



GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SCHEDULE

SCHEDULE FOR
TRANSLATION AND TRANSCRIPTION SERVICES (SIN 382 1),
INTERPRETATION AND ASL SERVICES (SIN 382 2)
&
BILINGUALBILITY™ LANGUAGE PROFICIENCY TESTING (SIN 382 3)

Federal Supply Group 738
Class 738 II
Contract Number: GS-10F-0143M
Contract Period: 02/01/02 through 01/31/12
Small, Minority-owned and Disadvantaged Business

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ALANGUAGEBANK FACT SHEET

1. Table of Awarded Special Item Number(s): 382-1 (Translation Services) 382-2 (Interpretation Services) and 382-3 (Language Testing Services)		
2. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: aLanguageBank's award is based upon discounts off an Internal Commercial Price List. The date of the Commercial Price List relied upon for this award is dated January 1, 2001 "Rate Card." Pricing offered to the Governments is listed as a combination of percentages off the commercial price list and additional discounts and concessions. The class of customers upon which this award is predicated is all commercial customers. Throughout the term of this contract the US Government will maintain its position as most favored customer (MFC). This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer should show the range of the lowest price, and cite the areas to which the prices apply.		
3. Maximum Order: \$1,000,000.00	4. Minimum Order: \$100.00	
5. Geographic Coverage (Delivery Area): FOB Destination; exact delivery time to be specified on Individual Delivery/Task Orders.		
6. Point(s) of Production: Same as Contractor	7. Discount from list prices or statement of net price: Government net prices (discounts already deducted)	
8. Quantity discounts: Yes (see page 14)		9. Prompt payment terms: 2% - 15 days; Net 30 days
10. Government purchase cards accepted above micro-purchase threshold: Yes		
11. Foreign items: None	12. Time of Delivery: Specified on the Task Order	13. Expedited Delivery: Contact Contractor
14. Overnight and 2-day Delivery: Contact Contractor	15. Urgent Requirements: Contact Contractor	16. F.O.B. Point(s): Destination
17. Ordering Address (es): Same as Contractor	18. Payment Address (es): Same as Contractor	19. Warranty Provision: None
20. Export Packing Charges: Not Applicable	21. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor	
22. Terms and conditions of rental, maintenance, and repair: Not Applicable		23. Terms and conditions of installation: Not Applicable
24. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable		
25. Terms and conditions for any other services: Not Applicable	26. List of service and distribution points: Not Applicable	27. List of participating dealers: Not Applicable
28. Preventive maintenance: Not Applicable	29. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not Applicable	
30. Data Universal Numbering System (DUNS) number: 197539310	31. Notification regarding registration in Central Contractor Registration (CCR) database: Yes	
32. Uncompensated Overtime: No	33. Corporate ID/Federal ID Number: 134101052	

EXECUTIVE SUMMARY

The fastest growing agency in North America

Established in November of 1999, Language Bank, Inc., dba aLanguageBank, is one of the fastest growing translation agencies in North America. Focused on our passion for languages, cultures and communication, we are not merely linguists for hire, but rather, we are your cultural consultants, acting as a comprehensive liaison between you and your target audience. aLanguageBank leverages its unique stature as a both a small and disadvantaged (certified by SBA) and minority owned business (certified by New York State, New York City, and NY/NJ Minority Purchasing Council) in providing flexible and scalable catered multilingual solutions in more than 80 languages. Additionally, aLanguageBank has been a corporate member of the American Translators Association.

Extensive experience with government agencies

Despite our brief history, we have worked with several dozen clients in the public sector due to our proven excellence. Our quality of work has been recognized in our performance evaluations as well as in the satisfaction of returning clients and their endorsements in references. Moreover, our contracts have been issued and renewed through open competitive bidding processes yielding double-digit revenue growth over the past 4 years. As a result, aLanguageBank has assisted numerous federal (Department of Commerce, Department of Education, Department of Health and Human Services, Department of Homeland Security, Federal Deposit Insurance Corporation, FEMA, US Attorneys' Office and US Postal Service), state (Connecticut, New York and Missouri), and municipal agencies (NYC Human Resources Administration, NYC Health and Hospitals Corporation, and NYC Office of Human Rights, NYC Department of Consumer Affairs, NYC Department of Education, San Bernardino County, CA and Los Angeles Unified School District) as well as Fortune 500 companies (AIG, American Life and Accident Insurance Company, Citibank, HSBC, MBNA, PacifiCare, Pfizer, Prudential, Roche, and TIAA-CREF).

