

Oregon Employment Department
Contracts and Procurement Services
875 Union Street NE
Salem, OR 97311

REQUEST FOR QUOTATION (RFQ)

THIS IS NOT AN ORDER**

RFQ S-47100-00017409

Issuing Office: Oregon Employment Department
Contracts & Procurement Services

Agency Single Point of Contact:
Name: Ali Tate
Address: 875 Union Street NE
Salem, OR 97311
Phone: (503) 798-1735
Email: Ali.k.Tate@employ.oregon.gov

OFFER DUE DATE AND TIME: **July 15, 2026 @ 9:00AM (PST)**

SUBMIT OFFER TO EMAIL: Ali.k.Tate@employ.oregon.gov

Vendor Name _____ Federal ID No: _____
Address: _____ Phone: _____
City, State, Zip: _____ Fax: _____

1. Scope of Services:

a) Bidders must provide a quote for:

DESCRIPTION: **Translation of Oregon Careers files into Spanish**

Bidders must provide a quote for translation services and must/should also include the following features:

- Translate the Oregon Careers files into Spanish. The related Word, Excel, and infographic files will be sent via FTP.
- Some infographics we ask to translate are PDF files. Please advise whether you can translate and modify graphics to fit translation. If not we will work with the originators to provide the appropriate file format.
- Please replace any word art language as needed and appropriate.
- Please return translated files in the same file format as the English files that were provided.
- Translated documents will be reviewed by Employment Department staff and edits will be returned to the translator in a timely manner. Completed files of the translated document must be delivered to the Employment Department.

See the following attachments for additional information.

- Attachment A – Expected Timeline
- Attachment B - Translation Infographic – EXAMPLE ONLY
- Attachment C - Translation Word.doc – EXAMPLE ONLY

2. Offer Submittal

- a) Offers must be received on or before the Offer Due Date and Time at the location identified above to be considered. Agency, in its sole discretion, may extend the Offer Due Date and Time.
- b) Offers will only be accepted by e-mail to the Single Point Contact email identified above.
- c) Offers will not be accepted after the Offer Due Date and Time.

3. Submittal Requirements

- a) **Offers must** include submission of the Pricing Sheet (Exhibit No. 1) which must be signed by an authorized representative of the Offeror.
- b) **Offers must** include information about the company providing the services, including the number of years it has been in the field.
- b) **Offers must** include a detailed description of the requested services, the Offeror's relevant experience, and the features included in the proposed services. This description must clearly address the Offeror's approach to Quality, Delivery, and Timeliness to demonstrate the ability to meet the requirements of this solicitation.

4. Evaluation and Award

- a) Agency, in its sole discretion, may reject all Offers or cancel this RFQ at any time.
- b) Submissions will be reviewed to determine if all Submittal Requirements have been met. Those meeting the Submittal Requirements will be evaluated to determine the "Best Value" for the State. "Best Value" is based solely on Agency's determination of what best meets its needs, considering price as well as the following considerations:
 - Experience,
 - Features offered, and
 - Other factors include, but not limited to
 - Quality
 - Delivery
 - Timeliness
 - Cost
- c) Agency's determination is final.
- d) The Offeror with the most advantageous Offer will be awarded a contract. Agency may negotiate contract Terms and Conditions with the successful Offeror. Agency may award all or a portion of the Services requested, in its sole discretion.

**EXHIBIT 1
Pricing Sheet**

DESCRIPTION: **Translation of Oregon Careers files into Spanish**

MSA # (if applicable) _____

Vendor Name _____ Federal ID No: _____

Address: _____ Phone: _____

City, State, Zip: _____ Fax: _____

All Pricing Must Be Held Firm For 30 Days

DESCRIPTION	QUANTITY	PRICE PER UNIT	TOTAL

Authorized Representative's Signature Name and Title Date

ATTACHMENT A
Expected Timeline

Oregon Careers Spanish Translation

The Oregon Careers Magazine is a publication produced each year by the Oregon Employment Department. The magazine is 72 pages and typically averages around 35,000 words.

