



ILS at a Glance

ILS offers comprehensive language translation services to clients in Government and Private sectors, ranging from local, county, state and federal governments start-up companies to Fortune 500 corporations throughout the United States and abroad. We bridge language and cultural gaps, enabling our clients to confidently conduct business across the globe.

Key Products and Services:

- Document Translation to and from over 100 languages
- Web site globalization
- Multi-Lingual Project management
- Glossary and Style Guideline development
- Multilingual Formatting in all Desktop applications

Markets Served: Specialties:

- Medical Devices/Instrumentation Manuals
- Manufacturing Technical Documents
- Engineering Literature and Brochures
- Information Technology Contracts
- Marketing and Advertising Software Localization
- Opinion Surveys and Response Multi-media presentation
- Legal Patents
- Web sites Audio/Video Materials
- Financial
- Electronics

We work with all languages commonly used around the world. Our translators are native-speakers and approved in accordance with ILS Quality Management System. Your translator has knowledge of your business or industry and is a highly qualified professional in communicating your message to the culture and audience you wish to reach.

Commitment to Quality:

ILS is ISO 9001:2000 certificated by TÜV America. As part of our ISO compliant process, projects are proofed and edited by a second qualified ILS translator and proofed *again* by an ILS project manager prior to release. Your project manager maintains contact with you throughout the translation process to ensure that your messages are communicated accurately.

We have been providing superior service, on time delivery and impeccable quality to our clients for 25 years. We look forward to serving you!



Since 1982, International Language Services, Inc. (ILS) has served its clients in an efficient, reliable, timely, responsible and professional manner. In so doing, ILS has built a reputation for being a company that can be counted on for the efficient delivery of high quality language translation services. Each language translation project is approached with a great degree of planning and a focus on quality control in order to assure the highest degree of accuracy and the efficient use of time so as to complete all projects on schedule. ILS project management processes and procedures have been certified to ISO9001:2000 quality standards by TUV America.

During the past 25 years, ILS has built an impressive database containing hundreds of professional, highly skilled, experienced, certified and accredited linguists. These linguists have demonstrated high degrees of proficiency in their languages, have a minimum of three years experience, are certified or accredited by a recognized institution and/or ILS ISO9001:2000 approved process, are educated, and many have undergone special training in specific industries so as to be well versed in particular technical specialties.

ILS carefully reviews any prospective translator in compliance to our ISO 9001:2000 process, in order to insure that the translator has the linguistic skills and proficiency in the language pairs in which he/she works.

We insure the candidate has the educational background of at least a Bachelors degree or its equivalent. It is then ascertained that the translator meets all accreditation requirements and that the translator has a minimum of three years experience. References may be requested and reviewed. ILS currently notes if a translator has particular technical skills that pertain to certain industries or professions and determine software and desktop publishing aptitude levels. Upon successfully meeting our requirements the translator is added to our database which details all of the considered factors in the listing.

In addition to these expert linguists we have a highly experienced and strong management team that closely guides all projects always aware of our clients' requirements and assuring that all projects are completed with the greatest degree of accuracy. Our management teams consist of linguists and personnel who possess high degrees of aptitude in software management and organization in order to efficiently coordinate time constraints, the matching of the translators with the technical nature of the project, assigning of editors and proof readers. Our project managers have at least three years of experience in guiding all types of projects to a timely and accurate completion. They are well versed in software tools and highly organized and experienced in forming translation teams which work together with editors and proof readers to deliver a highly satisfactory final product.

ILS has the necessary equipment and software to monitor numerous projects and track every step of the process. ILS utilizes SDLX/TRADOS translation memory software, Windows XP and MAC OS10 operating systems, Microsoft Office XP, OCR text recognition software, and Adobe Suite software in order to assure the completion of each project to the requirements of our clients.



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.GSAAdvantage.gov>.

