

**Johnson County, Iowa
Request for Proposals**

ARPA Language Access Plan



Procurement Timeline

RFP Publish Date	March 30, 2026
Question Submission Due Date	April 6, 2026
Proposal Due Date	April 24, 2026
Project Initiation	June 1, 2026
Project Completion	Must be completed and invoiced by November 30, 2026

1. Purpose and Background

The Johnson County Board of Supervisors has issued this Request for Proposal (RFP) to identify a qualified consultant to develop Johnson County’s initial Language Access Plan (LAP) within an six-month timeframe. The County seeks a contractor with demonstrated experience in conducting language access assessments, developing language access plans, and working within local government systems.

Johnson County is a diverse community with residents who speak languages other than English. The County is committed to ensuring equitable access to services, programs, and information for individuals with limited English proficiency (LEP) or who use languages other than English, and to aligning County practices with applicable legal requirements and recognized best practices. Through this RFP, Johnson County is seeking proposals from qualified consultants to conduct a comprehensive language access assessment and develop the County’s first Language Access Plan. The selected consultant will be responsible for completing a language access assessment and report, developing a Language Access Plan, creating a companion language access services policy document, and identifying and supporting the acquisition and/or contracting of technology solutions needed to enhance multilingual communication and service delivery.

The Johnson County Board of Supervisors has allocated \$85,000 in American Rescue Plan Act (ARPA) funds for this project. This **total amount must include all consultant costs as well as the costs of any recommended software or technology solutions** identified through the assessment and planning process.

2. Submittal Instructions

RFP location:

This RFP will be available starting on March 30, 2026 on the Johnson County Bids and Proposals page at: <https://www.johnsoncountyiowa.gov/bids-and-proposals>

RFP Point of Contact:

Paola Jaramillo Guayara, Community Engagement and Policy Coordinator
Board of Supervisors Office
319-456-6000
Email: pjaramillo@johnsoncountyiowa.gov

Responses to this RFP must be submitted via email to: pjaramillo@johnsoncountyiowa.gov no later than Friday, April 24, 2026, at 5:00 pm (CST).

3. Request for Proposal (RFP) Timeline

RFP Process – Milestone	Date*
RFP Issued	March 30, 2026
RFP Questions Deadline	April 6, 2026 at 5:00 PM (CST)
Response to RFP Questions Posted	April 10, 2026
RFP Submittal Deadline	April 24, 2026 at 5:00 PM (CST)
Board of Supervisors Consultant Selection & Contract Approval	May 21, 2026
Project Start	June 1, 2026
*Dates subject to change at the county’s discretion	

Proposal Preparation Costs

The County will not be responsible for any costs incurred by any respondents to prepare, submit its response to this RFP, or interview.

Reservation of Rights

Johnson County reserves the right to reject any or all proposals, to waive any irregularities or informalities in any proposal or in the RFP process, accept or reject any item or combination of items, abandon this RFP process, and/or to obtain services through other means. Selection will be based on the response most advantageous to the County and best meeting the County's needs and interests. The Board of Supervisors shall make the final project award decision, in its discretion. The County reserves the right to request any responding entity to clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the proposal.

Contract Execution

If the Board of Supervisors chooses a proposal submitted in response to this RFP, Johnson County staff and the selected respondent will begin contract negotiations without undue delay, to negotiate the terms of an engagement agreement consistent with this RFP, the terms of said proposal and representations made by the successful respondent. Ultimate selection is still subject to negotiation and approval of a project engagement agreement satisfactory to Johnson County. Should a contract acceptable to Johnson County not be reached following negotiations with the initially selected respondent, Johnson County reserves the right to discontinue negotiations and enter contract negotiations with the next suitable respondent, in its discretion. Please note that the final description of the services and/or items to be provided to the County under this solicitation will be subject to negotiation with the selected respondent and will require final approval by the County. This RFP and the selection process shall in no way be deemed to create a binding contract or agreement of any kind between the County and any respondent. All legal rights and obligations between the selected respondent, if any, and Johnson County will come into existence only when an agreement is fully executed by the parties and approved by the Board of Supervisors.

Confidential Information and Public Records

Any confidential or proprietary information submitted must be clearly identified, marked, and separated from the rest of the response. Co-mingling of confidential and non-confidential information is not permitted. Submissions will be managed in accordance with applicable public records laws and procurement regulations. Please note that cost information and the total response will not be considered confidential or proprietary.

Applicable Law and Venue

This solicitation, its resulting agreement and all rights and duties of the parties hereto shall be governed by the laws of the State of Iowa. Venue for any lawsuit brought by either party against the other party or otherwise arising out of this RFP or resulting agreement shall be in Johnson County, Iowa, or, in the event of a federal jurisdiction, in the United States District Court for the Southern District of Iowa.

4. Scope of Work

The selected consultant will be responsible for completing the following tasks within a seven-month period. All work, including any recommended technology or software solutions, must be completed within the total project budget:

A. Needs Assessment

1. Review and analyze existing County language access services, policies, and procedures.
2. Identify gaps, challenges, and areas for improvement in serving individuals with limited English proficiency (LEP) or who use languages other than English.
3. Conduct stakeholder engagement and data review as needed to inform assessment findings.

B. Language Access Plan Development

1. Develop a comprehensive Language Access Plan (LAP) tailored to Johnson County's operational needs, including but not limited to:
 - Language access policies and procedures.
 - Identification of critical documents and services requiring translation or interpretation.
 - Staff training requirements and protocols.
 - Recommended language access technologies (e.g., interpretation platforms, translation software) aligned with County needs and capacity.
2. Develop a companion language access services policy document.
3. Establish a monitoring and evaluation framework to assess effectiveness and support ongoing compliance and improvement.

C. Implementation and Procurement Support

1. Support initial implementation of the Language Access Plan, including:
 - Delivery of training sessions for County staff.
 - Assistance with identifying, selecting, and establishing contracts with translation and interpretation service providers.
 - Assistance with identifying, selecting, and procuring recommended technology or software solutions.
 - Development of sample or template multilingual communication materials, as appropriate.

D. Provide technical assistance and consultation during the initial implementation phase to ensure successful rollout.

5. Deliverables

The consultant shall provide the following deliverables, all of which must be completed within the total project budget:

1. Comprehensive Language Access Needs Assessment Report.
2. Final Language Access Plan (LAP).
3. Companion language access services policy document.

4. Training materials and delivery of staff training sessions.
5. List of recommended translation and interpretation service providers and technology solutions.
6. Support for acquisition and contracting of recommended translation, interpretation, and technology solutions, as applicable.
7. Monitoring and evaluation framework.
8. Monthly progress reports throughout the contract period.

6. Required RFP Submittals

Interested consultants should submit proposals that are no more than eight (8) pages in length, excluding the cover sheet, cover letter, and/or appendices. The font should be no smaller than 11-point font. It should include the following at minimum:

1. Cover Letter: A brief introduction to the firm and the proposed approach to the project, signed by a duly authorized official of the respondent.

2. Table of Contents: Identify submittal material

3. Experience and Qualifications: Detailed information on the consultant's experience with similar projects, including case studies or examples. Please include a list of employees, with respective roles and applicable qualifications/experience, anticipated to participate in the project, and a description of the consultant's technology expertise and experience in guiding and securing technology purchasing decisions.

4. Work Plan/Schedule: A detailed work plan outlining the approach, methodology, and timeline for completing the project.

5. Budget/Proposed Project Cost: A detailed budget breakdown, including all costs associated with completing the project.

6. References: Contact information for at least three references from previous clients for whom similar work has been performed as well as examples of that work