

## **Language Access/Interpretation Request for Proposal**

### **Overview**

Think Small is seeking a company to provide language interpretation services for the parents and child care providers served by Think Small and the Child Care Aware system, beginning March 2022 and to run through June 30, 2022.

### **Agency Background**

Think Small is dedicated to advance quality care and education of children in their crucial early years. Founded in 1971 by community members concerned about the lack of affordable, organized and accessible early childhood programs. Think Small today is widely known for expertise in quality child care and education, and for delivering a broad range of services to over 30,000 parents, educators, and providers in the Minneapolis-St. Paul metropolitan area. We also work on the grassroots level across the state and system-wide by activating field leaders and other stakeholders on issues that concern our youngest children. Our publishing division, Redleaf Press, produces a broad range of materials on topics designed to assist in providing a stimulating, child-centered curriculum based on sound and accepted theory. Think Small operates on an annual budget of approximately \$30.0 million, is directed by an 18-member board and has an average of 90 employees.

The “Child Care Aware of Minnesota system,” consisting of child care resource and referral agencies, is referenced throughout federal law and Minnesota statute, and is a key deliverer of services to families and child care and early education programs. The Child Care Aware of Minnesota system is divided into District level services, of which there are five; Region level services, of which there are 13; one tribal District; and the statewide office, Child Care Aware of Minnesota—Coordinating Office. Each District is comprised of multiple Regions, however MNTRECC serves the entire state.

### **Scope of Services**

Think Small is seeking assistance with language interpretation and translation services for child care providers and parents, engaging with the statewide Child Care Aware system. The purpose of this work is to support Child Care Aware services funded by DHS, specifically providing services and/or enhancing existing services to individuals who are ELL, respond to ongoing changes in ethnic and linguistic demographics, maintain and increase the quality of programs and service delivery, and ensure equal access to programs and services.

**The following services are required for this work:**

1. On-call phone interpretation, ability to offer video chats a plus
2. Translation of written materials
3. Willing to receive training on how to translate and interpret for the early childhood field
4. Vendor representation at meetings with Child Care Aware, and other stakeholders and partner organizations
5. Submit monthly data reports on the first Monday of each month
6. Continuous engagement with community to determine which languages are needed
7. Ability to identify gaps in services

**Selection Criteria**

1. Demonstrated understanding of Think Small's and Child Care Aware's needs and the environment in which it operates.
2. Proposed approach and methodology that is both comprehensive and tailored to the needs of Think Small and Child Care Aware.
3. Ability to track stats, submit monthly reports and offer video chats.
4. Proposed fee schedule.
5. Ability to provided dedicated, scheduled staff that maintain regular office hours

**Proposal to include the following:**

- a) A profile of your company, including languages supports offered.
- b) Statement of the company's understanding of work to be performed.
- c) Evidence of the company's qualifications to provide these services
- d) Proposed fee structure for these services, with projected costs for services provided between March 2022 – June 31<sup>st</sup>, 2022, and for the following fiscal year, beginning July 1<sup>st</sup>, 2022 – June 30<sup>th</sup>, 2023.
- e) Proposal should be no longer than five pages in length including appendix.

**Contact Information**

Proposals should be e-mailed to Jacqueline Perez

Jacqueline Perez

Outreach and Engagement Program Leader

Think Small

Phone: 651-641-6606

Email: [jvperez@thinksmall.org](mailto:jvperez@thinksmall.org)