Quality is our top priority

Our core competencies include document translation, multilingual transcription, interpretation, American Sign Language Interpretation, BilingualBility™

(language proficiency testing) and web site localization. While fulfilling the communication objectives of clients, two of the most significant factors, distinguishing aLanguageBank, are our emphasis on *cultural differences* and *attention to detail*.

Success Story – Cultural Interpreters

We have provided on-site interpretation services for New York City Human Resources Administration (NYC HRA), the Judicial Branch of Connecticut and US Attorney’s Office in over 40 languages in over a dozen states. With a database of approximately 6,000 linguists within our worldwide network, we could easily mobilize our “*Cultural Interpreters*” on global basis within our finger tip. The interpreters also have to accompany social workers as well as psychologists to conduct home visits to the LEP clients under Adult Protective Services by request.

Beyond expectations

Due to the quality of interpreters and ultimately the success of our training and screening process, our contract was then extended to include BilingualBility™, a language proficiency test. In the qualification of our interpreters, we examined the cultural awareness, terminology and oral skills of our linguists. BilingualBility™ is a customizable test we developed to qualify linguists in different fields. Our proprietary formula and scoring system provides a quantifiable approach in assessing language proficiency. To better utilize the internal language resources and ultimately better serve the LEP individuals with the existing work force, aLanguageBank was commissioned by HRA to customize BilingualBility™ creating an objective and consistent evaluation system for all the bilingual workers within HRA in 2003. Currently, HRA has integrated BilingualBility™ as part of its standard hiring and promotional process for its bilingual work force.

Utilization of technology

Although we have every project performed manually by a native speaking linguist, we take every initiative to employ the most current technology advances. We leverage the latest technology to deliver cost-effective and efficient workflow, such as translation and terminology databases. Moreover, each project request is stored in our management database along with related attributes that are relevant

to the assignment. Monthly reports are available with statistics on the usage of the service, location and other project details.

Recently, aLanguageBank has implemented our Global Linguist Mobilization System (GLMS). From any internet connection, GLMS is an online database facilitating our project managers in the mobilization of qualified linguists. GLMS accommodates up to 1 million registrations in which linguists create a password protected personal profile with all their resume details from any Internet ready computer and immediately join our worldwide network. We currently have over 6,000 linguists registered in our database and the registrations are increasing daily due to an active recruitment process through grassroots marketing and linguistic related Web sites. With our technology advantages, we have developed our project management operations with scalability and flexibility.

We look forward to working with you soon.

TRANSLATION SERVICES (SIN: 382-1)

aLanguageBank provides all your translation requirements throughout innumerable fields for government, private and non-profit sector clients under Special Item Number 382-1.

Services Offered

Translation

Inclusive of editing, two linguists render written text from the source language into the target language according to the defined scope of work. The first linguist, the “translator”, is responsible for translating the text accurately using any supplied reference materials, including glossaries, previous translations and client style guides. The second linguist, the “editor”, is responsible for correcting any linguistic errors and refining the translation style. For larger translations projects, we can divide an assignment among several translators, but maintain a single editor to ensure a consummate accuracy throughout the translation.

Editing/Quality Assurance

For translations performed by entities other than aLanguageBank, a linguist reviews both the source text and in-language text to verify the accuracy, consistency and cultural significance as defined by the scope of work. As necessary, the linguist makes corrections and/or enhancements to the translation.

Proofreading

A linguist, altogether separate from translation and editing phases, will ensure the graphic and translation layout are culturally relevant to the target audience. Upon approval, the final layout will be ready for the final destination of production.

Copywriting

A well-rehearsed linguist in marketing and advertising composes copy for in-language catalogs, collateral materials, presentations or any overall marketing/advertising endeavors. The linguist takes into account style guides, previous marketing materials and reference materials to achieving your communication objective.

File Preparation

Between the receipt of a source document from the client to the delivery of working files to our linguists, project management staff prepares digital files for

any of our services. This includes extracting text from PDF or Quark files, typing hardcopies and/or confirming that fonts and images are available for desktop publishing services.

Desktop Mechanicals/Formatting

A graphic designer would format approved translated text into a desktop publishing template, such as a QuarkXPress, Illustrator or InDesign files. Our production studio can either utilize a template assigned by the client or create a new template.

