
Federal Supply Service
Authorized Federal Supply Schedule Price List

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

Worldwide Federal Supply Schedule (FSS) for

LANGUAGE SERVICES

FCS GROUP 738 PART II, SIN 382-1, 382-3

“Prices Shown Herein are Net (discount deducted)”



STG, Inc.

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Contract Number: **GS-10F-0165S**

Period Covered by Contract: 02/28/06 to 02/27/11

With three (3) Five-Year Option Periods

STG is a Large Business on this Contract

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



To: Program and Contracting Personnel
From: Larry Moberley, Vice President, STG, Inc.
Subject: Award of updated GSA Language Services 738-II Schedule

Dear Sir or Madam,

I would like to take this opportunity to inform you that STG, Inc. was awarded General Services Administration (GSA) Contract GS-10F-0165S on February 28, 2006 to supply Translation and Training Services and Educational Material in the United States and around the world. The order limits on this contract are between \$100 and \$1,000,000, and the contract has been added to the GSA Federal Supply Service 738-II Schedule.

STG has earned an unparalleled 20-year reputation in the industry for accurate, quality, and timely foreign language support services. We have dedicated our resources to the continued growth of that reputation around the world, and in 2004 started providing language instruction to various US Government customers. STG linguists continue to perform expert and accurate translations of all varieties of classified and unclassified foreign language data.

Our experienced linguists are cleared up to TS/SCI and are authorized access to Sensitive Compartmented Information by the supported Federal customer. Our CAGE codes are 0XMZ5 and 4T496. Each STG linguist understands the criticality of privileged communications, the security requirements associated with classified work, and the continuous need for security awareness.

For more information about the Translation and Language Services provided by STG, please visit our website at www.stginc.com or contact us via email at langservs@stginc.com.

We look forward to working with you and servicing your Language Services needs.

Sincerely,

LARRY MOBERLEY
Vice President, Language Services
STG, Inc.



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INFORMATION FOR ORDERING OFFICES

1. SERVICES AVAILABLE ON THIS PRICELIST

The following SIN's are supported:

- SIN 382-1 Translation Services
- SIN 382-3 Training Services and Educational Material

2. MAXIMUM ORDER

The Contractor is not obligated to honor any order for a combination of items in excess of:
ALL SINS \$ 1,000,000.00

Notwithstanding the above, the Contractor shall honor any order exceeding the maximum order unless that order (or orders) is returned to the ordering office within 5 workdays after receipt, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

Notwithstanding the above, the Contractor shall honor any purchase card orders exceeding the maximum orders in paragraph, unless that order (or orders) is returned to the ordering office within 24 hours after receipt, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

3. MINIMUM ORDER

The minimum dollar value of orders is \$100.

4. GEOGRAPHIC COVERAGE (Delivery Area)

This contract may be used as sources of supplies or services described herein for domestic and/or overseas delivery.

Definitions—

Domestic delivery is delivery within the 48 contiguous United States and Washington, DC; and to a CONUS port or consolidation point for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous United States, and Washington, DC.

This contract may be used on a non-mandatory basis by the following activities: Executive agencies; other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; Government contractors authorized in writing by a Federal agency



pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply. U.S. territories are domestic delivery points for purposes of this contract. (Questions regarding activities authorized to use this schedule should be directed to the Contracting Officer.)

- (1) The Contractor is obligated to accept orders received from activities within the Executive Branch of the Federal Government.
- (2) The Contractor is not obligated to accept orders received from activities outside the Executive Branch of the Federal Government; however, the Contractor is encouraged to accept orders from such Federal activities.

5. POINT(S) OF PRODUCTION

All services provided under this contract will be originated at the STG headquarters facility in Reston, Virginia.

6. DISCOUNT FROM LIST PRICES

Prices shown are NET Prices; Basic Discounts have been deducted.

7. QUANTITY DISCOUNTS

None

8. PROMPT PAYMENT TERMS

Prompt Payment: net - 30 days from receipt of invoice or date of acceptance, whichever is later.

9a. GOVERNMENT PURCHASE CARDS ACCEPTED UP TO MICRO-PURCHASE THRESHOLD

Purchase card orders below the micropurchase threshold (currently \$2,500) will be accepted.

9b. GOVERNMENT PURCHASE CARDS ACCEPTED ABOVE MICRO-PURCHASE THRESHOLD

Purchase card orders exceeding the micropurchase threshold will also be accepted, unless that order (or orders) is returned to the ordering office within 24 hours after receipt, with written notice stating the Contractor's intent not to provide the services called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under Schedule contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the



catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs.