To accommodate the development of the English and Spanish versions of the magazine concurrently, we send individual articles and infographics for translation in individual word documents, PDFs, or Excel spreadsheets. The work is staggered over the Fall each year and batches of article content are sent to the translator in zip files.

English versions of the magazine content begin development in July and will run through November. Batches of files for translation would be expected to begin to be sent to the translator in September and run through November. We would target all translations to be completed by the end of December.

Questions or requests for alternate wording may continue through December as the Graphic Designer works on the magazine layout.

General Timeline

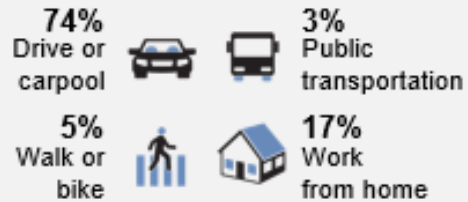
English Article Development (Word, PDF, Excel)

Oregon Careers Translation Timeline							
Process	July	August	September	October	November	December	January
English Content Development							
Files sent to translator			Batch 1	Batch 2	Batch 3	Batch 4 (If needed)	
Translation work							
Translation follow up / questions							

Working in Oregon – It's All in the Timing

Success in the workplace is not based just on meeting the minimum qualifications. You also need to be aware of the hours you may be expected to work, how far you'll need to travel, and how you may get there. All of this can depend on the type of job you are looking for. Here are a few numbers that can hint at what it's like working in Oregon.

HOW DO WE GET TO WORK

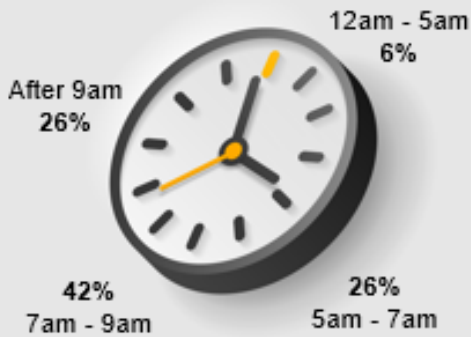


23
minutes

The average time it takes to get to work.

WHEN DO I LEAVE FOR WORK

Showing up to work on time is an essential work skill. Let's take a look at what time Oregon workers typically leave for work.

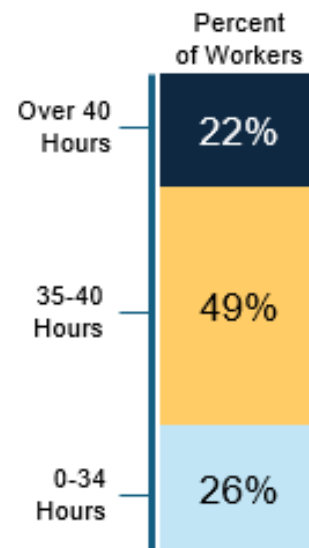


Two out of five Oregon workers leave for work between 7am and 9am.

HOW LONG IS THE WORK WEEK

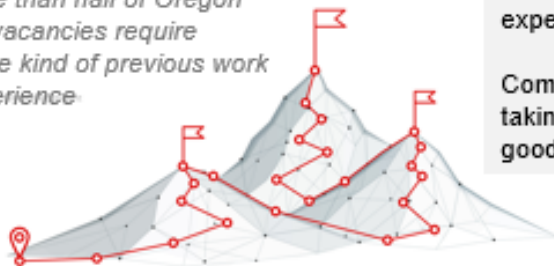
The length of your workweek can range depending on if you work full-time, part-time, or even overtime during the week.

About half of Oregon workers have a full-time work week, clocking in between 35 and 40 hours.



55%

More than half of Oregon job vacancies require some kind of previous work experience.



