



English to Spanish Translator Request for Proposals

The American Civil Liberties Union Foundation of Virginia (ACLU-VA or ACLU of Virginia) is seeking an English to Spanish Translator or translation agency.

Executive Summary

The ACLU of Virginia seeks to hire one or more English to Spanish Translator (s) or agency (agencies) to translate materials on [the ACLU-VA website](#) (blogs, landing pages, Know Your Rights content), digital graphics, advocacy toolkits, and ongoing collateral. The content could also include legal documents that will require the ability to accurately translate legal content. All materials should be translated using equitable and inclusive language in accordance with ACLU-VA's communications policies.

ACLU of Virginia Background

For nearly 50 years, the ACLU-VA has been the Commonwealth's guardian of liberty, working in courts, legislatures, and communities to defend and preserve the individual rights and liberties guaranteed by the Constitution, federal, and state laws for everyone in Virginia. The ACLU has filed more than 300 lawsuits in Virginia over the last 50 years to advance freedom and equality in the Commonwealth. In addition to the ACLU's robust litigation efforts, we also educate the public, inform the media, lobby legislators, organize grassroots activists, and disseminate information to the community through our membership and supporters.

The Communications Team within the ACLU-VA works collaboratively with the Legal, Advocacy, Development, and Finance and Administration teams to communicate strategically with external audiences in order to fulfill the affiliate's mission and organizational and policy goals. It utilizes a wide array of tactical delivery mechanisms including traditional media relations, publications, outreach and events, public speaking engagements, and digital and social media to educate, persuade and generate action.

Scope of Work

The ACLU of Virginia will require translation services for a broad range of documents including, but not limited to:

- Website content (ex: [COVID-19 landing page](#))
- [Advocacy toolkits](#)
- [Know Your Rights](#) materials
- [Digital graphics](#)

The successful translator or agency must understand and translate complex content related to the criminal legal system, voting rights, gender equity, and other civil liberties issues. The final products must be in their final form and be fully reviewed for quality control. Deadlines must be met, and deliverables must not exceed the set budget per project.



Core Competencies

- Understand the ACLU-Virginia's mission and purpose;
- Sensitivity to the cultural context and the target audience;
- Excellent drafting skills and excellent written style;
- Reliability and clear, professional, reasonable availability, responsiveness to messages, and adherence to deadlines and commitments;
- Professional accreditation as a translator preferred.

Deliverables

Deadlines will be determined on a case-by-case basis; most projects will have a turnaround time of less than two weeks, and larger projects will be afforded more time. With each project, deadlines will be set at the outset.

Pricing

Each project will be priced individually, determined by the length of the document and word count. Larger projects such as studies and reports may be priced at a flat rate.

Proposal Contents

A successful proposal will include the following:

- A CV or CVs of team members;
- Examples of similar previous work and references;
- A proposed pricelist for translation services, including a per word rate and per document rate;
- How you heard about this opportunity?

Evaluation Factors

Diversifying our vendor base is very important to the ACLU of Virginia. We will be evaluating offers based on the following factors as minimum requirements:

- Experience with similar projects and quality of work samples;
- The overall cost of the vendor's proposal;
- Credentials of Translators or agencies and proven experience working with a wide range of clients, specifically non-profit organizations;
- Translators or agencies based in Virginia or those with substantial experience in Virginia;
- Translators or agencies that are minority- or women-owned or operated.

We reserve the right to contract with more than one translator or firm responding to this proposal.

Process Schedule

Schedule for Evaluation Process	
RFP released publicly	May 27, 2020
Vendor question and answer period	May 27-June 10, 2020
Deadline for responses	June 14 2020
Selection of vendor and contract negotiation	June 19, 2020



Submission Information

Questions about this request for proposals should be sent to:

Ingrid Medrano
Imedrano@acluva.org

Proposals should be submitted via email by **midnight on June 14, 2020.**