File Conversion

The conversion of a source file into another file format, such as a Word file to a PDF file or Quark file to an Illustrator file.

HTML Programming

A web programmer inputs translated text into HTML files for use in Web site localization projects. This service can include hard coding, testing and uploading files to a website.

Project Management

Throughout the term of a contract, the designation of a single project manager to the client is responsible for the day-to-day management (personnel, technical, cost and schedule performance) of all work performed for all assigned task orders. The project manager allocates assigned resources for the performance of the task/delivery order, evaluates performance and ensures the complete satisfaction defined in the scope of work.

Glossary Development

aLanguageBank works with both Clients and linguists to create a list of standard translations for frequently used terms. The list of words and phrases is compiled from the Client's source materials and other approved references. The list of approved translations is then converted into a terminology database for future use ensuring consistent translations of keynote terms.

Translation Memory Management

Translation Memory is software that stores the source segments along with the translation produced by a native linguist. When similar phrases are used in the source language, the translation memory "remembers" the translation of the similar phrase, assisting linguists with consistency and delivery schedules. As a

regular procedure, aLanguageBank establishes and maintains a translation memory database for individual clients. Combined with a glossary, Translation Memory provides a record of past translations and an invaluable guide for related projects. Furthermore, Translation Memory can reduce translation costs considerably with annual revisions or repetitive segments.

Deliverables

We are capable of delivering your project in a variety of formats:

- Printed hard copies
- Film Output/Proofs/Blue lines/Match Prints
- Electronic Files

Word document	Quark	JPEG
Excel	Illustrator	GIF
PowerPoint	InDesign	BMP
WordPerfect	PageMaker	HTML
PDF	EPS	SGML
XML	Corel	PHP

MULTILINGUAL TRANSCRIPTION SERVICES (SIN: 382-1)

With extensive linguistic and technological resources, aLanguageBank is well prepared to transcribe any format of audio into the source language and/or target language. Similarly to translations, our faithful use of multiple linguists ensures the quality of the final deliverable. Furthermore, we are able to engage several transcriptionists with a single editor to transcribe larger volumes of audio in expedited delivery schedules. We are currently providing medical transcription services for Luke Air Force in Phoenix, Arizona.

INTERPRETATION SERVICES (SIN: 382-2)

aLanguageBank can provide all your interpretation needs across a variety of fields for government, private, and non-profit sector clients under Special Item Number 382-2.

Services Offered

Simultaneous (on-site) Interpretation Services

Simultaneous Interpretation allows the speaker's words to be interpreted at the same time he or she is speaking by a team of at least two interpreters. Due to the high level of concentration necessary to interpret at the same time as the speaker, the interpreters take turns interpreting for about 20-30 minutes at a time. While one interpreter is interpreting, the other is carefully listening to the proceedings, ready to assist his/her partner whenever necessary. This type of interpretation allows for the most efficient use of time. The meeting schedule is not affected since no additional time is required for the interpretation. Speeches and remarks are delivered without interruption, retaining the effectiveness and flow of the speaker's presentation.

Simultaneous Interpretation is often used for international business meetings, conferences, media broadcasts, and bilingual and multilingual events, and it usually requires specialized equipment (e.g. headsets, interpretation booths, etc.) and engineers for installation and monitoring. aLanguageBank will work closely with our clients to manage the logistics of simultaneous interpretation equipment, including rental, placement, and installation, equipment security, and technical monitoring during the assignment.

Consecutive (on-site) Interpretation Services

In Consecutive Interpretation, the interpreter serves as an intermediary between two speakers. Each speaker pauses every two or three sentences to allow time for the interpreter to render the speaker's remarks into the other language.

Participants are given an opportunity to reflect on the conversation as it is happening. Consecutive Interpretation is cost-efficient because it requires fewer interpreters and no equipment or technical personnel are needed.

Consecutive Interpretation is commonly used for court hearings, depositions, business meetings and negotiations, medical appointments, tours, informal meetings, and social occasions.

Administrative Hearings/Depositions

Interpretation Services for Administrative Hearings and Depositions usually require state certified court interpreters. aLanguageBank can provide interpreters with these qualifications upon request.

