



**Judicial Council of California**  
ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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**TO:** POTENTIAL BIDDERS

**FROM:** Administrative Office of the Courts  
Finance Division

**DATE:** March 7, 2006

**SUBJECT/PURPOSE OF MEMO:** REQUEST FOR PROPOSALS  
Judicial Council Forms Translation Project

**ACTION REQUIRED:** You are invited to review and respond to the attached Request for Proposals (“RFP”):  
Translation Services Project  
RFP Number: CFCC-0306

**DEADLINE:** **Proposals must be received by 1:00 p.m. on Thursday, March 9, 2006.**  
**DUE TO THE SHORT TIMEFRAMES IN THIS RFP, THERE WILL BE NO EXTENSIONS OF THE DUE DATE.**

**SUBMISSION OF PROPOSAL:** Hard Copy Proposals may be delivered to:  
**Judicial Council of California**  
**Administrative Office of the Courts**  
**Attn: Nadine McFadden – CFCC-0306**  
**455 Golden Gate Avenue**  
**San Francisco, CA 94102, or**  
**Proposals may be submitted via e-mail to:**  
[solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov) using RFP#CFCC-0306 in the subject line

1. The purpose of this RFP is to find qualified suppliers that can complete the translations of 14 forms from English to Spanish, Chinese, Korean, and Vietnamese by March 27, 2006.
2. Preference will be given to bidders that can perform the translations in all four languages however, bidders that can perform translations in only one language are encouraged to participate in this RFP.
3. Bidder's proposals will be evaluated based on the following criteria in descending order of importance:
  - A. Ability to complete the work by March 27, 2006
  - B. Company Experience
  - C. Pricing
4. Contracts with successful firms will be signed by the parties on a State of California Standard Agreement form and will include the terms in Attachment A – Sample Contract – RFP#CFCC0306.
5. The following 14 English language forms are posted along with this RFP as Attachment B and are to be downloaded and viewed. The successful bidder will be awarded a contract to translate each form into Spanish, Chinese, Korean, and Vietnamese.
  1. DV-100, *Request for Order*
  2. DV-110, *Temporary Restraining Order and Notice of Hearing (CLETS—TRO)*
  3. DV-126-INFO, *How to Reissue a Temporary Restraining Order*
  4. DV-130, *Restraining Order After Hearing (CLETS—OAH)*
  5. DV-170, *Other Orders*
  6. DV-210- INFO, *What is "Proof of Service"?*
  7. DV-260, *Confidential CLETS Information*
  8. DV-500-INFO, *Can a Domestic Violence Restraining Order Help Me?*
  9. DV-510-INFO, *I Filled Out the Forms—What Now?*
  10. DV-520-INFO, *Get Ready for Your Hearing (For Protected Person)*
  11. DV-530-INFO, *How to Enforce Your Order*
  12. DV-540-INFO, *Information for the Restrained Person*
  13. DV-550-INFO, *Get Ready for Your Hearing (For Restrained Person)*
  14. DV-720-INFO, *How Do I Ask the Court to Renew My Restraining Order?*
6. The current Spanish, Chinese, Korean, and Vietnamese version of these forms can be viewed online. Go to <http://www.courtinfo.ca.gov/cgi-bin/forms.cgi> then select "Domestic Violence Prevention – [*Spanish, Chinese, Korean, Vietnamese*]" in the drop-down box and select the applicable form by the form number. The form numbers are appended with an "S" for Spanish, "C" for Chinese, "K" for Korean, and "V" for Vietnamese. Please review these forms for style and dialect. The selected vendor must be able to provide translations that are written and formatted in the same style and dialect.

7. Specifications

- A. The current English version of each of the 14 forms must be translated into Spanish, Chinese, Korean, Vietnamese, using the same dialects currently used.
- B. Omniform is the preferred format for Spanish translated forms, however other formats may be submitted.
- C. Completed translations must be delivered in the native format, (Omniform, Word, etc.) as well as in PDF format and delivered on a CD.
- D. Forms should be formatted to match the English version.
- E. Translated forms must be formatted to maximize readability in that language.
- F. Translators performing the work must be court-certified and must be a member of the American Translator Association (ATA).
- G. The selected vendor must be able to provide translations that are written and formatted in the same style and dialect.
- H. All translations must be delivered via e-mail by no later than March 27, 2006.

**Please respond to the following questions, and number your responses so they match the numbered questions.**

8. Provide the following information about your company:

- A. Name
- B. Address,
- C. City, State, Zip

9. Describe your company's capabilities to perform the work of this RFP.

10. Please include a statement certifying that work will be performed by ATA-certified translators. Include certificate numbers and dates of issue and expiration.

11. To what extent would your firm need to subcontract out work to perform translation services from English to:

- A. Spanish?
- B. Chinese?
- C. Korean?
- D. Vietnamese?

12. For each of the following languages, to what extent would your firm be completing the work outside of the United States?

- A. Spanish?

- B. Chinese?
  - C. Korean?
  - D. Vietnamese?
13. If you are awarded a contract, what would be the latest contract start date you would need so that you could complete the work by March 27, 2006:
- A. Without rush charges?
  - B. With rush charges?
14. Describe your normal, non-rush, pricing structure for translating from English to:
- A. Spanish?
  - B. Chinese?
  - C. Korean?
  - D. Vietnamese?
15. Describe your pricing structure for rush fees for translating from English to:
- A. Spanish?
  - B. Chinese?
  - C. Korean?
  - D. Vietnamese?
16. What would be your fees for translating the 14 forms into:
- A. Spanish?
  - B. Chinese?
  - C. Korean?
  - D. Vietnamese?
- (Please separate the normal non-rush charges from the rush charges.)
17. Describe your experience in translating legal documents from English to:
- A. Spanish
  - B. Chinese
  - C. Korean
  - D. Vietnamese
18. Please provide 3 references that the AOC may contact regarding your company's capabilities to perform the work of this RFP.

19. The contract terms and conditions accompany this RFP as Attachment A, and is entitled and named "Sample Contract – RFP #CFC-0306". Bidders are to review the terms and conditions and submit Attachment 1, entitled "VENDOR'S ACCEPTANCE OR EXCEPTIONS TO CONTRACT TERMS AND CONDITIONS" along with their proposal. Please take into consideration that proposed modifications to the AOC contract terms may reduce the time available to perform the translations and will be taken into consideration during the evaluation of your proposal.

**ATTCHMENT 1**

**VENDOR'S ACCEPTANCE OR EXCEPTIONS  
TO  
CONTRACT TERMS AND CONDITIONS**

*(Mark the Appropriate Choice)*

\_\_\_\_\_ Vendor accepts the terms and conditions of Sample Contract – RFP#CFCC-0306 of this RFP without exception.

**OR**

\_\_\_\_\_ Vendor proposes the following exceptions to the Sample Contract – RFP#CFCC0306:

NOTE: If exceptions are proposed, the bidder must provide an explanation/rationale for the modification.

*(List all exceptions)*