

**RFP No. 1941**

Translation Services

April 15, 2024

California Translation International (CTI)

Dear Dr. Clark,

Thank you for the opportunity to respond to the Request for Proposal for the Mt. Diablo Unified School District Translation Services.

We hope you find relevant information in the following pages to select and enter into contract with California Translation International (CTI) as one of your primary translator support providers.

California Translation International (CTI) is owned and operated by:

Maria Mercado

PO Box 30796

Walnut Creek, CA 94598

925.947.3520 (phone)

925.957.3527 (fax)

[Mariamercado.cti@sbcglobal.net](mailto:Mariamercado.cti@sbcglobal.net)

Maria Mercado will be your main point of contact throughout the duration of this contract.

CTI has successfully completed numerous contracts with MDUSD over the past thirty five years of various sizes and complexities. We fully understand the varying degrees of language needs throughout the district, and are skilled at bridging the gap of communication between personnel and families within the district with distinct levels of accuracy. We are confident in our ability to continue working with MDUSD to fulfill all of your translating/interpreting needs.

Should you have any questions regarding our response to this proposal request, please contact Maria Mercado. I look forward to working with you.

Respectfully,



Maria Mercado

Owner, California Translation International

CTI has approximately 300 independent contracted translators/interpreters to meet all of your translations requirements in the following languages:

▪ Afemi	▪ Farsi-Afgani-Dari	▪ Kotokoli
▪ Afrikaans	▪ Fijian	▪ Kpelle
▪ Aguacatec	▪ Finnish	▪ Krio
▪ Akan	▪ FooChow	▪ Kru
▪ Amharic	▪ French	▪ Kurdish
▪ Ancholi	▪ Fuji/Fujiman	▪ Lao
▪ Arabic	▪ Fukienese	▪ Latvian
▪ Armenian	▪ Fulani	▪ Lebanese
▪ Ashanti	▪ Ga	▪ Lingala
▪ Assyrian	▪ Gaelic	▪ Lithuanian
▪ Azerbaijani	▪ Georgian-Sov. Republic	▪ Luganda
▪ Baluchi	▪ German	▪ Luo
▪ Bambara	▪ Ghag	▪ Macedonian
▪ Basque	▪ Gonja	▪ Malay
▪ Bassa	▪ Greek	▪ Malaylam/Indian
▪ Baule	▪ Gujarati	▪ Malinke
▪ Bengali	▪ Hakka	▪ Maltese
▪ Berber	▪ Harati	▪ Mam
▪ Bulgarian	▪ Hausa	▪ Mandarin
▪ Burmese	▪ Hebrew	▪ Mandingo
▪ Cachiquel	▪ Hindi	▪ Marathi
▪ Cambodian	▪ Hmong	▪ Mende
▪ Cantonese	▪ Hungarian	▪ Mien
▪ Cape Verdian	▪ Ibo	▪ Misquito
▪ Cebuano	▪ Icelandic	▪ Mixtec
▪ Cha-Chao	▪ Ilocano	▪ Mongolian
▪ Chuj	▪ Ilongo	▪ Montenegrin
▪ Creole	▪ Indonesian	▪ Multani
▪ Croatian	▪ Iranian Farsi	▪ Muong
▪ Czech	▪ Ishan	▪ Nepali
▪ Dagbane	▪ Italian	▪ Norwegian
▪ Danish	▪ Jacalteca	▪ Nubian
▪ Dioula	▪ Japanese	▪ Oroma
▪ Divehi	▪ Kaiping	▪ Palau
▪ Dutch	▪ Kekchi	▪ Pampangan
▪ Dzongkha	▪ Khmer	▪ Pangasinan
▪ EDO-Benin	▪ Kinyarwanda	▪ Papiamento
▪ English	▪ Konjobal	▪ Persian
▪ Enping	▪ Korean	▪ Polish
▪ Estonian	▪ Kosovo	▪ Portuguese
▪ Ewe	▪ Kosraean	▪ Punjabi
▪ Fanti	▪ Kotokoli	▪ Pushtu