You may also need to put the time in to get the job you want. Sometimes getting your foot in the door takes getting an employer to know who you are and showing you have the experience needed to do the job well.

Completing an internship, apprenticeship, even taking another job with same company may be good options to gain experience.

Source: Oregon Employment Department, U.S. Census Bureau.

Janet Scott – AmeriCorps National Civilian Community Corps Team Leader

I was interested in AmeriCorps because I wanted an experience; a way to travel, take a break from formal education, and meet a lot of new people. AmeriCorps ended up providing that for me. I am now a team leader for a subsection of AmeriCorps called the National Civilian Community Corps, which is a 10-month residential service program. It involves a lot of traveling and working in a group-based environment.

Currently, we are working in the Willamette Valley doing conservation and restoration work, like planting native plants or removing invasive species. Our projects can vary quite a bit, though. My last service term included construction work through Habitat for Humanity and disaster recovery organizations. In the upcoming service project, my team will be down in Los Angeles helping low-income folks file their taxes.

I think one of the largest beauties of this program has been the connections you make with other team members. You get really close with people pretty fast and learn how to develop awesome, sustainable relationships with members who are very different than you. I still keep in touch with friends that I lived with five years ago who continue to be really important in my life. I've also been surprised how quickly the places we travel to can start to feel like home. Even when homesickness hits, it's really cool to see how quickly I can connect with new places.

The opportunity for development and adventure in this program is amazing. Everyone I've seen go through this program has really grown into themselves. It also gives you so many opportunities to try things that you wouldn't be able to in most other settings. I've been able to explore different career paths and find what actually feels right for me and fits with what I want my future to look like.

Could you see if the AmeriCorps program logos will fit. If not let's use the table as is

AmeriCorps Volunteer Opportunities in Oregon	
<p>Campus Compact of Oregon AmeriCorps Connect2Complete Members promote academic engagement and attendance in K-12 schools and community colleges. www.oregoncampuscompact.org Phone: 503-406-3575</p>	<p>College Possible IV Members prepare low-income students for success in post-secondary education through academic and college preparation programming. www.collegepossible.org/oregon Phone: 971-407-2960</p>
<p>Confluence Environmental Center Members address critical environmental needs related to: Energy & Resource Conservation; Healthy Watersheds, Environmental Education. Members educate and engage with low-income populations affected by social inequities. www.confluencecenter.org Phone: 503-719-6779</p>	<p>ETHOS INC Members serve youth in underserved rural communities to access music education and programming, and engage volunteers to stimulate ongoing support for music education offerings. ethos.org Phone: 503-283-8467</p>
<p>Forest Grove School District Partnerships for Student Achievement Members serve in Washington County schools providing tutoring, after school activities, volunteer recruitment, and parent connection. www.fgsdk12.org Phone: 503-359-8110 Ext. 4537</p>	<p>Heart of Oregon Corps Heart of Oregon Corps is a youth training and employment program that provides an avenue to reduce poverty, stimulate economic growth, and maintain the natural environment. heartforegon.org Phone: 541-633-7834</p>
<p>Metropolitan Family Service AmeriCorps</p>	<p>University of Oregon</p>

<p>Members facilitate life skills and leadership learning opportunities for students, support family and community engagement activities, recruit and coordinate community volunteers, and conduct financial education workshops. www.metfamily.org Phone: 503-232-0007 Ext. 107</p>	<p>Resource Assistance for Rural Environments The RARE program trains, places, and provides technical support to graduate level participants who live and work in communities throughout Oregon helping to improve economic, social, and environmental conditions. rare.uoregon.edu Phone: 541-632-3147</p>
<p>United Communities AmeriCorps Members are placed with social service agencies in Douglas and Josephine Counties to address locally identified needs. www.ucancap.org/ameriCorps Phone: 541-492-3919</p>	

To learn more about AmeriCorps programs, go to americorps.gov/serve.