

Global Perspectives. Analytics. Training. Language.

Federal Supply Service
Authorized Federal Supply
Schedule Price-List

Professional Services
Schedule (PSS)

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Vienna, Virginia
22182 jtg inc.com

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! driven™ is: <http://www.gsa.gov>.

Schedule PSS Translation and Interpretation
Language Services

Federal Supply Group 00CORP

Class(es)

7389

Contract Number

GS-10F-0084L

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

Contract Period

12/8/00 through 12/8/10 with 5-year option period through 12/7/20 (Period 3)

Contractor

JTG inc
8245 Boone Blvd.
Suite 700
Vienna, VA 22182
Telephone: 703.548.7570
Fax Number: 703.548.8223

Business Size

Small Woman-owned
DUNS Number: 96-4556062
Contractor SAM Registered

JTG accepts Government Visa/MC

Internet Address

www.jtg-inc.com

Contract Administration

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Alternate Contract Administration

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JTG, inc. (JTG) is a 100%, Woman-Owned Small Business (WOSB) with more than 20 years of experience in the language industry, and proven past performance in 153 languages, 66% of which are languages of limited diffusion which a strong focus on African dialects, and 165 distinct domains of expertise. JTG has 60 full-time employees supporting three major business lines: Language, Analytics, and Training services, and 450 part time employees and independent consultants contributing to JTG each year. For additional resources, we rely on 3,030 independent professional translators, editors, curriculum developers, computational linguists, localization engineers, researchers, and members of academe; most of whom have worked with JTG since the company's founding in 1995. JTG delivers 40 million words per year on average in over 60 languages. Our products include terminology building and maintenance in a variety of domains including translations, editing services, production, publishing, analysis and reporting, training, and E-learning.

JTG is known for its expertise and involvement in the language industry in terms of translation user standards, developed under the auspices of the ASTM; translation quality metrics; advocacy for professionalism in the translation industry; and in-depth knowledge of translator certification, testing, and performance assessment.

Through the involvement of JTG's CEO, Muriel Jerome-O'Keeffe, a well-known translation industry advocate (past-president of the American Translators Association, as well as the Foundation for Translation and Interpretation), JTG has participated in the development of Best Practices widely used in the language industry today. JTG has additional expertise to include translation training, testing/qualification, performance-based evaluation, measuring of linguist performance, translation workflow, quality control (QC) process, translation studies, and an in-depth knowledge of the American Translators Association (ATA) Ethics and Code of Professional Conduct.

JTG's long experience, mature management infrastructure, and financial stability provide our Government customers the agility and efficiency of a small business and the capabilities and organization of a large and proven company.

Translation Services (C382-1)

JTG has performed technical translation work for numerous federal agencies including the U.S. Departments of Justice, Energy, Education, Housing and Defense, as well as for the EPA, Peace Corps, and various intelligence services. Our private sector clients include top industry practitioners in information technology, e-commerce, law, medicine, pharmaceuticals, chemicals, machine tools, chemicals, defense, agribusiness, finance, communications and engineering.

Translation of Documentation

JTG's translation methodology is to assure that the translation reads as though it were originally written in the target language. This requires close attention to linguistic and cultural nuances and references. JTG takes a total approach to each assignment focusing on and anticipating how, when and in what environment the translation will be used.

Technically Qualified and Experienced Native-Speaking Language Experts

Our minimum requirements for translators are:

- Native speaker of the target language
- Training and/or degree in translation from a reputable program
- Professional degree: Bachelor minimum
- Three years proven experience translating full-time
- Professional accreditation/affiliation

- Experience in Machine Translation (MT) and Memory Management Tools (MMT)

All translators are screened by JTG's senior personnel to meet or exceed these requirements. JTG adheres to the Federal Interagency Language Roundtable (ILR) and American Translators Association (ATA) guidelines as an integral part of its selection process.

Proofing and Editing Services

Every JTG translation is edited as an essential service. For each project, a team of at least two equally qualified translators per language works in tandem to translate, revise and proof the text. This ensures that each translation is grammatically and syntactically correct, technically accurate, and linguistically and culturally adapted to the target audience.