▪ Quechua	▪ Swedish	▪ Vietnames
▪ Quiche	▪ Tagalo	▪ Visayan
▪ Romanian	▪ Taiwanes	▪ Wenzhou
▪ Romany (Gypsy)	▪ Tamil	▪ Wolof
▪ Russian	▪ Telegu	▪ Yuddish
▪ Samoan	▪ Temne	▪ Youba
▪ Sarahule	▪ Thai	▪ Yucatec Maya...
▪ Serbian	▪ Tibetan	
▪ Serbo-Croatian	▪ Tigrinya-Eriteran	
▪ Shanghai	▪ Toishan	
▪ Sign Language – American	▪ Tongan	
▪ Sign Language – Spanish	▪ Tosk	
▪ Sinhalese	▪ Trukese	
▪ Slovak	▪ Turkish	
▪ Slovenan	▪ Turkmen	
▪ Somali	▪ Twi	
▪ Soninke	▪ Uigur	
▪ Spanish	▪ Ukranian	
▪ Susu	▪ Urdu	
▪ Swahili	▪ Urhobo	
▪ Swazi	▪ Uzbek	

**RFP #1852: TRANSLATOR SUPPORT PROVIDERS  
PROPOSAL FORM/PRICING SUMMARY  
ATTACHMENT A  
To be Submitted with RFP Response**

The undersigned declares the Notice to Bidders has been read and agrees and proposes to furnish all necessary labor, materials and equipment to provide to conclusion the project: Review of RFP #1941, and will take in full payment therefore the following total lump sum amount, all taxes included:

**Price Proposal Summary: Enter totals from breakdowns on following pages.**

Description	Total Proposed Price *
<b>Task 1-</b> Identify the hourly pay for translation services to be provided	Please see attached CTI Schedule of fees
<b>Task 2-</b> Identify the extra charges that will be paid in 15-minute increments	Please see attached CTI Schedule of fees
<b>Task 3-</b> Identify the pre-agreement of length of services to be provided –minimum price per service	Please see attached CTI Schedule of fees
<b>Task 4-</b> Identify the travel time for employees, as well as mileage as being part of the consultant fee.	Please see attached CTI Schedule of fees
Total	

\*All proposed rates shall be fully burdened, inclusive of all travel, transportation, or other expenses.

The undersigned hereby certifies that this Bid is genuine and not fraudulent or collusive, or made in the interest of or in behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other Bidder to put in a fraudulent bid, or any other person, firm or corporation to refrain from bidding, and the undersigned has not in any manner sought by collusion to secure for himself an advantage over any other Bidder. Further, the undersigned also declares under penalty of perjury under the laws of the State of California, that representations made in this Bid are true and correct.

The undersigned has notified the District of any discrepancies or omissions, or of any doubt about the meaning of any of the Contract Documents, and has contacted the Purchasing Department before bid date to verify the issuing of any clarifying Addenda.

Receipt and acceptance of the following addenda is hereby acknowledged:

No. \_\_\_\_\_, Dated \_\_\_\_\_

No. \_\_\_\_\_, Dated \_\_\_\_\_

No. \_\_\_\_\_, Dated \_\_\_\_\_

Taxpayer's Identification No.: 68-0214546

Dated this 15 day of APRIL, 2024

Proper Name of Bidder (Company): California Translation International

Address: P.O. Box 30796, Walnut Creek, CA 94598

Email: maria.mercado.cti@sbcglobal.net

Phone: 925-947-3520 Fax: \_\_\_\_\_

Print Signer's Name: maria mercado

Title: owner

By: Maria Mercado

Signature of Authorized Officer (wet in blue ink)



California Translation International

The Language Professionals

## **SCHEDULE OF FEES TRANSLATION OF DOCUMENTS**

California Translation International contracts translators in over 150 languages. All translators are accredited linguists with certifications of internationally known organizations.

