Spanish Language Translator

Spanish Language Translator - Status: Open - Open Oct 15, 2026 - Close Nov 13, 2026

Summary

NASTAD is seeking proposals from experienced translation and interpretation vendors to provide bilingual English-Spanish document translation, editing, and live simultaneous interpretation for meetings and conferences through December 2029. Selected vendors will enter into contract agreements to support an estimated 50 project-based, as-needed work orders per year-varying in scope and hours-with a focus on non-profit contexts and sensitive public health topics like HIV. Contracts will be awarded based on price, quality, performance, and relevant expertise.

Details

Through this RFP, NASTAD intends to enter into a contractual agreement with several vendors who can provide the following support:

- Translate NASTAD documents from English to Spanish and Spanish to English
- Interpretation services from English to Spanish and Spanish to English at NASTAD conferences and meetings

Vendors selected through this process will be eligible to work with NASTAD through December 2029. For this RFP, there is no set number of projects to be delivered. Rather, individual projects or scopes of work will be developed by NASTAD at its discretion on an asneeded basis. NASTAD will select a vendor(s) who can provide the best value in terms price, quality, performance, and relevant experience. After vendor selection is made, work orders will be issued to include budget, scope of work, and period of performance to cover the required work.

NASTAD requests proposals from experienced language translators and interpreters who specialize in reviewing, editing, and translating documents; simultaneous interpretation for up to 50 participants; working with non-profits; and producing materials for sensitive public health challenges such as HIV.

We estimate that we will have 50 projects per year over the project period for this RFP. The amount of hours can vary significantly from month to month and by project.

WHO WE ARE

NASTAD is a leading non-partisan non-profit association that represents public health officials who administer HIV and hepatitis programs in the U.S. We work to advance the health and dignity of people living with and impacted by HIV/AIDS, viral hepatitis, and intersecting epidemics by strengthening governmental public health through advocacy, capacity building, and social justice. You can read more about our work on our website www.nastad.org

Eligibility

The following will be key factors in our decision-making process:

- Demonstrated commitment to exceptional customer service and responding to client requests in a timely fashion.

- Experience working with non-profit organizations and alignment with NASTAD's mission, vision, and values, including our commitment to address systemic racism.
- Experience working on sensitive public health challenges such as HIV; key populations, such as gay and bisexual men and Black communities; drug user health; and viral hepatitis. Familiarity with Ryan White HIV/AIDS Part B Program and HIV prevention programs, which may include technical vocabulary and content.
- Deliver appropriate health literacy levels and overall literacy levels for patient-facing materials.
- Price that is commensurate with the value offered by the firm/individual and ability to work within a budget.
- Potential for a long-term partnership; not just a one-time engagement.
- Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project.
- Vendor takes a holistic approach to an organization's needs.
- Responses are presented in a clear, organized, and logical manner.

Submission

- Company/Freelancer name
- Contact information
- Brief description of your experience
- Description of approach to document translating projects
- Description of your availability
- Description of your pricing model and breakdown of your fees by role
- Two to three references

Milestones

Nov 13, 2026 - Proposals Due

Nov 30, 2026 - Notification of Award

Jan 1, 2027 - Project Kickoff

Dec 31, 2029 - Project Complete