10. FOREIGN ITEMS

None

11a. TIME OF DELIVERY

As specified on each Delivery Order.

11b. EXPEDITED DELIVERY

All items on the price list are available for expedited delivery. Contact Contractor.

11c. OVERNIGHT AND 2-DAY DELIVERY

Contact Contractor.

11d. URGENT REQUIREMENTS

Contact Contractor.

12. F.O.B. POINTS

Destination

13a. ORDERING ADDRESS

Orders should be directed to:

STG, Inc.
Attn: Thomas J. Gallagher, III, Vice President, Contracts
11710 Plaza America Drive, Suite 1200
Reston, Virginia 20190
Telephone: (703) 691-2480
Fax: (703) 691-3261
E-mail: LANGSERVS@stginc.com

13b. ORDERING PROCEDURES

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found on the GSA/FSS Schedule homepage (<http://fss.gsa.gov/schedules>).



14. PAYMENT ADDRESS

Payment may be made by check, wire transfer, or Government purchase card.

Address checks to:

STG, Inc. C/O
BB&T Bank
1909 K. Street NW
Washington, DC 20006
Attention: Jim Davis
Business: (202) 835-9361

Address ACH transfers to:

STG, Inc.
(provided on individual orders)

For payment by Government Purchase Card:

Contact Mr. Wayne Staub at (703) 691-2480 for assistance.

15. WARRANTY PROVISION

For the purpose of this contract, commitments, warranties, and representations include:

- (1) Time of delivery/installation quotations for individual orders;
- (2) The contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

The above is not intended to encompass items not currently covered by the GSA Schedule contract.

16. EXPORT PACKING CHARGES

Not applicable.

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE

Contact 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. PREVENTATIVE MAINTENANCE

Not applicable.

24a. SPECIAL ATTRIBUTES

Not applicable.

24b. SECTION 508 COMPLIANCE

Not applicable.

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

78-041-4652

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE

STG is currently registered in the Central Contractor Registration (CCR) database at <http://www.ccr.gov>.

27. UNCOMPENSATED OVERTIME

STG does not use uncompensated overtime.



PROCEDURES FOR SERVICES PRICED ON GSA SCHEDULES AT HOURLY RATES

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

The GSA has determined that the rates for services contained in the contractor's price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall—

I. Prepare a Request for Quotes:

- A. A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- B. A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any other incidental costs related to performance of the services ordered. The order may provide for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations, or as a fixed-price incidental item. A ceiling price must be established for labor-hour and time-and-materials orders.
- C. The request for quotes may request the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.



- D. The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the best value selection criteria including the intended use of past performance factors.

II. Transmit the Request for Quotes to Contractors:

- A. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate).
- B. The request for quotes should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, whenever practical.

III. Evaluate Quotes and Select the Contractor to receive the Order:

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall—

Inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

- A. SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.



- B. MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in II.B above, and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.
 - (i) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.
- IV. The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- V. When the ordering office's requirement involves both products as well as professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.
- VI. The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

ORDERS

- I. Agencies may use written orders, Electronic Data Interchange (EDI) orders, BPAs, individual purchase orders, or task orders for ordering services under this contract. BPAs shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- II. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

PERFORMANCE OF SERVICES

- I. The Contractor shall commence performance of Translation and Training Services on the date agreed to by the Contractor and the ordering office.



- II. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- III. The Contractor guarantees the satisfactory completion of the services performed under the task order and that all contract personnel utilized in the performance of services under the task order shall have the education, experience, and expertise as stated in the task order.
- IV. Any Contractor travel required in the performance of services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for services performed during the preceding month.

INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.



FSS Authorized Language Services Schedule Pricelist

The price list effective February 28, 2006 is presented on the following pages and includes .75% IFF.