### **Spanish Language:**

\$ 0.13 to \$0.15 per target word depending on the complexity of the document  
\$ 35 minimum charge for less than 300 words  
\$ 30 minimum for repeated documents with minor changes

### **Asian Languages:**

\$ 0.22 to \$0.35 per target word depending on the complexity of the document  
\$ 90 minimum charge for less than 300 words

### **Middle Eastern Languages:**

\$ 0.22 to \$0.35 per target word depending on the complexity of the document  
\$ 90 minimum charge for less than 300 words

### **Slavic Languages:**

\$ 0.22 to \$0.35 per target word depending on the complexity of the document  
\$ 90 minimum charge for less than 300 words

### **Pacific Islander Languages:**

\$ 0.28 - \$0.35 per target word depending on the complexity of the document  
\$ 90 minimum charge for less than 300 words

- No extra charge for RUSH translations



California Translation International

The Language Professionals

## SCHEDULE OF FEES INTERPRETATION SERVICES

Interpreters and translators contracted by California Translation International are Federal and State Certified in those languages where certification is available by the Judicial Council of California. If certification is not available CTI will provide linguists and professional interpreters with many years of experience whom are registered or approved by the Judicial Council of California certified by all national and international organizations from each country.

### Spanish Language

IEPs, parent conferences, and all other meetings	\$ 65/hr. (2 hour minimum)
Consecutive Community/Group Meetings after 5PM	\$ 100/hr. (2 hour minimum)
Simultaneous Community/Group Meetings after 5PM	\$ 110/hr. (2 hour minimum)

### Portuguese, Italian, German, Swedish, Danish, and other European Languages & Slavic Languages

IEPs, parent conferences, and all other meetings	\$ 90/hr. (2 hour minimum)
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### Chinese (Cantonese/Mandarin) Japanese, Korean, Vietnamese

IEPs, parent conferences, and all other meetings	\$ 95/hr. (2 hour minimum)
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### Farsi, Punjabi, Urdu, Pashto, Laotian, Cambodian, Tagalog, Asian and Middle Eastern Languages

IEPs, parent conferences, and all other meetings	\$ 100/hr. (2 minimum charge)
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### Mongolian, Turkish, Nepalese

IEPs, parent conferences, and all other meetings	\$ 110/hr. (2 hour minimum)
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### ASL (American Sign Language)

IEPs, parent conferences, and all other meetings	\$ 120/hr. (2 hour minimum)
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**Miles, travel time.** No travel time charge. Mileage at the rate of \$.67/mile only when CTI is not able to find a local interpreter.

**Cancellation Policy:** A late cancellation fee will be charged for any assignment cancelled within the 24 hours of scheduled date.

**AGREEMENT OF SERVICES**  
**ATTACHMENT B**  
*To be Submitted with RFP Response*

THIS AGREEMENT, made on April 15, 2024, by and between Mt. Diablo Unified School District, hereinafter called "DISTRICT", and California Translation International, a duly qualified contractor in the area of Translation Support Provider, hereinafter called "CONTRACTOR".

The DISTRICT and CONTRACTOR hereby agree as follows:

Description of Services:

CONTRACTOR agrees to provide services to DISTRICT as set forth in Scope of Work.

Contract Documents:

The contract documents consist of the Agreement for Consulting Services and, if in existent, the General Provisions, specifications, drawings, specific and or general conditions, attachments, and completed insurance forms.

Compensation:

As full compensation for all services contemplated by this Agreement, CONTRACTOR shall be compensated within 30 days (30 day NET) of receipt of the invoice(s). Invoice(s) can be issued bi-weekly or monthly for services rendered.

Term of Agreement:

The term of this Contract shall be from July 1, 2024 to June 30, 2025, inclusive, subject to the provisions of Section 7 of the General Provisions. The initial term of this contract shall be for a period of one year with two one-year options to renew (July 1<sup>st</sup> to June 30<sup>th</sup>. - 2025-2026, 2026-2027).

Note: Federal Internal Revenue regulations require this office to report all payments to individuals for CONTRACTOR services.



IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

**MT. DIABLO UNIFIED SCHOOL DISTRICT**  
1936 Carlotta Drive, Concord, CA 94509-1358  
(925) 682-8000

Date: \_\_\_\_\_

By: \_\_\_\_\_

**Dr. Adam Clark, Superintendent**  
Signature of District Authorized Signer *(wet in blue ink)*

Proper Name of CONTRACTOR (Company): California Translation International  
Address: P.O. BOX 30796, Walnut Creek, CA 94598

