



## Request for Quotes

Issued: October 1, 2023

Deadline: October 31, 2023

The Culture Alliance, a joint culture committee serving Beausoleil First Nation, the Towns of Midland and Penetanguishene, and the Townships of Tay and Tiny, is seeking quotes to provide translation services from English language documents into Anishinaabemowin.

### Project

This is an ongoing request for Anishinaabemowin translation services for various documents including, but not limited to, correspondence, social media posts, website updates, documents, etc.

### Budget

The project budget is based on an as needed basis, but translation fees will be in line with other comparable translation fee structures. Fee structure as follows:

- translation for the first 50 (fifty) words or three sentences at a rate of \$50.
- for each additional English word in the translation, the fee would be \$1.00 per word.

### Timeframe

Questions regarding this "Request for Quotes" should be submitted to [info@culturealliance.ca](mailto:info@culturealliance.ca) by no later than Monday October 23, 2023.

Proposals must be submitted by no later than Tuesday October 31, 2023, by 12 noon.

Interviews will take place during the week of November 6 – 10, 2023

The Culture Alliance will award this project by November 24, 2023.

NOTE: All requested translations will be provided in a timely manner but not later than three weeks after the initial request is made, or other timeline as mutually agreed-upon in advance with the Culture Alliance.

### Proposal submission

Applications, including a cover letter, resumé and references, are due by 12 noon on Tuesday October 31, 2023, and should be sent to [info@culturealliance.ca](mailto:info@culturealliance.ca). **DO NOT ZIP** files as they will not be received. If files are too large to email, a link to a OneDrive folder will be provided upon request.

Application packages must include:

- Contact name and information, as well as website and social media accounts, if applicable.
- Well-grounded in the Anishinaabemowin language through training or lived experience
- Recognized by their community as being well-versed in Anishinaabemowin
- Experience in translating from English to Anishinaabemowin
- Provide the names of three community members and/or professional references supporting their ability to transcribe written Anishinaabemowin fluently, with contact information
- Excellent communication skills
- Punctual response to requests for service; three-week response time, or other mutually agreed-upon timeline as needed

### Evaluation Criteria

Previous experience providing translations in Anishinaabemowin with references. Examples of previous work conducted for previous clients; support of three community and/or professional references supporting your skill at translation English to Anishinaabemowin.