Federal Supply Schedule – Language Services

**Federal Supply Group: 738, Part II
FS Class: R608**

Contract Number: **GS-10F-0198S**

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

Contract Period: December 4, 2007 through December 3, 2007

Contractor: International Language Services, Inc.
5810 Baker Road, Suite 250
Minnetonka, MN 55345-5945
(952) 934-5678 (p)
(952) 934-4543 (f)
www.ilstranslations.com

Business Size:
Small, Woman-Owned Business

Contract Administrator: John Funk
jfunk@ilstranslations.com

CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s):

Special Item Number (SIN)	Description	Pricing
382-1	Translation Services	See Page 6
RC382-1	Translation Services – Recovery Purchasing	See Page 6

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: Not Applicable.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education: Not Applicable.

2. Maximum Order: \$1,000,000

*If the “best value” selection places your order over the Maximum Order, identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404.

3. Minimum Order: \$100
4. Geographic Coverage: Domestic only
5. Point of Production: International Language Services, Inc.
5810 Baker Road, Suite 250
Minnetonka, MN 55345-5945
6. Statement of Net Price: All government prices are net. See pricing, page 6.
7. Quantity Discount: None offered.
8. Prompt Payment Terms: Net 30 days
9. Government Purchase Cards are accepted below and above the micro-purchase threshold.
10. Foreign Items: None
- 11a. Time of Delivery: Specified on the Task Order.
- 11b. Expedited Delivery: Consult with Contractor
- 11c. Overnight/2-Day Delivery: Consult with Contractor
- 11d. Urgent Requirements: Consult with Contractor
12. FOB Point(s): Destination
- 13a. Ordering Address: International Language Services, Inc.
5810 Baker Road, Suite 250
Minnetonka, MN 55345-5945
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's,) and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules.)
14. Payment Address: International Language Services, Inc.
5810 Baker Road, Suite 250
Minnetonka, MN 55345-5945
15. Warranty Provisions: Standard Commercial Warranty
16. Export Packing charges: Not applicable
17. Terms and conditions of Government Purchase Card Acceptance: Consult with Contractor
18. Terms and conditions of rental, maintenance, and repair: Not applicable
19. Terms and conditions of installation: Not applicable
20. Terms and conditions of repair parts: Not applicable
- 20a. Terms and Conditions for any other services: Not applicable
21. List of service and distribution points: Not applicable
22. List of participating dealers: Not applicable
23. Preventive maintenance: Not applicable

- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable
- 24b. Section 508 compliance: Not applicable
- 25. **DUNS Number: 62-4538427**
- 26. International Language Services, Inc. is registered in the Central Contract Registration (CCR) database.

International Language Services, Inc. will accept LH and FFP contracts.



GSA Pricing
SIN 328-1 Translation Services
SIN RC382-1 Translation Services – Recovery Purchasing

Language (To and From English)	GSA Price Per Word
Afrikaans	\$0.33
Albanian	\$0.33
Arabic	\$0.33
Bulgarian	\$0.28
Chinese (Simplified)	\$0.28
Chinese (Traditional)	\$0.28
Croatian	\$0.28
Czech	\$0.28
Danish	\$0.28
Dutch	\$0.26
Estonian	\$0.28
Finnish	\$0.28
French	\$0.24
German	\$0.24
Greek	\$0.28
Hebrew	\$0.33
Hindi	\$0.26
Hungarian	\$0.28
Hmong	\$0.33
Italian	\$0.24
Japanese	\$0.30

Language (To and From English)	GSA Price Per Word
Korean	\$0.30
Kurdish	\$0.30
Laotian	\$0.33
Latvian	\$0.28
Lithuanian	\$0.28
Maltese	\$0.28
Marathi	\$0.28
Norwegian	\$0.30
Polish	\$0.28
Portuguese	\$0.26
Romanian	\$0.28
Russian	\$0.26
Slovak	\$0.30
Slovenian	\$0.28
Somali	\$0.33
Spanish	\$0.22
Swedish	\$0.30
Tagalog	\$0.26
Turkish	\$0.30
Urdu	\$0.33
Vietnamese	\$0.28

Services (To and From English)	GSA Price
Proofing - Hourly	\$70.69
File Preparation - Hourly	\$70.69

Proprietary Library	GSA Discount Per Word
From Proprietary Library - Exact Word	80%
From Proprietary Library - Similar Word	55%