Date: April 15, 2024

Print Signer's Name: Maria Mercado

Title: owner

By: Maria Mercado

Signature of Authorized Officer *(wet in blue ink)*

**NONCOLLUSION DECLARATION**

**Public Contract Code § 7106**

**ATTACHMENT C**

***To be Submitted with RFP Response***

The undersigned declares the party making the foregoing bid: **RFP #1941 2024 Translation Services**

The bid/proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid/proposal is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on the following date:

Date: April 15, 2024

Proper Name of Bidder (Company): California Translation International

Address: P.O. Box 30796, Walnut Creek, CA 94598

Print Signer's Name: Maria Mercado

Title: owner

By: Maria Mercado

Signature of Authorized Officer (*wet in blue ink*)

**WORKER'S COMPENSATION INSURANCE CERTIFICATE  
ATTACHMENT D  
To be Submitted with RFP Response**

**TO: MT. DIABLO UNIFIED SCHOOL DISTRICT**

**FOR: RFP #1941 2024 Translation Services**

I am aware of the provisions of Section 3700 of the Labor Code that requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code. I will comply with such provisions before commencing the performance of the work under this contract and submit the necessary evidence of workers' compensation to Mt. Diablo Unified School District.

Date: April 15, 2024

Company Name: California Translation International

Name of Signing Official: Maria Mercado

Title of Signing Official: Owner

By: Maria Mercado  
Signature of Authorized Officer *(wet in blue ink)*

Company Seal:

## Workers Compensation

Due to the fact that CTI subcontracts with interpreters and translators and are therefore not considered employees, the need to maintain a workers compensation policy is unnecessary.

**CONFIDENTIALITY AGREEMENT  
ATTACHMENT E  
To be Submitted with RFP Response**

**RFP# 1941 2024 Translation Services**

The undersigned, a duly authorized officer of California Translation International  
does hereby represent, warrant and agree to the following statement:

*"All financial, statistical, personal, technical or other information relating to  
the District's operation or Student(s) are designated confidential by the District,  
and made available to the undersigned, shall be protected by the undersigned  
from unauthorized use and disclosure".*

Date: April 15, 2024

Company Name: California Translation International

Name of Signing Official: Maria Mercado

Title of Signing Official: owner

By: Maria Mercado  
Signature of Authorized Officer (wet in blue ink)

**VENDOR REPRESENTATION AND CERTIFICATION**  
**ATTACHMENT F**  
***To be Submitted with RFP Response***

The undersigned hereby affirms that:

1. Are a duly authorized agent of the vendor (corporate or other authorization confirmation may be requested prior to final contract execution).
2. The offer is being offered independently of any other Vendor's and is in full compliance with the collusive prohibitions of this State. The vendor certifies that no employee of its firm has discussed, or compared the proposal with any other vendor or District employee, and has not colluded with any other vendor or District employee.
3. The vendor will accept any awards made to it as a result of this solicitation if the acceptance is made within 90 calendar days after the proposal due date.

I hereby certify that I am submitting the following offer as my firm's proposal. I understand that by virtue of executing and returning with this proposal this required response form, I further certify full, complete and unconditional acceptance of the contents of this Solicitation (except as may be noted in the offer). I also agree to be bound by any and all specifications, terms and conditions, contract document, accepted offer and other documents of the Solicitation.

Date: April 15, 2024

Proper Name of Bidder (Company): California Translation International

Address: P.O. Box 30796, Walnut Creek, CA 94598

Email: Maria Mercado. Cti@sbcglobal.net

Phone: 925-947-3520 Fax: \_\_\_\_\_

Print Signer's Name: Maria Mercado

Title: owner

By: Maria Mercado  
Signature of Authorized Officer (wet in blue ink)

**EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE CERTIFICATE**  
**ATTACHMENT G**  
**RFP #1941 2024 TRANSLATION SERVICES**  
*To be Submitted with RFP Response*

Equal Opportunity Clause

Unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Executive Orders 10925, 11114 or Section 204 of Executive Order 11246 of September 24, 1965, during the performance of each contract with Mt. Diablo Unified School District, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin or political affiliation. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, gender, national origin or political affiliation. Such action shall include, but not be limited to the following: employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
2. The contractor will, in all solicitations or advertisements for employees, placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin or political affiliation.
3. The contractor will send to each labor union or representative of workers with which he as a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or the workers' representative of the contractors' commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and the rules, regulations and relevancy orders of the Secretary of Labor.
5. The contractor will furnish all information and reports required by Executive order 11246 of September 24, 1965, and by the rules, regulations and relevant orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

6. In the event of the contractor's non-compliance with the non-discrimination clauses of this subcontract or with any of such rules, regulations or orders, this subcontract may be canceled, terminated or suspended, in whole, or in part and the contractor may be declared ineligible for further government contracts in accordance with the procedures authorized in accordance with Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or otherwise provided by law.
  
