Schreiber Translations, Inc.

Translating & Interpreting for the Global Community In Your Neighborhood!

Schreiber Translations, Inc.
51 Monroe Street, Suite 101 · Rockville, MD · 20850
translation@schreibernet.com · www.schreibernet.com

Business Size: Small, Woman-Owned

Contract Administration - Marla Schulman
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Fx: 301-424-2336

GENERAL SERVICES ADMINISTRATION
Federal Supply Schedule
Authorized Federal Supply Schedule Price List

Multiple Award Schedule

Federal Supply Group: Professional Services PSC: R608
Contract Number: GS-00F-074GA
Contract Period: 12/23/2021 through 12/22/2026

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage™, a menu-driven database system.

The INTERNET address for GSA Advantage™ is http://www.gsaadvantage.gov.

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov
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Company Profile

Language Services Overview

Schreiber Translations, Inc. (STI) is a small, woman-owned language services company, located in the Washington, D.C. Metro Area. We offer **Document Translation**, **Interpretation** (On-Site and Telephonic), **Multilingual Desktop Publishing**, **Localization**, **Editing**, **Foreign Language Transcription** and **On-Site Translation and Language Consulting** services in more than 120 languages.

About STI

In the late 1970s, STI began providing language support services to the U.S. Government. In the 30 years since STI’s inception, we have worked with more than 500 departments and agencies within the Federal Government. The reason for STI’s success is our commitment to providing accurate, on-time, and cost-effective language services while never cutting corners when it comes to quality.

STI QUALITY

Effective Quality Control is the key to providing a high-quality service, and it is the main component necessary for achieving high quality translations. This is true for two main reasons: 1) Translation is a human process and therefore subject to human error, and 2) a translation company’s survival rests, by nature, on being able to fulfill multiple requests from numerous different sources. STI is able to handle these two challenges with ease thanks to our highly-developed quality control system.

**STI QCP – Our Quality Control Process**

All of our language projects go through our complete, multiple-step quality control process. This process begins once a request is received for a language project and continues until the project is completed and delivered to the client.
**STI SEAP – Ongoing Linguist Review Program**

Our unique *Selection & Evaluation Audit Program* (SEAP) is designed to systematically test the strength of our linguists before a project has begun and after a language project has been completed. This program proactively measures the performance of our translators and interpreters in real time, enabling us to focus on problem prevention and take corrective action. Essentially, SEAP is an inspection system that allows us to monitor the quality and accuracy of the language services we provide, as well as the performance of the linguists and quality assurance personnel working on the project.

**Linguists**

Our professional translators and interpreters are the real key personnel involved with the high quality services we offer. Since our inception, and having accomplished some of the most demanding technical language projects issued by U.S. Government agencies and industry, we have developed a pool of thousands of expert linguists. We only work with experienced translators and interpreters with demonstrated ability in specific subject matters and technical areas (e.g. legal, medical, military, etc.), which represent the bulk of our more than 30 million words of translation per year.

Our linguists have proven their capabilities over the years time and again with highly complex, technical projects, often under extremely tight deadlines. All have at least three years of professional translation and/or interpreting experience, and some combination of linguistic training, education, accreditation and certification. The majority of our more than 1,400 most active translators and interpreters have been working with us for more than ten years.
Customer Information

1. Table of Awarded Special Item Number(s)

<table>
<thead>
<tr>
<th>SINs</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>541930</td>
<td>Translation and Interpretation Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLMs)</td>
</tr>
</tbody>
</table>

2. Maximum Order
$350,000.00

3. Minimum Order
$100.00

4. Geographic coverage (delivery area)
FOB Domestic and Overseas

5. Point(s) of Production (city, county, and state or foreign country)
51 Monroe St, Suite 101 Rockville, MD 20850

6. Discount from list prices or statement of net price
Government net prices (discounts already deducted)

7. Quantity Discounts
** See Price Lists

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
2% - 10 Days, Net 30 Days

9. Foreign Items
None

10a. Time of delivery
Specified on the Task Order

10b. Expedited delivery
Available

10c. Overnight and 2-day delivery
Available

10d. Urgent Requirements
Available
11. F.O.B. Point(s)
   Destination

12a. Ordering address(es)
   Same as Contractor

12b. Ordering Procedures
   For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3

