



VENTURA COUNTY SHERIFF
Emergency Services

**REQUEST FOR QUOTES
FOR
EMERGENCY TRANSLATION, INTERPRETATION AND
ASL SERVICES**

**PUBLICLY POSTED: 1/28/2026 at 8:00 AM
QUOTES DUE: 2/13/2026 at 5:00 PM**

INTRODUCTION

Ventura County Sheriff Emergency Services is seeking quotes from qualified local vendors capable of providing goods and services during both routine operations and emergency incidents. This request is part of a countywide effort to identify fair market pricing, evaluate vendor capabilities, and establish pre-event agreements for rapid mobilization when needed.

Upon completion of the evaluation and pricing survey, Sheriff Emergency Services intends to establish Basic Ordering Agreements (BOAs) with selected vendors. These agreements will allow the County to pre-identify cost-competitive vendors ready to support immediate emergency response needs without delay.

REQUEST FOR QUOTE (RFQ) DETAILS

Sheriff's Emergency Services seeks qualified vendors to provide Translation, Interpretation and ASL Interpretation Services under both emergency and non-emergency conditions. Emergency circumstances include any requested services occurring between 5:00 p.m. and 7:00 a.m. Monday through Friday, as well as any time on weekends. Non-emergency requests will occur during standard business hours and may involve scheduled or routine service needs.

- Vendor to provide any one or all the following services:
- Please use the following table for your quote:

Written Translation Services

Language Pair	Per-Word Rate	Minimum Charge	Turnaround Time	Rush Rate	File Formats Supported

Spoken Interpretation Services

Language	Hourly Rate	Minimum Hours	Emergency Rate	Remote Rate	Travel Fee

ASL Interpretation Services

Service Type	Hourly Rate	Minimum Hours	Overtime Rate	Cancellation Type	Equipment Provided

Availability & Capacity

Languages Supported	Geographic Coverage	24/7 Availability	Emergency Response Time	Max Concurrent Request

Vendors should demonstrate their ability to respond promptly during emergency periods, maintain sufficient staffing and resources to meet urgent demands, and comply with all applicable county, state, and federal requirements related to the service.

RATE SURVEY & CONTRACTING

To establish standardized local market rates for goods and services, Sheriff's Emergency Services will conduct a structured pricing survey through a formal request for quotes. A detailed listing of items, unit measures, and service categories will be provided to participating vendors to ensure pricing is based on consistent specifications. Vendors will be required to submit pricing applicable to the current calendar year, along with projected pricing for the two subsequent calendar years, allowing the County to plan future expenditures and assess pricing trends over time.

At the conclusion of the survey period, Sheriff's Emergency Services will review all submitted pricing and calculate an average cost for each listed good or service. This analysis will serve as the basis for establishing standardized pricing expectations and will support consistent procurement across multiple vendors. A 20 percent premium will be automatically applied to all quoted rates when services are rendered under after-hours or

emergency conditions to account for mobilization, delivery, staffing, and availability requirements.

Following completion of the market survey, Sheriff's Emergency Services will seek to establish a Basic Ordering Agreement with any interested vendor willing to participate under the average pricing structure identified. Establishing a Basic Ordering Agreement does not guarantee that the County of Ventura will purchase goods or services from the vendor, and vendors will be contacted based on proximity to the incident, demonstrated responsiveness, and availability. These agreements will reflect the average pricing data, confirm vendor responsiveness, and create a pre-established pathway for ordering goods or services during emergency and non-emergency needs.

VENDOR REQUIREMENTS

Vendors responding to this RFQ must:

- Provide net payment terms no shorter than Net-30
- Offer emergency response capability between 5:00 PM and 7:00 AM, including weekends and holidays
- Provide no fewer than two points of contact for after-hours response
- Deliver services within Ventura County unless otherwise approved
- Have the operational capacity to mobilize within incident-appropriate timeframes

When necessary, vendors must pay prevailing wages and comply with all state and federal labor laws. Vendors working on projects tied to declared emergencies, public works restoration, reconstruction, or similar scopes are expected to comply with all labor, safety, and reporting standards.

ADDITIONAL COMPLIANCE REQUIREMENTS

Vendors must certify compliance with all applicable requirements including, but not limited to:

- Federal labor law
- State public contracting and wage requirements
- Commercial licensing, permitting, and insurance standards
- Health and safety standards applicable to service type

The County of Ventura reserves the right to request proof of qualifications, licenses, and insurance coverage.

PAYMENT TERMS

- Payment terms will be specified in any agreement that may ensue as a result of this RFQ.
- Preferred minimum payment terms are net 30.
- The County of Ventura does not make advance payments for services. Payment is normally made based upon completion of tasks as provided in the contract between the County of Ventura / Sheriff's Office of Emergency Services and the proposer.

TIMELINE FOR THIS RFQ

Ventura County Sheriff Emergency Services has developed the following list of key events related to this RFQ. All dates are subject to change at the discretion of Ventura County Sheriff Emergency Services.

EVENT	DATE
RFQ Issued:	1/28/2026
Proposal Submission Deadline:	2/13/2026
Evaluation of Proposals:	2/16/2026 - 2/20/2026
Negotiations and Execution of Contract:	2/23/2026 - 2/27/2026
Contract Start Date:	3/2/2026
Contract End Date:	3/2/2029

SUBMISSION OF QUOTES

- Quotes provided in response to this request must include the RFQ Response Spreadsheet.
- All bids must be submitted via email to oes.solicitation@ventura.org.
- Late bids will not be accepted.

OFFER PERIOD

A proposer's proposal is an irrevocable offer for 90 days following the proposal due date. In the event a final contract has not been awarded within this period, Sheriff Emergency Services reserves the right to negotiate extensions to this period. The Ventura County

Sheriff's Office of Emergency Services may conduct phone interviews with proposers to clarify aspects set forth in their proposals or to assist in negotiating pricing.

CONFIDENTIAL OR PROPRIETARY INFORMATION

Proposals submitted in response to this request are subject to disclosure under the applicable provisions of the California Public Contract Code and the California Public Records Act. The Sheriff's Office of Emergency Services will not disclose protected information, including Social Security numbers or detailed financial records such as balance sheets or income statements, when submitted by an entity that is not a publicly traded corporation.

All other information submitted as part of a proposal may be released in response to a valid public records request. Disclosure may occur regardless of whether the proposal, or any portion of it, is marked as confidential, proprietary, or otherwise restricted, and regardless of any statement attempting to limit the Ventura County Sheriff's Office of Emergency Services' ability to disclose such information. The Sheriff's Office of Emergency Services is not obligated to notify the proposer, seek prior approval, or receive consent before releasing any non-protected information in response to a public records request

QUESTIONS ON THIS OPPORTUNITY?

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