SIN 382-1 – Translation Services

CLIN	Description	Base Period Year 1	Base Period Year 2	Base Period Year 3	Base Period Year 4	Base Period Year 5
	Hourly Labor Rates: Client Site (Government Site)					
0001	Middle Eastern/South Asian/Central Asian Linguist (Cleared)	\$84.15	\$87.10	\$90.14	\$93.30	\$96.56
0002	Middle Eastern/South Asian/Central Asian Linguist (Uncleared)	63.11	65.32	67.61	69.97	72.42
0003	Senior Middle Eastern/South Asian/Central Asian Linguist (Cleared)	96.77	100.16	103.66	107.29	111.05
0004	Senior Middle Eastern/South Asian/Central Asian Linguist (Uncleared)	72.58	75.12	77.75	80.47	83.29
0005	Far Eastern Linguist (Cleared)	84.15	87.10	90.14	93.30	96.56
0006	Far Eastern Linguist (Uncleared)	63.11	65.32	67.61	69.97	72.42
0007	Senior Far Eastern Linguist (Cleared)	96.77	100.16	103.66	107.29	111.05
0008	Senior Far Eastern Linguist (Uncleared)	72.58	75.12	77.75	80.47	83.29
0009	European Linguist (Cleared)	75.73	78.38	81.12	83.96	86.90
0010	European Linguist (Uncleared)	56.80	58.79	60.85	62.98	65.18
0011	Senior European Linguist (Cleared)	87.09	90.14	93.29	96.56	99.94
0012	Senior European Linguist (Uncleared)	65.32	67.61	69.97	72.42	74.96
0013	African Linguist (Cleared)	68.16	70.55	73.01	75.57	78.22
0014	African Linguist (Uncleared)	51.12	52.91	54.76	56.68	58.66
0015	Senior African Linguist (Cleared)	78.38	81.12	83.96	86.90	89.94
0016	Senior African Linguist (Uncleared)	58.79	60.85	62.98	65.18	67.46
0017	Latin American Linguist (Cleared)	63.11	65.32	67.61	69.97	72.42
0018	Latin American Linguist (Uncleared)	47.33	48.99	50.70	52.48	54.31
0019	Senior Latin American Linguist (Cleared)	72.58	75.12	77.75	80.47	83.29
0020	Senior Latin American Linguist (Uncleared)	54.43	56.34	58.31	60.35	62.46
0021	Program Manager (Cleared)	131.20	135.79	140.54	145.46	150.56
0022	Graphical Preparation Specialist	49.95	51.70	53.51	55.38	57.32



CLIN	Description	Base Period Year 1	Base Period Year 2	Base Period Year 3	Base Period Year 4	Base Period Year 5
	Hourly Labor Rates: Contractor Site					
0023	Middle Eastern/South Asian/Central Asian Linguist (Cleared)	\$95.93	\$99.29	\$102.76	\$106.36	\$110.08
0024	Middle Eastern/South Asian/Central Asian Linguist (Uncleared)	71.95	74.46	77.07	79.77	82.56
0025	Senior Middle Eastern/South Asian/Central Asian Linguist (Cleared)	110.32	114.18	118.18	122.31	126.59
0026	Senior Middle Eastern/South Asian/Central Asian Linguist (Uncleared)	82.74	85.64	88.63	91.74	94.95
0027	Far Eastern Linguist (Cleared)	95.93	99.29	102.76	106.36	110.08
0028	Far Eastern Linguist (Uncleared)	71.95	74.46	77.07	79.77	82.56
0029	Senior Far Eastern Linguist (Cleared)	110.32	114.18	118.18	122.31	126.59
0030	Senior Far Eastern Linguist (Uncleared)	82.74	85.64	88.63	91.74	94.95
0031	European Linguist (Cleared)	86.33	89.35	92.48	95.72	99.07
0032	European Linguist (Uncleared)	64.75	67.02	69.36	71.79	74.30
0033	Senior European Linguist (Cleared)	99.28	102.76	106.35	110.08	113.93
0034	Senior European Linguist (Uncleared)	74.46	77.07	79.77	82.56	85.45
0035	African Linguist (Cleared)	77.70	80.42	83.24	86.15	89.17
0036	African Linguist (Uncleared)	58.28	60.32	62.43	64.61	66.87
0037	Senior African Linguist (Cleared)	89.35	92.48	95.72	99.07	102.53
0038	Senior African Linguist (Uncleared)	67.02	69.37	71.79	74.31	76.91
0039	Latin American Linguist (Cleared)	71.95	74.46	77.07	79.77	82.56
0040	Latin American Linguist (Uncleared)	53.96	55.84	57.80	59.82	61.92
0041	Senior Latin American Linguist (Cleared)	82.74	85.64	88.63	91.74	94.95
0042	Senior Latin American Linguist (Uncleared)	62.05	64.22	66.47	68.80	71.20
0043	Program Manager (Cleared)	149.57	154.80	160.22	165.83	171.63
0044	Graphical Preparation Specialist	56.94	58.94	61.00	63.13	65.34