13. Payment address(es)
   Same as Contractor

14. Warranty provision
   None

15. Export Packing Charges (if applicable)
   N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable)
   N/A

17. Terms and conditions of installation (if applicable)
   N/A

18a. Terms and conditions of repair parts indicating dates of parts price lists and any discounts from list prices (if applicable)
   N/A

18b. Terms and conditions for any services (if applicable)
   N/A

19. List of services and distribution points (if applicable)
   N/A

20. List of participating dealers (if applicable)
   N/A

21. Preventive maintenance (if applicable)
   N/A
22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
   N/A

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.
   N/A

23. Data Universal Number System (DUNS) number
   13-1879017

24. Notification regarding registration in System for Award Management (SAM) database
   Registered
GSA Price Schedule

Translation Services

Document Translation###

<table>
<thead>
<tr>
<th>Line Items</th>
<th>Labor Category (FPR)</th>
<th>Languages</th>
<th>Into English</th>
</tr>
</thead>
<tbody>
<tr>
<td>541930-1A1</td>
<td>Schedule A</td>
<td>French, German, Italian, Portuguese, Spanish</td>
<td>$0.11/wd</td>
</tr>
<tr>
<td>541930-1A2</td>
<td>Schedule B</td>
<td>European-Baltic, other Germanic, Russian, Scandinavian, Slavic, Uralic</td>
<td>$0.13/wd</td>
</tr>
<tr>
<td>541930-1A4</td>
<td>Schedule D</td>
<td>Ancient Greek, Celtic, Gaelic, Haitian Creole, Hawaiian, Latin, Tagalog, and all other Languages</td>
<td>$0.17/wd</td>
</tr>
</tbody>
</table>

Line Items | Labor Category (FPR) | Languages | From English |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>541930-1A5</td>
<td>Schedule E</td>
<td>French, German, Italian, Portuguese, Spanish</td>
<td>$0.15/wd</td>
</tr>
<tr>
<td>541930-1A6</td>
<td>Schedule F</td>
<td>European-Baltic, other Germanic, Russian, Scandinavian, Slavic, Uralic</td>
<td>$0.17/wd</td>
</tr>
<tr>
<td>541930-1A8</td>
<td>Schedule H</td>
<td>Ancient Greek, Celtic, Gaelic, Haitian Creole, Hawaiian, Latin, Tagalog, and all other Languages</td>
<td>$0.21/wd</td>
</tr>
</tbody>
</table>

Charges are based on Target-language word count, except in cases of translation from English into character-based languages*; in these cases, charges are based on the source language word count.

Videotape and Audiotape Transcription and Translation###

<table>
<thead>
<tr>
<th>Line Items</th>
<th>Labor Category (FPR)</th>
<th>Languages</th>
<th>Into English</th>
</tr>
</thead>
<tbody>
<tr>
<td>541930-1B1</td>
<td>Schedule A</td>
<td>French, German, Italian, Portuguese, Spanish</td>
<td>$0.14/wd</td>
</tr>
<tr>
<td>541930-1B2</td>
<td>Schedule B</td>
<td>European-Baltic, other Germanic, Russian, Scandinavian, Slavic, Uralic</td>
<td>$0.16/wd</td>
</tr>
<tr>
<td>541930-1B4</td>
<td>Schedule D</td>
<td>Ancient Greek, Celtic, Gaelic, Haitian Creole, Hawaiian, Latin, Tagalog, and all other Languages</td>
<td>$0.20/wd</td>
</tr>
</tbody>
</table>

Line Items | Labor Category (FPR) | Languages | From English |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>541930-1B5</td>
<td>Schedule E</td>
<td>French, German, Italian, Portuguese, Spanish</td>
<td>$0.18/wd</td>
</tr>
<tr>
<td>541930-1B6</td>
<td>Schedule F</td>
<td>European-Baltic, other Germanic, Russian, Scandinavian, Slavic, Uralic</td>
<td>$0.20/wd</td>
</tr>
<tr>
<td>541930-1B8</td>
<td>Schedule H</td>
<td>Ancient Greek, Celtic, Gaelic, Haitian Creole, Hawaiian, Latin, Tagalog, and all other Languages</td>
<td>$0.23/wd</td>
</tr>
</tbody>
</table>

Charges are based on Target-language word count, except in cases of translation from English into character-based languages*; in these cases, charges are based on the source language word count.

