



Civil Justice, Inc
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Request for Proposals (RFP) - Translation of intake materials

Civil Justice, Inc. (CJ) is a 26-year-old 501(c)(3) organization dedicated to expanding legal services for low and moderate-income Marylanders facing life-altering legal issues, using innovative solutions that create positive change. CJ works to provide legal services to those who do not qualify for free legal services nor can afford fees typically charged by attorneys. This is done through a combination of in-house litigation and representation through our statewide network of low-bono and reduced-rate attorneys.

Over the past five years, CJ has developed several projects aimed at building and administering technological tools to support our mission of expanding legal services. One of these projects is the Access to Counsel in Evictions Coordinated Intake System (ACE-CIS), which was launched statewide in Maryland on October 6, 2024. ACE-CIS provides a centralized hub for tenants facing eviction to connect with legal assistance for their cases.

Another of these technological tools is the Maryland Justice Passport (MJP). Launched in 2020 with generous support from the Maryland Judiciary's AOC Access to Justice Grants department, the MJP is a trauma-informed technology that assists litigants navigate the legal system while staying organized by tracking referrals and case related documents.

CJ is seeking proposals from translators and organizations that specialize in translation services to convert various ACE-CIS communications and documents into Spanish to be sent to program applicants. CJ will also consider proposals that include proposals for English-to-Amharic and/or English-to-Mandarin translation in addition to English-to-Spanish translation. Preference will be given to organizations or individuals with experience in translating legal documents and materials used in legal intakes.

This project involves the following translations:

- One legal document approximately 300 words;
- One legal document approximately 700 words;
- An online intake form approximately 1,500 – 2,000 words;
- Two client communication templates that are approximately 2300-2500 words combined.

To reply to this proposal please submit the following materials in a PDF to cj@civiljusticeinc.org:

- Brief statement or resume of the applicant's experience with English-to-Spanish translation.
- Proposed timeline and fee for completion of the work.
- Three references that demonstrate the applicant's experience with English-to-Spanish translation.
- OPTIONAL: If the applicant has experience translating Amharic or Mandarin Chinese, they may consider submitting an amendment to the proposal highlighting your experience in translating these languages and a proposed timeline and fee for completion of this work

Timeline:

It is anticipated that the project will begin by March 31st, 2025, and must be completed by May 15, 2025.

Proposals submitted before March 15th will be prioritized.