



County Of Siskiyou Request for Proposals (RFP)
RFP # 24-101 – HHSA
Health and Human Services Agency
for
Language Access Services

Proposals may be mailed, delivered, or emailed to:

Trish Barbieri

Director, HHSA, Social Services Division
1312 Fairlane Road - Suite 1, Yreka, CA 96097
RFP_RFB_Submissions@co.siskiyou.ca.us

Proposals Due by:

March 21, 2025

4:00 p.m.

County of Siskiyou Request for Proposals for Language Access Services

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

Estimated Timeline of Events

Date	Activity
March 6, 2025	Release of Request for Proposals (RFP)
March 13, 2025	Deadline to Submit Questions Due by 4:00 p.m.
March 18, 2025	Questions and Answers Posted
March 21, 2025	Submission of Proposals Due by 4:00 p.m.
April 7-11, 2025	Required Language Proficiency Exams
April 21-25, 2025	Potential Interviews with Qualified Candidates
April 28-May 2, 2025	Conditional Notification of Final Selections and Background Checks
May 5-May 23, 2025	Interpreter Agreements Processed
June 1, 2025	Interpreter Agreements Start Date

1.0 Preface

The Siskiyou County Health and Human Services Agency (HHSA) is seeking individuals with knowledge and experience providing meaningful Language Access Services (LAS) in written translation, oral translation, and oral/sight interpretation for the HHSA in the following settings include but are not limited to educational outreach, substance use disorder and mental health programs, public health programs, social services programs, administrative hearings and other agency initiatives to people with limited English proficiency, non-English speaking people, deaf, deaf/blind, and hard of hearing people, ensuring language is not a barrier to access of services.

The Siskiyou County Health and Human Services Agency (HHSA) is made of three separate divisions; Behavioral Health Division (including the Substance Use Disorder (SUD) program), Public Health Division (including the Women Infant and Children (WIC) program), and Social Services Division (including Adult Protective Services, CalFresh, CalWORKs, Child Protective Services, General Assistance, In-Home Support Services, Medi-Cal and Welfare to Work).

HHSA intends to contract with multiple individuals to fulfill the LAS needs of the agency. Primary language needs include American Sign Language, Farsi, Hmong, Lao, Russian, Spanish, and Vietnamese

2.0 Scope of Work

Services the successful Proposer will be expected to provide include but are not limited to:

1. Oral/Sight interpretation (Listening to English and interpreting to customer in their preferred language);
2. Oral/Sight translation (Reading English and speaking to customer in their preferred language);
or
3. Written translation (Reading English and writing documents in proposers language of expertise).

A proposer is not required to have the ability to provide all of the abovementioned, for example a provider may only have the ability to provide oral interpretation or may only have the to provide written translation.

There is the ability to have a flexible set schedule and/or to be an as needed basis provider.

3.0 Submission Requirements

Proposal Format: Proposals must contain the following:

1. Cover Letter

- a. Provide the Proposer's name, address, telephone number, the language the proposer can provide LAS in and if interested in interpreting, translating or written translation. The letter must be signed by the Proposer.

2. Qualifications

- a. Proposer must describe experience providing interpreting or translating services. Please provide examples and dates of providing the aforementioned skills. No formal experience is required
- b. Select Proposers will be required to complete a language proficiency exam. Contracts will only be awarded to Proposers who receive a passing score on the language proficiency exam.

3. References:

- a. Include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided.

4. Compensation:

HHSA will pay \$30.00 - \$40.00 (DOE) per hour for LAS services.

Conflict of Interest: Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

4.0 Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. References
3. Passing the required language proficiency exam.
4. Passing the required background processes including LiveScan (DOJ and FBI fingerprinting) if required by a division.

The County may meet or interview any or all of the Proposers during the evaluation process. A contract will be negotiated with one or more qualified individuals selected during the evaluation process. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

5.0 General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

1. **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at 1312 Fairlane Road, Yreka, CA 96097 on or before **March 21, 2025, by 4:00 p.m.** ATTN: Kirk Hendricks, SSD Deputy Director, Administrative Services. Please note "RFP # 24-101 HHSA" on front of envelope.
2. **Mailing:** Hard copy proposals by way of mail must be mailed to 1312 Fairlane Road, Yreka, CA 96097 and postmarked by **March 21, 2025**. Please note "RFP # 24-101 HHSA" on front of envelope.
3. **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to RFP_RFB_Submissions@co.siskiyou.ca.us and must be received by **March 21, 2025, 4:00 p.m.** Please include "RFP # 24-101 HHSA" in subject line.

Proposers shall provide One (1) original copy with signature and Three (3) exact copies of the original by hand or mail delivery, as instructed above.

Proposers submitting proposals electronically will only be required to submit one signed copy.

Proposers are asked to direct all inquiries related to the project(s) to Trish Barbieri by email at pbarbieri@co.siskiyou.ca.us.

The County will provide the following to assist selected individuals:

1. Designate a person to act as the County's point of contact with respect to the work performed under the contract.
2. Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
3. Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
4. Advice on the project scope of work.
5. Review and validation of project deliverables.
6. Required Confidentiality and Civil Rights Trainings.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.