Foreign Language Desktop Publishing/Formatting Services###

<table>
<thead>
<tr>
<th>Line Items</th>
<th>Languages</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>541930-1C1</td>
<td>All Languages</td>
<td>$29.93/hour*</td>
</tr>
</tbody>
</table>

This cost is in addition to any translation costs.*

Abstracting, Editing###

<table>
<thead>
<tr>
<th>Line Items</th>
<th>Languages</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>541930-1D</td>
<td>All Languages</td>
<td>$29.93/hour</td>
</tr>
</tbody>
</table>

Standard and Rush Delivery Charges
**Standard Delivery Charges**  
4 to 5 business days at 2,000 words per business day

**Rush Delivery Charges**

Expedites Delivery: Available

Items available for expedited delivery are noted in this price list marked with “###”.

Overnight and 2-day Delivery: Available

The customer may contact STI for rates for overnight and 2-day delivery.

Urgent Requirements: Available

Agencies may contact STI to affect a faster delivery.

**Volume Discounts**  
One Document, Single Subject, Standard Delivery

- More than 25,000 total words  
  $0.01 per word Discount
- More than 50,000 total words  
  $0.02 per word Discount
- More than 200,000 total words  
  $0.04 per word Discount

**Minimum Charge**: $50.00
Interpretation Services

Escort and Consecutive Interpreting - Minimum Two Hours

<table>
<thead>
<tr>
<th>Line Items</th>
<th>Languages</th>
<th>Hours</th>
<th>Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td>541930-2A</td>
<td>All languages</td>
<td></td>
<td>$74.81/hour</td>
</tr>
</tbody>
</table>

On-Site Translation and Language Consulting Services - Minimum Half-Day (1-4 Hours)

<table>
<thead>
<tr>
<th>Line Items</th>
<th>Languages</th>
<th>Hours</th>
<th>Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td>541930-2B1</td>
<td>All Languages</td>
<td>Half-Day (1-4 Hours)</td>
<td>$299.25</td>
</tr>
<tr>
<td>541930-2B2</td>
<td>All Languages</td>
<td>Full-Day (4-7 Hours)</td>
<td>$498.75</td>
</tr>
<tr>
<td>541930-2B3</td>
<td>All Languages</td>
<td>Per Hour</td>
<td>$84.79/hour</td>
</tr>
</tbody>
</table>

Simultaneous (Conference) Interpreting - Minimum Half-Day (1-4 Hours)

<table>
<thead>
<tr>
<th>Line Items</th>
<th>Languages</th>
<th>Hours</th>
<th>Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td>541930-2C1</td>
<td>All Languages</td>
<td>Half-Day (1-4 Hours)</td>
<td>$399.00</td>
</tr>
<tr>
<td>541930-2C2</td>
<td>All Languages</td>
<td>Full-Day (4-7 Hours)</td>
<td>$598.50</td>
</tr>
<tr>
<td>541930-2C3</td>
<td>All Languages</td>
<td>Per Hour</td>
<td>$84.79/hour</td>
</tr>
</tbody>
</table>

Telephonic Interpreting (Off-site) - Minimum One Hour

<table>
<thead>
<tr>
<th>Line Items</th>
<th>Languages</th>
<th>Hours</th>
<th>Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td>541930-2D</td>
<td>All languages</td>
<td></td>
<td>$84.79/hour</td>
</tr>
</tbody>
</table>

Schreiber Translations, Inc. (STI) acknowledges that the Service Contract Labor Standard (SCLS) is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific SCLS labor categories have been identified, this contract still maintains the provisions and protections for SCLS eligible labor categories and the contract will ensure that all employees that fall under the provisions of the SCLS will be compensated in accordance with the applicable wage determination(s) for the location(s) in which work is performed. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.