Pre-scheduled Telephonic Interpretation Services

A Pre-scheduled Telephonic Interpretation is a toll-free conference call (with an assigned pin number) with a qualified interpreter(s) on the line. The assigned aLanguageBank Project Manager will be on the line to host the call (i.e. initiate the call and introduce the interpreter(s) and explain how interpretation services work). Two major advantages of this type of interpretation service are its low cost and convenience (i.e. individuals are able to communicate via the telephone from their respective locations).

AMERICAN SIGN LANGUAGE INTERPRETATION SERVICES (SIN: 382-2)

Unique in the area of interpretation, sign language interpretation presents new challenges and requirements that must be met when searching for a language specialist. Sign language represents not only an alternate language, but also the needs of a physically-challenged community. Although similar in concept to spoken language interpretation, sign language interpretation has its own unique standards within the industry. aLanguageBank meets these challenges and has become a viable resource for interpretation with American Sign Language. We are currently providing ASL services in the state of Missouri, Connecticut, New York and California.

BILINGUALBILITY™ LANGUAGE PROFICIENCY TESTING (SIN: 382-3)

To fulfilling the ever-changing requirements overcoming language barriers, **aLanguageBank** has created a formula that can be used to custom-design tests that quantify language proficiency.

BilingualBility™ (language proficiency test) is a proprietary tool we have developed to verify the language proficiency of employees and applicants of clients and, internally, for the qualification of our own linguists. Customizable by the client, the test - offered within our facilities, remotely or telephonically - is an exam in any designated language pair comprised of reading, writing and/or oral sections. Based on the language skills and industry understanding required of the position, we are able to customize the test by incorporating industry specific jargon and scenarios into the testing materials.

The reading section requires the candidate to read a passage out loud to demonstrate their fluidity and comprehension. More than just accurate pronunciation, naturalness of tone, speed, and intonation are also considered. The writing section requires the candidate to perform a translation and/or respond to questions within a designated time frame. Any translation can be judged based on grammar and spelling. The oral section requires the candidate to participate in a role-playing conversation and/or interpret between a source and target language. Based on the industry understanding required of the candidate, we incorporate industry specific jargon and potential scenarios in the testing materials.

Although determining the proficiency of a candidate's language skill might be subjective, **aLanguageBank** has formulated a qualitative approach to providing quantitative results. The evaluation criteria include accuracy, syntax structure, omission, comprehension, pronunciation, and register (sociolinguistic appropriateness) to be evaluated by one of our qualified linguists, who adhere to the guidelines of the American Council on the Teaching of Foreign Languages.

GENERAL SERVICES

Languages Offered

aLanguageBank recognizes that effective translations require an intimate knowledge of both the source AND target language, as well as the culture and target audience. In defining the scope of work, we work with you to establish a unique linguistic style guide particular to your project needs.

aLanguageBank works with thousands of linguists who are proficient in the following languages:

Afrikaans	German	Pashto
Albanian	Greek	Polish
Arabic	Haitian Creole	Portuguese (Brazilian)
Baltic	Hawaiian	Portuguese (Portugal)
Bengali	Hebrew	Punjabi
British English	Hindi	Romanian
Bosnian	Hungarian	Russian
Bulgarian	Icelandic	Samoan
Burmese	Italian	Serbian
Cambodian	Japanese	Slovak
Catalan	Kashmiri	Slovenian
Chinese (Traditional)	Korean	Somali
Chinese (Simplified)	Kurdish	Spanish
Croatian	Laotian	Swahili
Czech	Latvian	Swedish
Danish	Lithuanian	Tagalog
Dutch	Luxembourgish	Tamil
Estonian	Macedonian	Thai
Farsi	Malagasy	Tibetan
Fijian	Malay	Turkish
Finnish	Malayalam	Ukrainian
French	Mon	Urdu
French (Canadian)	Georgian	Vietnamese
Gaelic	Nepali	
Georgian	Norwegian	

Project Management

Our project management procedures encompass comprehensive guidelines ensuring seamless communication, professional level of customer service and the highest quality of services.

