



MEMORANDUM

To: CMAP Board

From: Jennie Vana, Deputy of Communications and Engagement

Date: May 29, 2024

Subject: Authorization to enter into a contract with a vendor to be determined a result of RFP 301 for language translation and interpretation services for a term of up to 24 months, with three, one-year options, in an amount not to exceed \$300,000

Action Requested: Approval

Purpose

The Chicago Metropolitan Agency for Planning (CMAP) seeks to enter into a contract with a vendor for language translation and interpretation services into and from languages most commonly spoken by residents of northeastern Illinois.

Background

The selected vendor will be responsible for providing translation and interpretation services including, but not limited to in-person interpretation of oral communication and services to facilitate communication with persons that are visually or hearing impaired, the transcription of voice recordings, and the translation of written materials. The vendor will be responsible for ensuring that standard dialects are used for consistency and comprehension; for example, translations in Spanish shall be in dialects that are comprehensible to the majority of Spanish speakers, regardless of an individual's heritage or country of origin.

Procurement process

A Request for Proposals (RFP) was circulated and posted on the CMAP website, CMAP hosted a non-mandatory virtual pre-bid meeting to provide an overview of and answer consultant questions.

The key dates were as follows:

RFP Advertisement/Release	May 8, 2024
Pre-bid Meeting (optional)	May 15, 2024
Deadline for questions	May 17, 2024
Answers to questions posted	May 20, 2024
Deadline for submissions	May 22, 2024

CMAP received four (4) proposals, and proposals will be reviewed for completeness and complete submittals will be reviewed by CMAP staff, who will score each proposal independently based on the evaluation criteria included in **Attachment 1**.

Recommendation for contractor selection

Following consideration of the proposals, the evaluation panel will determine which proposal represents the strongest overall submittal based on the evaluation criteria.

To facilitate the timely execution of a contract prior to the next scheduled Board meeting, the evaluation panel requests authorization to enter into a contract with a vendor to be determined for a term of up to 24-months, with three one-year renewal options in an amount not to exceed \$300,000.

Attachment 1: Evaluation criteria

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