

Johnson County LAP RFP

Questions and Answers

The following responses are provided for clarification and will be incorporated into the RFP as applicable.

- 1) According to the Johnson County, IA website, in May 2025, Johnson County, Iowa, conducted a 40-item survey, receiving 751 responses to help inform its Language Access Plan, targeting residents needing services in languages. Will the full survey and survey results be available for the selected consultant to review?**
 - a) Yes, the full survey results will be provided to the selected consultant for review.
- 2) Are any onsite visits expected of the consultant? The RFP doesn't require an in-person visit, but does Johnson County have a preference? This will impact the budget and proposed project cost.**
 - a) Some in-person engagement is preferred; however, given budget considerations, virtual meetings are acceptable.
- 3) What are the expectations for the creation of training materials? How many training sessions are expected and what is the size of the audience?**
 - a) The selected consultant is expected to recommend and develop training approaches based on best practices for an organization of Johnson County's size. Training should be multimodal and may include synchronous and asynchronous formats, train-the-trainer models, handouts, and manuals. Proposals should specify the recommended number of sessions and format. At a minimum, respondents should include a baseline number of training sessions. The anticipated audience includes a broad cross-section of County staff, with approximately 500 employees expected to engage with the training in some capacity.
- 4) Regarding the training component, can the training be conducted fully remotely, and who is the intended audience?**
 - a) Training may be delivered remotely and should include multimodal components. The intended audience is Johnson County employees.

5) Have you planned for DOJ's upcoming LEP guidance?

- a) The DOJ did not provide LEP guidance at its announced deadline. We expect to have a Language Access Plan that allows us to respond to any guidelines placed on our institution in the appropriate manner.

6) Is there any preference for local vendors?

- a) No, there is no preference for local vendors.

7) How will the proposals be evaluated and how much weight will be given to each evaluation criteria including cost?

- a) Proposals will be evaluated based on the criteria outlined in the RFP, including cost. Cost will be considered, but will not be the sole or primary determining factor. Proposals must fall within the total budget identified in the RFP.

8) Is this project expected to be fully remote, or are there any required in-person components (e.g., site visits, stakeholder meetings)?

- a) Some in-person is preferred; however, virtual meetings are acceptable given budget constraints.

9) Are there expectations regarding standard business hours for meetings or availability, or can the work be completed with a flexible schedule outside of traditional office hours?

- a) Johnson County operates during standard business hours of 8:00 AM–4:30 PM Central Time. Meetings involving County staff must occur within these hours. Community meetings may occur in the evenings or on weekends, as appropriate, but should remain within reasonable Central Time hours. Outside of required meetings or coordination with County staff or community stakeholders, the consultant may complete project work on a flexible schedule.

10) The RFP indicates a total budget of \$85,000 to cover consultant costs as well as any recommended technology or software solutions. Can you clarify whether this amount is expected to:

- a) **Cover only the assessment, identification, and recommendation of language access solutions (e.g., evaluating needs, recommending vendors/tools, and providing cost estimates), or**
- b) **Also include the procurement, implementation, and/or direct costs of those solutions (e.g., purchasing or subscribing to website translation tools, telephonic/video interpreting services, or in-person interpretation equipment)?**

- i) The total budget is intended to cover the full scope of work, including assessment, recommendations, procurement, implementation and any direct costs associated with language access solutions.

11) If the latter, should the proposal budget account for ongoing service costs beyond the six-month project period (such as annual subscriptions or usage-based interpreting services), or only initial setup and implementation?

- a) No. Proposals should include only initial setup and implementation costs, not ongoing or subscription-based costs beyond the project period.

12) Is the contractor expected to support procurement activities such as drafting RFPs for language access vendors, participating in vendor selection, or assisting with contract negotiations?

- a) Yes. The contractor is expected to support procurement and implementation activities related to recommended language access solutions.

13) Does the RFP require respondents to be registered as a business entity (e.g., LLC, sole proprietor)?

- a) Yes. Respondents must be registered U.S. business entities and able to meet all Johnson County vendor, insurance, and contracting requirements.