In addition, the JTG project manager provides a final content check of each translation before it is delivered to the client. In the event the government has previously translated material to review or evaluate, JTG will follow the same stringent review procedures.

Glossary Development

Glossary development is the initial step to translation / localization projects. JTG translators gather reference materials and build a glossary of key industry terms. For projects that fit certain criteria, JTG also uses terminology management software to assist in the process of maintaining consistency in terminology within and across documents as well as in the glossary development phase.

Final Production Layout and Output in the Required Media Format

Completed assignments can be delivered and received as hard copy, electronically, or in any format that is required. JTG works across platforms (PC and MAC). We accept source documents in a variety of formats.

Project Management and Consultation Services

Superior project management and knowledge of the language industry and support software tools differentiates JTG from other firms. JTG organizes resources around each project's objectives. Each assignment's language team is carefully tailored according to the project's requirements.

JTG is always available to meet with our clients and is available to consult on topics such as project scope, resources, best practices, and best tools for the project.

Schedule Pricelist

Special item number C382-1: Translation services

Translation services to/from English for business, legal, medical, technical documents, software, manuals, web sites, intranet, video and audio, graphic, electronic, multi-media and various other forms of communication. This includes Software and Website Localization (HTML, Testing & Validation, Content Management), Video Subtitling, Captioning, Transcription (including for Title III Monitoring), and Voice-overs.

Group 1 - Spanish

\$0.1985/word

Group 2 - French

\$0.2055/word

Group 3 - German, Italian, Portuguese, Russian

\$0.2215/word

Group 4 - Dutch

\$0.2314/word

Group 5 - Bulgarian, Czech, Polish, Romanian, Slovak, Albanian, Ukrainian, Croatian, Haitian Creole

\$0.2374/word

Group 6 - Finnish, Flemish, Hebrew, Norwegian, Swedish, Danish

\$0.2633/word

Group 7 - Korean, Vietnamese, Indonesian

\$0.2703/word

Group 8 - Chinese, Greek, Japanese

\$0.2763/word

Group 9 - Arabic, Farsi, Hmong, Khmer, Laotian, Somali

\$0.2833/word

Group 10 - Afar, Afrikaans, Akan, Amharic, Armenian, Ashanti, Assyrian, Azari, Bafang, Bahasa Indonesian, Bamanankan/Bambara, Basque, Belarussian, Bemba, Bengali, Burmese, Catalan, Cebuano, Chaldean, Chuukese, Dari, Duala, Efik, Estonian, Ewe, Fijian, Fulfude, Ga, Ganda, Georgian, Gujarati, Hausa, Hindi, Icelandic, Igbo, Llokano, Indic, Kamba, Kannada, Kazakh, Kiga, Kinyarwanda, Kiswahili, Kriolu (Cape Verde), Kurmanji Kurdish, Kyrgyz, Latvian, Lingala, Lithuanian, Luganda, Luyia (Logooli dialect), Macedonian, Malay, Marathi, Marshallese, Mien, Mongolian, Ndebele, Nepali, Oromo, Pashto, Pulaar, Punjabi (including Shahmukhi script), Samoan, Sindhi, Sorani Kurdish, Sotho, Sudanese, Swahili, Tagalog, Tajik, Tamil, Tausug, Telugu, Thai, Tigrinyan, Tongan, Turkish, Turkmen, Twi, Urdu, Uyghur, Uzbek, Wolof, Xhosa, Yiddish, Yoruba, Zulu

\$0.2963/word

Minimum order is 1,000 words per language per project.