Pre-Production

- Client-approved Job Order
- Analysis of Source Files
- Determine Localization Guidelines
- Prepare Linguistic Style Guide
- Incorporate Formatting Style Guide, if necessary
- Select Linguists

Production

- Build Project Glossary
- Create Project Translation Memory (TM)
- Conduct Project Training, if necessary
- Translation & Editing
- Formatting & Layout QA, if necessary

Post-Production

- Update Translation Memory & Glossary based on Client Review
- Linguistic Evaluation
- Process Review
- Follow up with Client Evaluation of Service
- Provide Future Recommendations
- Project Maintenance, if necessary

Quality Assurance

Quality is our commitment, thus we strive to provide our clients the most consistent and accurate services. aLanguageBank is established across numerous fields of industry and we are well prepared to leverage this experience advantageously. Additionally, a formulated Quality Assurance checks and balances process is interwoven throughout our project management procedures furthering

Available upon request, feel free to contact us to view our Open Rating Report.

Code of Professional Conduct and Business Practice

aLanguageBank is a corporate member in good standing with the American Translators Association (ATA). We adhere to their Code of Professional Conduct and Business Practice.

Confidentiality

aLanguageBank understands and respects the privacy of each client. It is an adamant policy to receive a signed confidentiality agreement from selected linguists.

Security Clearance

aLanguageBank key personnel do not currently hold any security clearances; however, some of our subcontracting personnel do have security clearances. If additional clearances are required, we will dedicate all the necessary efforts to obtain required clearances when required.

GSA AWARD PRICE LIST TRANSLATION SERVICES (SIN: 382-1) (MOD PS0007, REVISED 1/20076)

aLanguageBank’s translation services are charged per translated word. The per word rate is based on the source file. Other services (such as editing, proofreading, and desktop publishing) are charged on an hourly rate.

aLanguageBank’s rates for the US government are as follows:

PER-WORD TRANSLATION CATEGORIES

LABOR/TASK CATEGORY	RATE
Translation – Spanish	\$0.22
Translation – W. European	\$0.26
Translation – E. European	\$0.28
Translation – Scandinavian	\$0.31
Translation – Asian	\$0.33
Translation – Rare	\$0.36

HOURLY LABOR CATEGORIES IN SUPPORT OF TRANSLATION

LABOR/TASK CATEGORY	RATE
Editing	\$67.30
Proofreading	\$67.30
Copywriting	\$74.80
Language /DTP Coordination	\$74.80
Project Management	\$89.70
Typesetting	\$53.80
Graphic Design	\$74.80
File Conversion	\$59.30
DTP/File Preparation	\$67.80
Glossary Development	\$89.70
Translation Memory Management	\$112.00

Translation services include editing.

All hourly services are optional depending on the task order needs.

GSA AWARD PRICE LIST TRANSCRIPTION SERVICES (SIN: 382-1) (MOD PS0007, REVISED 01/2007)

aLanguageBank's transcription services are charged per hour. An average of six minutes of recording equals one billable hour. aLanguageBank's rates for the US government are as follows:

TRANSCRIPTION CATEGORIES	
LABOR/TASK CATEGORY	RATE
Transcription – Spanish*	\$32.00
Transcription – W. European*	\$34.00
Transcription – E. European*	\$36.00
Transcription – Scandinavian*	\$38.00
Transcription – Asian*	\$40.00
Transcription – Rare*	\$42.50

**Minimum order for transcription services is \$100.00.*

GSA AWARD PRICE LIST INTERPRETATION SERVICES (SIN: 382-2)

(MOD FX 30, REVISED 01/2007)

aLanguageBank’s interpretation services are charged per hour, and in some instances, on a half day or full day basis. aLanguageBank’s rates for the US government are as follows:

HOURLY RATE BILLED IN 1 HOUR INCREMENTS (except Telephonic Interpretation)

LABOR/TASK CATEGORY	RATE
Simultaneous (on-site) Interpretation <i>2-hour minimum</i>	\$124.00
Consecutive (on-site) Interpretation <i>1-hour minimum</i>	\$99.00
Administrative Hearings/Depositions <i>1-hour minimum</i>	\$74.80
Pre-scheduled Telephonic Interpretation* <i>1-hour minimum</i>	\$87.50
Pre-scheduled Telephonic Interpretation* – Spanish only <i>1-hour minimum</i>	\$67.50

HALF DAY RATE BASED ON A 4 HOUR HALF-DAY

LABOR/TASK CATEGORY	RATE
Simultaneous (on-site) Interpretation	\$496.00
Consecutive (on-site) Interpretation	\$347.00

DAILY RATE BASED ON AN 8 HOUR DAY

LABOR/TASK CATEGORY	RATE
Simultaneous (on-site) Interpretation	\$893.00
Consecutive (on-site) Interpretation	\$675.00

