

HTI

Horizon Translating & Interpreting, LLC

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GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

Schedule for Translation Services

Federal Supply Group: 738
Class: R608

Contract number: GS-10F-0056U

Contract Period: November 29, 2007 through November 28, 2012

Horizon Translating & Interpreting, LLC

You can be sure **WHEN** you choose Horizon

Business Size: Small, Woman-owned

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Contract Administration – **Maria Roper**

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For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

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ASAP

HTI - Horizon Translating & Interpreting

Your language – Our business

Horizon Translating & Interpreting (HTI) has negotiated with the GSA in order to offer the government buyer the lowest prices we have available, and, yet maintaining a high degree of quality control, treating all work with confidentiality and standing behind our work.

HTI brings together linguists with extensive training, experience and professionalism. HTI management values each translator, thus we have exceptionally good working relationship. Our translators go the extra mile to provide the best service to HTI.

As a member of the American Translators Association (ATA), HTI's translator network members abide by a strict code of ethics and business practices. Most translators are certified by a recognized language organization in their native country in their area of expertise, ranging from fields such as legal, scientific, medical, technical, engineering and marketing. All translators have a degree in their area of expertise and at least 5 years of experience.

Through the GSA schedule we offer services into and from 37 languages at highly attractive rates. Our goal is to deliver excellent translations and fast reliable services.

We are confident that our quality of service has been delivered because of our repeat business and satisfied customers.

Customer Information

1. Table of Awarded Special Item Number
382-1 Translation Services
2. Maximum Order
\$1,000,000.00
3. Minimum Order
\$100.00
4. Geographic Coverage (delivery area)
Domestic
5. Point(s) of Production (city, county, and state or foreign country)
Kanab, Kane County, Utah
6. Discount from list prices or statement of net price
Government net prices (discounts already deducted)
7. Quantity Discounts
**See price list
8. Prompt payment terms
Net 30 days
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold
Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold
Will accept over \$2,500
10. Foreign items
None

- 11a. Time of Delivery
Specified on the Task Order
- 11b. Expedited Delivery
Contact contractor
- 11c. Overnight and 2-day Delivery
Contact contractor
- 11d. Urgent Requirements
Contact contractor
12. F.O.B. Point(s)
Destination
13. Ordering address(es):
Same as Company address
14. Payment address(es):
Same as Company address
15. Warranty provision :
Contractor's standard commercial warranty
16. Export Packaging Charges (if applicable)
N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):
Contact contractor
18. Terms and conditions of rental, maintenance, and repair (if applicable)
N/A
19. Terms and conditions of installation (if applicable)
N/A

20. Terms and conditions of repair parts including date of parts price lists and any discounts from list prices (if applicable)
N/A
- 20a. Terms and conditions for any other services (if applicable)
N/A
21. List of service and distribution points (if applicable)
N/A
22. List of participating dealers (if applicable)
N/A
23. Preventive maintenance (if applicable)
N/A
24. Special attributes such as environmental attributes
N/A
25. Data Universal Numbering System (DUNS) number
13-9917889
26. Notification regarding registration in Central Contractor Registration (CCR) database
Registered