Schedule Pricelist: Editing and Proofing

Group 1 - Spanish

\$51.87/hour

Group 2 - French

\$51.87/hour

Group 3 - German, Italian, Portuguese, Russian

\$51.87/hour

Group 4 - Dutch

\$65.84/hour

Group 5 - Bulgarian, Czech, Polish, Romanian, Slovak, Albanian, Ukrainian, Croatian, Haitian Creole

\$65.84/hour

Group 6 - Finnish, Flemish, Hebrew, Norwegian, Swedish, Danish

\$65.84/hour

Group 7 - Korean, Vietnamese, Indonesian

\$65.84/hour

Group 8 - Chinese, Greek, Japanese

\$65.84/hour

Group 9 - Arabic, Farsi, Hmong, Khmer, Laotian, Somali

\$65.84/hour

Group 10 - Afar, Afrikaans, Akan, Amharic, Armenian, Ashanti, Assyrian, Azari, Bafang, Bahasa Indonesian, Bamanankan/Bambara, Basque, Belarussian, Bemba, Bengali, Burmese, Catalan, Cebuano, Chaldean, Chuukese, Dari, Duala, Efik, Estonian, Ewe, Fijian, Fulfude, Ga, Ganda, Georgian, Gujarati, Hausa, Hindi, Icelandic, Igbo, Llokano, Indic, Kamba, Kannada, Kazakh, Kiga, Kinyarwanda, Kiswahili, Kriolu (Cape Verde), Kurmanji Kurdish, Kyrgyz, Latvian, Lingala, Lithuanian, Luganda, Luyia (Logooli dialect), Macedonian, Malay, Marathi, Marshallese, Mien, Mongolian, Ndebele, Nepali, Oromo, Pashto, Pulaar, Punjabi (including Shahmukhi script), Samoan, Sindhi, Sorani Kurdish, Sotho, Sudanese, Swahili, Tagalog, Tajik, Tamil, Tausug, Telugu, Thai, Tigrinyan, Tongan, Turkish, Turkmen, Twi, Urdu, Uyghur, Uzbek, Wolof, Xhosa, Yiddish, Yoruba, Zulu

\$65.84/hour

Schedule Pricelist: DTP/Formatting/Typesetting

Group 1 - Spanish

\$51.87/hour

Group 2 - French

\$51.87/hour

Group 3 - German, Italian, Portuguese, Russian

\$51.87/hour

Group 4 - Dutch

\$61.85/hour

Group 5 - Bulgarian, Czech, Polish, Romanian, Slovak, Albanian, Ukrainian, Croatian, Haitian Creole

\$70.82/hour

Group 6 - Finnish, Flemish, Hebrew, Norwegian,
Swedish, Danish

\$70.82/hour

Group 7 - Korean, Vietnamese, Indonesian

\$80.80/hour

Group 8 - Chinese, Greek, Japanese

\$80.80/hour

Group 9 - Arabic, Farsi, Hmong, Khmer, Laotian,
Somali

\$80.80/hour

Group 10 - Afar, Afrikaans, Akan, Amharic, Armenian,
Ashanti, Assyrian, Azari, Bafang, Bahasa Indonesian,
Bamanankan/Bambara, Basque, Belarussian, Bemba,
Bengali, Burmese, Catalan, Cebuano, Chaldean,
Chuukese, Dari, Duala, Efik, Estonian, Ewe, Fijian,
Fulfude, Ga, Ganda, Georgian, Gujarati, Hausa, Hindi,
Icelandic, Igbo, Llokano, Indic, Kamba, Kannada,
Kazakh, Kiga, Kinyarwanda, Kiswahili, Kriolu
(Cape Verde), Kurmanji Kurdish, Kyrgyz, Latvian,
Lingala, Lithuanian, Luganda, Luyia (Logooli dialect),
Macedonian, Malay, Marathi, Marshallese, Mien,
Mongolian, Ndebele, Nepali, Oromo, Pashto, Pulaar,
Punjabi (including Shahmukhi script), Samoan, Sindhi,
Sorani Kurdish, Sotho, Sudanese, Swahili, Tagalog,
Tajik, Tamil, Tausug, Telugu, Thai, Tigrinyan, Tongan,
Turkish, Turkmen, Twi, Urdu, Uyghur, Uzbek, Wolof,
Xhosa, Yiddish, Yoruba, Zulu

\$80.80/hour

Schedule Pricelist: Project Management/Consultation

All Groups 1-10 as listed on previous page are
priced as follows

\$51.87/hour

Interpretation Services (C382-2)

The types of interpreting JTG may provide include:

- Simultaneous Interpreting
Simultaneous interpreting is rendered in the

simultaneous mode (i.e., with no pauses) and typically takes place in formal settings, where the interpreter is in a booth, outfitted with sound equipment, and cannot seek clarification or affect the pace of the discussion.

