performance of its duties and responsibilities to RCAP under the Contract or otherwise create the appearance of impropriety with respect to the award or performance of the Contract; or
3. Currently in possession of or accepting during the RFP process or the term of the Contract anything of value based on an understanding that the actions of the applicant or its affiliates or Interests on behalf of RCAP will be influenced.

Proposals must be submitted in PDF format via email to gbarnes@rcap.org before the closing submission date: 5:00 PM ET on Friday, May 28, 2021

8. Translation Sample

All applicants are asked to translate the following paragraphs into Spanish and to include the translation as part of your application package. The language in these paragraphs is similar to the language in the guidebook to be translated.

Drinking water systems operate much like a business. You are providing a product or a service—safe drinking water—which costs money to produce, and you have revenue that customers give to you to provide that service according to the rates you set. Your customers pay you for the amount of service they receive through their water bill. If you work for a governmental system, this funding source operates very differently from the property taxes and sales taxes that fund other public services. In order to protect public health and to provide safe drinking water to your current and future users, your water system must generate sufficient revenue to pay for:

- The operations and maintenance of your system to treat, store, pump, and distribute water to your customers in compliance with regulations.
- The replacement of capital assets as they wear out and the acquisition of new assets to meet changes in customer demand and in regulations.
- The financial security of your water system during emergencies and unexpected changes in revenue.

The number one concern for you as the governing body of your water utility is to protect the public's health while maintaining compliance with state, territorial, and federal regulations. Your certified operator is on the front lines of these protection and compliance efforts, making sure that your treatment facility operates in accordance with state, territorial, and federal regulations and that all required tests, reports, public notification, and recordkeeping procedures are followed. As a board member, it is your duty to support the operator as he or she carries out these functions and to be knowledgeable of the consequences for failing to do so. Board members of water and wastewater treatment facilities are bound by law to follow requirements spelled out in several U.S. Environmental Protection Agency (EPA) regulations.