**PLEASE NOTE: The pre-scheduled telephonic interpretation services will be billed in 15 minute increments after the 1 hour minimum, per the original price proposal.*

AMERICAN SIGN LANGUAGE INTERPRETATION SERVICES (SIN: 382-2)

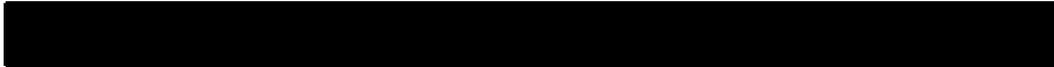
aLanguageBank’s ASL interpretation services are charged per hour. Due to the exhaustive nature of sign language interpretation, any assignment over two hours requires two interpreters to allow them to alternate between interpreting and resting. aLanguageBank’s rates for the US government are as follows:

HOURLY RATE BILLED IN 1 HOUR INCREMENTS	
LABOR/TASK CATEGORY	RATE
On-site ASL Interpretation (9:00 am – 5:00 pm Monday – Friday) <i>2-hour minimum</i>	\$52.00
On-site ASL Interpretation (After 5:00 pm, Weekends and Holidays) <i>2-hour minimum</i>	\$78.00
On-site ASL Interpretation (Less than 24-hour notice) <i>2-hour minimum</i>	\$78.00

PLEASE NOTE: The minimum charge will apply if a cancellation is not made 24 hours before the assignment.

BILINGUALBILITY™ LANGUAGE PROFICIENCY TESTING (SIN: 382-3)

Tests will be customized based on an open discussion with client to fit their specific needs. BilingualBility™ includes the administration of the test for each candidate and evaluation by specially qualified linguists. aLanguageBank’s rates for the US government are as follows:



LABOR/TASK CATEGORY	RATE
BilingualBility™ - Language Proficiency Test <i>(All languages)</i>	\$110.00

PLEASE NOTE: A minimum of 20 tests per language are required to cover the costs of developing the customized testing materials.

DISCOUNTS AND CANCELLATION POLICY

Rush Project Surcharge

The rush surcharge is 15% of the agreed price list. The rush surcharge will be applicable when the requested daily output is more than 1,500 words for technical content and 2,000 words for non-technical content per translator.

Discounts

Volume Discount

100,000 – 299,999 words	2% discount of the translation cost
300,000 – 599,999 words	3% discount of the translation cost
600,000 – 1,000,000 words	5% discount of the translation cost

Blanket Purchase Agreement Discount

For the indefinite volume we may receive on Blanket Purchase Agreements, we will offer 2% discount in addition to the preferable rate we submitted to GSA in the proposal.

Prompt Payment Discount

aLanguageBank's invoices are payable within 30 days net. A 2% discount applies to payments made within 15 calendar days.

Cancellation Policy

Any cancellation of interpretation services needs to be received 48 hours before the pre-scheduled time during aLanguageBank's office hours (Monday through Friday, 9:00 AM – 6:00 PM Eastern Standard Time, excluding National Holidays defined by the Labor Department of the United States) to avoid the minimum charge to the ordering agency.

Travel Expenses

Should aLanguageBank not be able to provide on-site interpreters, we will operate according to the following terms as outlined in the Statement of Work in Solicitation No. TFTP-GC-017382-B, through which aLanguageBank was awarded GSA Contract # GS-10-F-0143M (SIN 382 1 Translation Services & SIN 382 2 Interpretation Services).

FREQUENTLY ASKED QUESTIONS

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?

You benefit from using this schedule by:

- Competition: All competition requirements have been met
- Hassle-Free Volume Purchase Prices: GSA negotiated the discounts for you
- Easy Payment Options: aLanguageBank accepts the FSA SmartPay 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 aLanguageBank, let us know that you are a Federal customer so that you can take advantage of the schedule price. Be sure to cite the GSA contract number on your ordering documents and when paying with the GSA SmartPay 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 SmartPay Card

What does a Best Value selection mean?

A Best Value selection covers things besides lowest price, for example:

- Past performance
- Special features on the product/service
- Technical qualifications

CONTACT US

We would be more than happy to answer any other questions you may have. All of us at aLanguageBank look forward to working with you in the near future.

Ms. Peiwen Shih (Contract Administrator)

aLanguageBank

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