- **Consecutive Interpreting**

Consecutive interpreting is rendered in the consecutive mode (i.e., with pauses) and typically takes place in informal settings, but it can also take place in formal settings, if requested. In consecutive interpreting, the interpreter begins speaking only after a speaker has finished and typically stands near the speaker while listening and taking notes as the speech progresses.

- **Escort Interpreting**

Escort interpreting is rendered in the consecutive mode, and the interpreter accompanies an individual or a group on a tour or a visit, or to an interview or meeting.

Interpretation services include: Oral communication to and from English and native foreign languages, and involves but is not limited to: Simultaneous, Consecutive, Escort. These three forms of interpretation apply to Community, Telephonic, Voice-overs, Sight Translation services, any other forms of interpretation. Interpretation is used in multiple forums: meeting, conference, seminars, litigation, briefing, training, and more.

Highly-Skilled, Linguistically Gifted Interpreters

JTG's excellence in providing interpretation services has been substantiated in its pool of trained interpreters who are known professionally not only for their interpreting and linguistic ability, but also for their broad and continuing educations, specialized knowledge, cultural sensitivity, physical and intellectual dexterity, interpersonal skills, and flexibility.

The staff at JTG continually monitors its corps of interpreters by obtaining customer feedback and continually measuring that feedback against its staff's own expertise in the field, acquired at various specialized institutions of higher learning, as well as through active involvement in the interpreting industry and in memberships with professional associations and standards organizations.

The most important components are the credentials of highly qualified interpreters. Effective language service management requires in-depth knowledge of individual practitioners.

JTG is well aware that simply recruiting bilingual

individuals is not the solution to meeting client demands. To select and recruit profession interpreters to supplement its current teams, JTG has developed a set of criteria that goes beyond the usual education and language background. In fact, 40% of our interpreters have advanced technical degrees such as M.D. and Ph.D. Our minimum requirements for interpreters are:

- Native speaker of the target language
- Ability to interpret not only language but also nuance, intonation, and culture
- Subject matter expertise, according to project requirements
- Excellent comprehension, fact retention, and note-taking abilities
- Training and/or degree in interpreting from a reputable program
- Professional degree: Bachelor minimum
- Three years proven experience interpreting full-time
- Professional accreditation/affiliation
- Experience in consecutive and simultaneous modes of interpreting
- Familiarity with simultaneous interpreting equipment

Project Management

JTG adheres to scrupulous project management principles during all phases of its interpreting projects including the following:

- Selecting appropriate Program and Project Managers
- Assigning appropriate interpreters and/or interpreting teams
- Adhering to standard travel and project logistics, in line with government requirements
- Assuring that JTG senior management and project managers maintain communication with the client and the interpreter(s) during all phases of interpreting assignments, thereby assuring
- Providing a full-time employee on-site for potential urgent client continued quality customer relations requests and maintaining an up-to-date roster of interpreters who can be called on as needed for non-urgent requests to assure success in future projects

- Soliciting client feedback during and after an interpreting project
- Monitoring interpreter performance and advising interpreters, when necessary, taking care to address crucial issues as they arise, and conducting performance reviews with the interpreter(s) to assure that expectations are understood and fulfilled in all assignments

Schedule Pricelist

Special item number C382-2: Interpretation services

Interpretation services to/from English for meetings, conferences, seminars, litigation proceedings, briefings, training, escort and various other forms of voice communication. All forms of interpretation as listed below apply to the various formats and environment where interpretation is necessary: Community, Medical, Telephonic, Voice-overs, and more.

