



- **Request for Proposals:** Translation Services
- **Department:** Operations
- **Project Lead:** Jean-René Noël, Director of Operations
- **Reference Number:** NANB-RFP-2024-02

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## Request for Proposals

### Summary

The Nurses Association of New Brunswick (NANB) is seeking proposals for translation and editing services from English to French and French to English on an “as and when” required basis.

### Background Information

NANB is the regulatory body for all registered nurses (RNs) and nurse practitioners (NPs) in New Brunswick. The purpose of regulation is to protect the public by ensuring RNs and NPs practise in a safe, competent, and ethical manner.

In operation since 1916, the NANB was incorporated under “An act Respecting the Nurses Association of New Brunswick” in the Province of New Brunswick on June 20, 1984.

The Board of Directors of NANB is the governing body for the organization. Board directors are collectively responsible for strategic direction, risk management, and monitoring of NANB operations to ensure that work is achieved to meet strategic objectives. The twelve-member Board of Directors is comprised of a President, President-Elect, seven Region Directors and three Public Directors.

NANB’s Leadership Team consists of six personnel: the Interim Chief Executive Officer and Registrar, the Director of Policy, Risk and Compliance, the Acting Director of Nursing Practice and Education, the Acting Director of Registration and Deputy Registrar, the Director of Complaints and General Counsel, and the Director of Operations.

NANB employs nearly 30 full- and part-time staff. The Association’s organization is divided into departments, each headed by one of the above-mentioned directors.

## Services required

1. All documents published for our registrants and the public must be published in both official languages (English and French). NANB is seeking translation in the following categories:
  - Corporate reports, presentations and briefing notes
  - Marketing/Advertising Material
  - Public communications and social media
  - Editing/Proofreading
2. The vendor shall provide translation services on “as and when” required basis for the translation of English to French and/or French to English.

A call-up will be made by NANB for translation services for English to French or French to English on a per-project basis.

A call-up shall include a “media translation”, a “rush translation” or “regular translation” request for services.

- Media Translation: translation required the same day.
  - Rush Translation: translation required in two (2) business days.
  - Regular Translation: translation required in four (4) business days.
3. The vendor shall provide proofreading services on an “as and when” required basis for editing/proofreading of English or French documents to check for grammar and consistency.

Proofreading projects could include:

- Reading current copy to ensure proper use of NANB terminology preferences.
- Comparing current copy to previous copy to ensure consistency of wording.

## Proposal Submission

Interested vendors are invited to submit their proposals by November 29, 2024.

The proposal should include the following:

- Name and address of the vendor.
- An overview of the vendors’ education, certification (if any), and relevant experience in the field.
- Services offered: Translation from English to French, French to English, or both. Editing/proofreading in English, in French, or both.
- Up to three relevant clients. References may be contacted for the top proponent.
- A breakdown of the vendor’s fees for translation and editing/proofreading services.

Proposals will be reviewed by the CEO and NANB’s Operations Department. A presentation may be requested.

## Evaluation Criteria

The proposals will be evaluated based on the following criteria:

- Demonstrated expertise and experience in translation. (30%)
- Education, Certification (if any). (20%)
- Relevant Clients. (20%)
- Competitive and reasonable pricing. (30%)

## Timeline

- RFP Issuance: November 18, 2024.
- Proposal Submission Deadline: November 29, 2024.
- Evaluation Period: December 2-6, 2024.
- Vendor Selection and Notification: December 9-13, 2024.
- Commencement of Services: December 16, 2024.

## Contact Information

For questions and submission of proposals, please contact:

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Nurses Association of New Brunswick  
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[nanb@nanb.nb.ca](mailto:nanb@nanb.nb.ca)

Indicate reference number NANB-RFP-2024-02 in all correspondence or when submitting a proposal.

Sincerely,

Jean-René Noël  
Director of Operations  
Nurses Association of New Brunswick