Government Awarded Prices

Language	Subject	Awarded GSA Rate*
Arabic	General/Technical	0.1713
Brazilian Portuguese	General/Technical	0.1310
Burmese	General/Technical	0.3426
Chinese	General/Technical	0.1612
Czech	General/Technical	0.3123
Danish	General/Technical	0.1612
Dari	General/Technical	0.3526
Dutch	General/Technical	0.1713
Estonian	General/Technical	0.3526
Finnish	General/Technical	0.1914
French	General/Technical	0.1411
German	General/Technical	0.1511
Georgian	General/Technical	0.3023
Greek	General/Technical	0.3224
Italian	General/Technical	0.1511
Japanese	General/Technical	0.2000
Korean	General/Technical	0.1914
Kurdish	General/Technical	0.2418
Lanna	General/Technical	0.3829
Laothian	General/Technical	0.3023
Latin	General/Technical	0.2922
Norwegian	General/Technical	0.1914
Pashto	General/Technical	0.3325
Polish	General/Technical	0.2418
Romanian	General/Technical	0.1914
Russian	General/Technical	0.1814
Serbo-Croatian	General/Technical	0.3426
Shan	General/Technical	0.3728
Spanish	General/Technical	0.1310
Swedish	General/Technical	0.1612
Slovenian	General/Technical	0.3426
Tajik	General/Technical	0.3526
Turkish	General/Technical	0.1713
Thai	General/Technical	0.3526
Urdu	General/Technical	0.2720
Braille (per page)	General	43.52
<i>*All rates are per word with the exception of Braille which is per page</i>		

- Our prices are inclusive of all translation, proofing/edit, quality control checking, basic formatting in MS Office XP, and electronic delivery.
- All of our rates are calculated on a per word basis, tabulated to the fourth decimal place. All prices are for translation both into and from English.
- There are no additional fees or hourly charges for formatting or for project management.
- There are no additional charges for technical subject matter.
- Please note that there will be a \$100.00 minimum charge per project.

Delivery Services

- Electronic delivery of translations in MS Office format via email is included in the above pricing.
- Delivery in PDF format or via facsimile is available upon request.
- FTP server is available for delivery of larger scale projects.
- Overnight UPS delivery is available upon request and will be invoiced at actual cost.

GSA Advantage! Online Shopping

Friendly Ordering System

Frequently Asked Questions (FAQs)

GSA makes it easy for Government agencies to order needed services and products. Contractors have been competitively selected by GSA.

We encourage you to use this FAQ created by GSA as a procurement reference guide:

- **What is a Federal Supply Schedule?**

A Federal Supply Schedule, also known as a Multiple Award Schedule (MAS), is a listing of contractors that have been awarded a contract by GSA that can be used by all Federal agencies.

- **How does GSA award these contracts?**

GSA awards competitive contracts to those companies who give the same or better discounts than their best commercial customers, after it determines the prices to be fair and reasonable. The Federal Supply Schedule program mirrors commercial buying practices more than any other procurement process in Federal Government.

- **How will I benefit from using this schedule?**

- **Competition:** All competition requirements have been met
- **Hassle-Free Volume Purchase Prices:** GSA negotiated the discounts for you
- **Easy Payment Options:** Horizon Translating accepts the GSA Smart Pay Card
- **Flexible Purchasing Options:** Blanket Purchase Agreements save you time and money
- **No Commerce Business Daily (CBD) synopsis requirements:** GSA has already issued the synopsis
- **Schedule orders count toward small business goals**
- **Access to state-of-the-art technology and quality services**

- What are the ordering procedures?

Federal Supply Schedule allows you to purchase commercial services without ever leaving your desk. When contacting Horizon Translating, let us know that you are a Federal customer so that you can take the advantage of the schedule price. Be sure to refer to the GSA Contract number on your ordering documents and when paying with the GSA Smart Pay Card. Guidelines for ordering from schedules can be found in Federal Acquisition Regulation (FAR) 8.4 at <http://www.arnet.gov/far>. They are summarized below:

Under the \$2,500 Micro-Purchase Threshold

- Order from any schedule contractor of your choice

Over the \$2,500 Micro-Purchase Threshold

- Look at 3 price lists or "GSA *Advantage* "
- Select the "Best Value"

- What is GSA *Advantage*?

GSA *Advantage* is an electronic on-line ordering system for Federal employees. By using GSA *Advantage* you can do price reviews and comparisons as stated in FAR 8.404. Visit <http://pub.fss.gsa.gov> and click on the GSA *Advantage* logo.

GSA *Advantage* enables you to:

- Search for specific product information
- Review delivery options
- Purchase with the GSA Smart Pay Card