Simultaneous Interpreting:

Group 1 - Spanish

\$650.00/day

Group 2 - French

\$650.00/day

Group 3 - German, Italian, Portuguese, Russian

\$650.00/day

Group 4 - Dutch

\$650.00/day

Group 5 - Bulgarian, Czech, Polish, Romanian, Slovak

\$650.00/day

Group 6 - Finnish, Flemish, Hebrew, Norwegian, Swedish

\$650.00/day

Group 7 - Korean, Vietnamese

\$900.00/day

Group 8 - Chinese, Greek, Japanese

\$900.00/day

Group 9 - Arabic, Farsi

\$900.00/day

Consecutive Interpreting:

Group 1 - Spanish

\$650.00/day

Group 2 - French

\$650.00/day

Group 3 - German, Italian, Portuguese, Russian

\$650.00/day

Group 4 - Dutch

\$650.00/day

Group 5 - Bulgarian, Czech, Polish, Romanian, Slovak

\$650.00/day

Group 6 - Finnish, Flemish, Hebrew, Norwegian,
Swedish

\$650.00/day

Group 7 - Korean, Vietnamese

\$900.00/day

Group 8 - Chinese, Greek, Japanese

\$900.00/day

Group 9 - Arabic, Farsi

\$900.00/day

Escort Interpreting:

Group 1 - Spanish

\$400.00/day

Group 2 - French

\$400.00/day

Group 3 - German, Italian, Portuguese, Russian

\$400.00/day

Group 4 - Dutch

\$400.00/day

Group 5 - Bulgarian, Czech, Polish,
Romanian, Slovak

\$400.00/day

Group 6 - Finnish, Flemish, Hebrew, Norwegian,
Swedish

\$400.00/day

Group 7 - Korean, Vietnamese

\$562.50/day

Group 8 - Chinese, Greek, Japanese

\$562.50/day

Group 9 - Arabic, Farsi

\$562.50/day

Note: All Interpretation Services

- There is a minimum charge for interpreters of one day (8 hours). This applies even if fewer than 8 hours are worked.
- All Other Direct Costs will be handled at the task order level with the individual ordering agency under the Schedules program.
- Interpretation equipment and A/N is not included.
- Project Management fee is not included.
- Logistics (travel, per diem, incidentals) are not included.

Project Management

All Groups 1-9 as listed above are priced as follows

\$51.87/hour

1a.
Table of Awarded Special Item Number(s)
(SINs) with appropriate cross-reference to page
numbers Special Item Number

C382-1 and 382-1RC (Translation Services), Pages 2-6
C382-2 and 382-2RC (Interpretation Services),
Pages 7-9

1b.
Identification of the lowest priced item/service
and lowest unit price for that item/service for
each special item number awarded

See item 6 below

2.
Maximum order Limitation
\$1,000,000.00

3.
Minimum order
\$100.00

4.
Geographic coverage (delivery area)
FOB (U.S. and worldwide)

5.
Point of production
Same as Contractor

6.
Discount from list prices or statement of
net price
Government net prices (discounts already deducted).
Special Item Number (SIN) awarded
C382-1 (See SF-26 for price list)
C382-2 (See SF-26 for price list)

7.
Quantity discounts
Contact Contractor

8.
Prompt payment terms
Net 30 days

9a.
Notification that Government purchase cards
are accepted up to the micropurchase threshold

Yes.

9b.
Notification whether Government
purchase cards are accepted above the
micropurchase threshold

Contact Contractor

10.
Foreign items (list items by country of origin)
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.
FOB Point(s)
Destination

13.
Ordering address
Same as Contractor

14.
Payment address
Same as Contractor

15.
Warranty provision
None

16.
Export Packing Charges
N/A

17.
Terms and conditions of Government
commercial credit card acceptance (any
thresholds above the micropurchase level)
Contact Contractor

18.
Terms and conditions of rental, maintenance
and repair
N/A

19.
Terms and conditions of installation
(if applicable)
N/A

20.
The Service Contract Act (SCA)
The Service Contract Act (SCA) is applicable to
this contract and as it applies to the entire
Professional Service Schedule (PSS) and all services
provided. While no specific labor categories have
been identified as being subject to SCA due
to exemptions for professional employees (FAR
22.1101, 22.1102 and 29CRF 5413.300), this contract
still maintains the provisions and protections for
SCA eligible labor categories. If and/or when the
Contractor adds SCA labor categories / employees to
the contract through the modification process,
the Contractor must inform the Contracting Officer
and establish a SCA matrix identifying the GSA
labor category titles, the occupational code,
SCA labor category titles and applicable wage
determination (WD) number. Failure to do so may
result in cancellation of the contract.

