



Language Services 2026

Request for Proposals (RFP)

Bid Issue: Friday, October 31, 2025

Bid Deadline: Friday, November 21, 2025

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The Omaha Municipal Land Bank (OMLB) is soliciting proposals from qualified and experienced individuals, or firms to provide language and interpretative services in support of its work throughout 2026.

These services will contribute to OMLB's strategic objective of fostering engagement access across all aspects of its operations.

Specifically, OMLB will seek to achieve or maintain the following **critical actions**:

- Assist with maintain a record of published Spanish and French versions of key policies and applications on its website. This includes any revisions.
- Equipping OMLB staff with resources and content that allows OMLB to translate and promote all OMLB-hosted events and materials (e.g., flyers) in both Spanish.
- Provide OMLB with clear instructions for requesting translation and interpretative services for meetings/events both online and in-person. This includes guidance for scheduling translation services and requesting language support.
- When requested, offer interpretation and translation services at public OMLB board meetings.
- Accompany OMLB staff to provide translating services for events where language translation is expected.
- Conduct at least two trainings with accommodations in a language other than English.
- Conduct regular check-in with OMLB to manage coordinated efforts ensuring language access as a strategic objective remains in place.

OMLB intends to award a contract beginning Thursday, January 1, 2026 through Thursday, December 31, 2026. Provided the contractor has met all terms, conditions, and performance standards of the contract to OMLB's satisfaction, and upon agreement by the contractor, the contract may be renewed for one (1) additional term. Either party will provide written notice of its intent to seek renewal of the contract at least 75 days prior to the expiration of the current term.

By submitting a response, respondents affirm that they have thoroughly reviewed and understand the Scope of Services outlined in this RFP and are capable of performing the work necessary to achieve the stated objectives.

Vendor Registration Required

Companies wishing to work with OMLB must be registered as vendors through the OMLB registration page. This page can be found at the following link on our webpage: <https://omahalandbank.org/get-involved/vendor-registration/>

Proposal Contents

Please include the following information in your proposal submission:

1. **Respondent Name & Background:** Include complete name, business address, website, and phone and email address of main contact person.

Include brief overall description of the responding organization, including size, geographic scope, location of office from which work will be performed, length of time in business, summary of services, involvement and familiarity in the community, especially North and South Omaha, where most of the Land Bank's properties are located.

2. **Summary of Relevant Experiences & References:**

Explain why the respondent is qualified to perform this work, including a summary of experience, training and education in the public sector.

Please also provide at least three (3) references for similar engagements, including organization name, contact name, title, phone number and email address; and length of time on engagement.

Final review phase may request candidates take additional language proficiency assessments.

3. **Resume of Personnel Assigned:** Provide a list, resume and description of the experience of the team members who would be assigned the work. Included in this section should be a description of your team's capacity to deliver a high-quality product on time.

Please provide any credentials and certifications that confirm your qualifications for translation and interpretive services. Identify which language is associated with the provided qualifications

Approach to Engagement: Explain in detail the services to be provided. Provide a description of how the services listed in the proposal are to be executed in an efficient and seamless manner.

4. **Costs:** Provide a statement of estimated costs. The proposed price must be a single, all-inclusive, firm-fixed price for the full scope of work described in this RFP. This price must cover all costs, including labor, materials, travel, and overhead. Invoices will be paid monthly and must include a breakdown of deliverables to track progress.

Proposal Submission Deadline

Proposals should be submitted (PDF preferred) to info@omlb.org by **Friday, November 21, 2025, at 5 pm CST.**

Estimated Project Delivery Schedule

Proposals will be reviewed at the December finance committee for approval at the subsequent board meeting. Work is expected to begin Thursday, January 1, 2026 and continue through Thursday, December 31, 2026, with an option to renew.

Questions

Any questions related to this bid opportunity should be directed to info@omlb.org and received by Friday, November 14, 2025 close of business. All submitted questions and answers will be addressed and posted on the OMLB webpage at <https://omahalandbank.org/bidding/> (under the relevant RFP page) for all to see on Monday, November 17, 2025.

Please contact OMLB at (402) 800-1240 or info@omlb.org with any other questions.