7. The contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each Subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance. Provided, however, that in the event the contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

**Certification on Non-Segregated Facilities**

The contractor hereby certifies that it does not or will not maintain segregated facilities not permit its employees to work at locations where facilities are segregated on the basis of race, color, religion, gender, national origin or political affiliation.

Date: April 15, 2024

Company Name: California Translation International

Name of Signing Official: Maria Mercado

Title of Signing Official: owner

By: Maria Mercado  
Signature of Authorized Officer (wet in blue ink)



**BIDDER'S STATEMENT REGARDING INSURANCE COVERAGE**  
**ATTACHMENT H**  
*To be Submitted with RFP Response*

BIDDER HEREBY CERTIFIES that the Bidder has reviewed and understands the insurance coverage requirements specified in the Notice to Bidders for:

**RFP #1941 2024 TRANSLATION SERVICES**

Should the Bidder be awarded the contract for the work, Bidder further certifies that the Bidder can meet the specified requirements for insurance, including insurance coverage of the subcontractors, and agrees to name Mt. Diablo **Unified School District, AND THE Board of Education**, as Additional Insured for the work specified on the Additional Insured Endorsement Form.

The Additional Insured Endorsement Form must accompany the Certificate of Insurance. Such names for the Additional Insured Endorsement Form are as follows: Form CG2010, Form A, Form B, or an "additional blanket" form.

Date: April 15, 2024

Company Name: California Translation International

Name of Signing Official: maria mercado

Title of Signing Official: owner

By: maria mercado  
Signature of Authorized Officer (wet in blue ink)

**CRIMINAL BACKGROUND INVESTIGATION/FINGERPRINTING CERTIFICATION**  
**RFP #1941 2024 TRANSLATION SERVICES**  
**ATTACHMENT I**

The undersigned does hereby certify to the governing board of the District that he/she is a representative of the Contractor, is familiar with the facts herein certified, is authorized and qualified to execute this certificate on behalf of Contractor; and that the information in this Criminal Background Investigation / Fingerprinting Certification is true and correct.

1. **Education Code.** Contractor has taken at least one of the following actions with respect to the Project (check all that apply):

- The Contractor has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Contractor's employees and all of its subcontractors' employees who may have contact with District pupils in the course of providing services pursuant to the Contract, and the California Department of Justice ("DOJ") has determined (per the DOJ process for Applicant Agencies described more fully on its website, located at: ) that none of those employees have been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of Contractor's employees and of all of its subcontractors' employees who may come in contact with District pupils during the course and scope of the Contract is attached hereto; and/or
- Pursuant to Education Code section 45125.2, Contractor has installed or will install, prior to commencement of work, a physical barrier at the Project site, that will limit contact between Contractor's employees and District pupils at all times; and/or
- Pursuant to Education Code section 45125.2, Contractor certifies that all employees will be under the continual supervision of, and monitored by, an employee of the Contractor who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising Contractor's employees and its subcontractors' employees is:

Name: Maria Mercado Title: Owner  
*Attach additional list if needed.*

- The Work on the Contract is at an unoccupied school site and no employee and/or subcontractor or supplier of any tier of Contract shall come in contact with the District pupils.

2. **Megan's Law (Sex Offenders).** I have verified and will continue to verify that the employees of Contractor that will be on the Project site and the employees of the Subcontractor(s) that will be on the Project site are **not** listed on California's "Megan's Law" Website (<http://www.meganslaw.ca.gov/>).

Contractor's responsibility for background clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of the Contractor.

Date: April 15, 2024

Company Name: California Translation International

Name of Signing Official: Maria Mercado

Title of Signing Official: owner

By: Maria Mercado  
Signature of Authorized Officer (wet in blue ink)