



City of Springdale
Community Development Block Grant Program
201 Spring Street
Springdale, Arkansas 72764
Phone (479) 750-8175 Fax (479) 750-8539



City of Springdale, Arkansas

Request for Statement of Qualifications

A certified firm or individual to translate program documents from English to Spanish. The Community Development Block Grant Program encourages the participation of small, minority and women-owned business enterprises.

INTRODUCTION

The City of Springdale, Arkansas, issues a request for qualifications of firms or individuals to translate Community Development Block Grant (CDBG) Program documents from English to Spanish.

PROJECT

The City of Springdale's Community Development Block Grant Program Director is soliciting proposals from qualified firms or individuals for the following:

DESCRIPTION

1. Translate Community Development Block Grant Program documents as needed.
2. Documents range from a few paragraphs to fifty pages.

SCOPE OF SERVICES

1. Translate documents as needed by the CDBG Program from English to Spanish.
2. Provide the Spanish version of a paragraph under the English version of the same paragraph.
3. Return to the CDBG Program Director all translated documents in a word file and a portable document format (pdf).

PROPOSED CONTENT

1. Description of Firm: Describe your firm's length of time in business, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes).
2. Experience: Briefly describe other similar projects executed by your firm that demonstrates relevant experience. List any public sector clients for whom you have performed similar work in the last year. Include the name, address and phone number of a person who can be contacted regarding your performance.
3. Personnel: Provide a professional resume for the key person proposed to be assigned to the project and describe relevant related experience. Submittals must identify a certified person who would be responsible to perform the translation.

COST BREAKDOWN

Provide the cost to the City for documents less than a page and documents one page and longer.

GENERAL INFORMATION**SOQ Submittal Deadline**

November 14, 2016 5:00pm
City of Springdale
CDBG Program, Room 214
201 Spring St.,
Springdale, AR. 72764