21.
GSA Schedule Contract # GS-10F-0084L –
Awarded labor categories
Translator

Education & Experience:

- Native writing proficiency in the target language
- Degree, training, or years of specialization in the subject matter preferred
- Minimum of a Bachelor's Degree
- Degree in translation or professional certification and/or language test by a nationally recognized entity (ATA, AIIC, FBI Language Test, State Department exam court certification)
- Three (3) years of experience as an in-house/independent translator or editor

Translators shall be native speakers of target language and possess a Bachelors or higher degree, and be proficient in multiple domains. A translator must

possess a minimum of three (3) years of professional experience, as well as certification and/or testing by a nationally recognized entity. Translators must attend to detail, produce professional quality and convey the language level, the style, and the intent of the original document in the target language.

Editor

Education & Experience:

- Native writing proficiency in the target language
- Degree, training, or years of specialization in the subject matter preferred

- Minimum of a Bachelor's Degree
- Degree in translation or professional certification and/or language test by a nationally recognized entity (ATA, AIIC, FBI Language Test, State Department exam court certification)

- Three (3) years of experience as an in-house / independent translator or editor.

Editors shall be native speakers of target language and possess a Bachelors or higher degree, and be proficient in multiple domains. An editor must possess a minimum of three (3) years of professional experience, as well as certification and/or testing by a nationally recognized entity. Editors must attend to detail, produce professional quality and convey the language level, the style, and the intent of the original document in the target language.

Interpreter (simultaneous / consecutive / escort)

Education & Experience:

- Native speaking proficiency in the target language
- Degree, training, or years of specialization in the subject matter preferred

- Minimum of a Bachelor's Degree
- Degree in interpretation or professional certification and/or language test by a nationally recognized entity (ATA, AIIC, FBI Language Test, State Department exam court certification)

- Three (3) years of experience as an interpreter (simultaneous / consecutive/ escort)

Interpreters shall be native speakers of target language and possess a Bachelors or higher degree, and be proficient in multiple domains. Interpreters

may interpret from their B and C languages into their A language (native language). An interpreter must possess a minimum of three (3) years of professional experience, as well as certification and/or testing by a nationally recognized entity. Interpreters must attend to detail, produce professional quality and convey the language level, the style, and the intent of the original

(continued next page)

message in the target language. For simultaneous, interpreters work in teams of two minimum in the booth and replace one another every 20 minutes in order to maintain accuracy and concentration.

Desktop Publisher

Education & Experience:

- Desktop Publishers shall have a bachelors or higher degree
- Be proficient working with foreign scripts (including Arabic, CJK, Cyrillic, Latin and other complex scripts) in DTP software
- Must possess a minimum of three (3) years of professional experience as a DTP specialist in house / or as an independent.

Shall have extensive knowledge of professional graphics, software and integration with industry standard desktop publishing software (Adobe CS6 Digital Publishing Suite (InDesign, Illustrator, and Photoshop) as well as MS Word and Powerpoint.

Project Manager

Education & Experience:

- B.A. required
 - Minimum three years as a Project Manager for a translation or a language company
 - Proficiency in foreign language(s)
- Hands-on translation, editing, DTP or interpretation experience is a must. Degree in translation or professional certification and/or language test by a nationally recognized entity (ATA, AIIC, FBI). Must be familiar with workflow and productivity enhancement tools.

Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)

N/A

22a. Terms and conditions of any other services (if applicable)

N/A

23.
List of service and distribution points (if applicable)

N/A

24.
List of participating dealers (if applicable)

N/A

25.
Preventative maintenance (if applicable)

N/A

26.
Environmental attributes

N/A

27.
Data Universal Numbering System (DUNS) Number

96-4556062

28.
Notification regarding registration in Service System For Award Management (SAM.gov) database

Registered

29.
Uncompensated overtime

N/A