

BOARD MEETING DATE: April 3, 2026

AGENDA NO. 9

**PROPOSAL:** Execute and/or Amend Contracts for Language Interpretation and Document Translation Services

**SYNOPSIS:** The Community Engagement and Air Programs (CEAP) division is responsible for community outreach and engagement efforts for implementation of Assembly Bill 617 (AB 617). On August 1, 2025, the Board approved the release of RFP #P2026-01 to solicit proposals for translation and interpretation services. Ten proposals were received in response to this solicitation. This action is to execute contracts with TLC Interpreting and Translations Services, Inc., Interpreters Unlimited, Inc., Accent on Languages, Inc., and Focus Language International Inc. to provide interpretation and translation services in support of CEAP community engagement efforts. These contracts will not exceed \$125,000 from the AB 617 Implementation Program for FY 2025-26 and/or FY 2026-27.

**COMMITTEE:** Administrative, March 13, 2026; Recommended for Approval

**RECOMMENDED ACTION:**

Authorize the Executive Officer to execute and/or amend contracts with TLC Interpreting and Translation Services, Inc., Interpreters Unlimited, Inc., Accent on Languages, Inc., and Focus Language International Inc. in FY 2025-26 and/or FY 2026-27 in a total amount not to exceed \$125,000 from the Community Engagement and Air Programs division (Org 70) Budget for the AB 617 Implementation Program.

Wayne Natri  
Executive Officer

**Background**

Assembly Bill 617 (AB 617), which was signed into state law in July 2017, focuses on improving air quality and reducing exposure to criteria air pollutants and toxic air contaminants in communities most impacted by air pollution through community-driven actions. Community outreach and engagement programs are integral to the success of AB 617. To ensure that staff can accurately and effectively engage with community representatives where there may be language barriers, translation and interpretation services are needed.

On August 1, 2025, the Board approved RFP #P2026-01 to solicit proposals for language interpretation and document translation services. The RFP solicited qualifications from organizations and firms capable of providing interpretation and/or translation for a broad range of languages to meet the diverse needs of the communities within the South Coast Air Basin, as well as experience translating technical and environmental documents, and working relationships with other agencies, non-profits, academic establishments and municipalities.

**Outreach**

In accordance with South Coast AQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may have been notified utilizing South Coast AQMD's own electronic listing of certified minority vendors. Notice of the RFP was emailed to the Legislative Caucuses and various minority chambers of commerce and business associations and placed on the internet at South Coast AQMD's website (<http://www.aqmd.gov>) where it can be viewed by making the selection "Grants & Bids."

**Proposal Evaluation**

Ten proposals were received in response to RFP #P2026-01, which were evaluated and scored by a three-member panel in accordance with established South Coast AQMD guidelines. The panel consisted of one Director, one Public Affairs Manager and one Staff Assistant. The proposers and the scores are shown in Table 1:

**Table 1: List of Proposers and Associated Points**

<b>Proposer</b>	<b>Technical Points</b>	<b>Additional Points</b>	<b>Total Points</b>
TLC Interpreting and Translation Services, Inc.	89	17	106
Interpreters Unlimited, Inc.	93	12	105
Accent on Languages, Inc.	88	12	100
Focus Language International Inc.	85	14	99
Lazar Translating and Interpreting	77	15	92
Global Interpreting Network Inc.	72	17	89
Languagers Inc.	66	10	76
Mobile 1 Notary and Signing Services LLC	42	14	56
Communicate Translation Service	33	12	45
Carasoft Technology Corporation	37	0	37

Scores shown in Table 1 reflect the technical points for each applicant, such as qualifications, including the ability to handle a wide variety of documents (i.e. technical, environmental, legal, etc.), experience with government agencies, non-profits, academic/educational establishments and municipalities, access to state-of-the-art interpretation and translation equipment, as well as pricing. Additional points were added for applicants who met other criteria, such meeting the definitions of small and local business status, or a disabled veteran business enterprise.

**Proposal**

This action is to execute contracts with TLC Interpreting and Translation Services, Inc., Interpreters Unlimited, Inc., Accent on Languages, Inc., and Focus Language International Inc., who have demonstrated expertise with providing language access services that align with the South Coast AQMD’s multilingual community engagement objectives, and experience with supporting South Coast AQMD’s AB 617 program implementation. From the proposals received under RFP #P2026-01, TLC Interpreting and Translation Services, Inc., Interpreters Unlimited, Inc., Accent on Languages, Inc., and Focus Language International Inc., demonstrated the capacity to provide accurate, timely, and culturally appropriate language services to meet South Coast AQMD’s logistical and operational needs for both routine and time-sensitive outreach, public meetings, and regulatory proceedings, and have the experience that aligns with the demands of the program.

**Benefits to South Coast AQMD**

Interpreting and translation services are critical to community engagement activities and ensure that language barriers are eliminated and provide an opportunity for all voices to be heard. Ensuring that quality interpreting and translation services are available fosters stronger engagement and community relationships.

**Resource Impacts**

AB 617 Implementation funds, not to exceed \$125,000, are available to execute and/or amend the contract with TLC Interpreting and Translation Services, Inc., Interpreters Unlimited, Inc., Accent on Languages, Inc., and Focus Language International Inc.