CLIN	Description	Base Period Year 1	Base Period Year 2	Base Period Year 3	Base Period Year 4	Base Period Year 5
Per Word Translation Rates						
0045	Latin American Languages	\$0.18	\$0.18	\$0.19	\$0.20	\$0.20
0046	European Languages	0.22	0.23	0.24	0.25	0.26
0047	African Languages	0.23	0.24	0.25	0.26	0.26
0048	Middle Eastern, Southern/Central Asian/ Far Eastern Languages	0.23	0.24	0.25	0.26	0.26
Per Edited Word Translation Rates						
0049	Latin American Languages	\$0.225	\$0.23	\$0.24	\$0.25	\$0.26
0050	European Languages	0.275	0.28	0.29	0.30	0.32
0051	African Languages	0.290	0.30	0.31	0.32	0.33
0052	Middle Eastern, Southern/Central Asian/ Far Eastern Languages	0.350	0.36	0.37	0.39	0.40

Annual Escalation Rate: 3.5%

Only Applicable for pricing that is not based on commercial catalogs or pricelists (See Economic Price Adjustment Clause I-FSS-969).

Languages Offered:

Middle Eastern/South Asian/Central Asian Languages	Amharic, Arabic (MSA and all dialects), Armenian, Azeri, Berber, Dari, Farsi, Hebrew, Kazakh, Kurdish (all dialects), Oromo, Punjabi, Pashto, Tajik, Tigrinya, Turkish, Urdu, Uzbek
Far Eastern Languages	Bengali, Burmese, Chinese, Filipino Languages and dialects, Gujarati, Indonesian, Japanese, Hindi, Korean, Laotian, Sinhalese, Tamil, Thai, Uighur, Vietnamese
European Languages	Albanian, Bulgarian, Chechen, Dutch, French, German, Greek, Hungarian, Italian, Lingala, Macedonian, Romanian, Russian, Serbo-Croatian, Slovene, Swedish, Ukrainian
African Languages	Afrikaans, Dinka, Hausa, Igbo, Somali, Swahili, Yoruba
Latin American Languages	Haitian Creole, Portuguese, Spanish (Columbian, Cuban, Dominican, Mexican, Puerto Rican)



SIN 382-3 – Training Services and Educational Material

CLIN	Description	Base Period Year 1	Base Period Year 2	Base Period Year 3	Base Period Year 4	Base Period Year 5
Client Site (Government Site)						
0053	Foreign Language Instructor - Client Site (Cleared) – Hourly Rates	\$94.48	97.79	101.21	104.75	108.42
	Foreign Language Instructor - Client Site (Cleared) – Daily Rates	755.84	782.32	809.68	838.00	867.36
0054	Foreign Language Instructor - Client Site (Uncleared) – Hourly Rates	70.86	73.34	75.91	78.56	81.31
	Foreign Language Instructor - Client Site (Uncleared) – Daily Rates	566.88	586.72	607.28	628.48	650.48
0055	Senior Foreign Language Instructor - Client Site (Cleared) – Hourly Rates	98.80	102.26	105.84	109.54	113.38
	Senior Foreign Language Instructor - Client Site (Cleared) – Daily Rates	790.40	818.08	846.72	876.32	907.04
0056	Senior Foreign Language Instructor - Client Site (Uncleared) – Hourly Rates	74.10	76.69	79.38	82.16	85.03
	Senior Foreign Language Instructor - Client Site (Uncleared) – Daily Rates	592.80	613.52	635.04	657.28	680.24
0057	Master Foreign Language Instructor - Client Site (Cleared) – Hourly Rates	118.11	122.24	126.52	130.95	135.53
	Master Foreign Language Instructor - Client Site (Cleared) – Daily Rates	944.88	977.92	1,012.16	1,047.60	1,084.24
0058	Master Foreign Language Instructor - Client Site (Uncleared) – Hourly Rates	88.58	91.68	94.89	98.21	101.65
	Master Foreign Language Instructor - Client Site (Uncleared) – Daily Rates	708.64	733.44	759.12	785.68	813.20

Annual Escalation Rate: 3.5%

Only Applicable for pricing that is not based on commercial catalogs or pricelists (See Economic Price Adjustment Clause I-FSS-969).

Languages Offered:

Middle Eastern/South Asian/Central Asian Languages	Amharic, Arabic (MSA and all dialects), Armenian, Azeri, Berber, Dari, Farsi, Hebrew, Kazakh, Kurdish (all dialects), Oromo, Punjabi, Pashto, Tajik, Tigrinya, Turkish, Urdu, Uzbek
Far Eastern Languages	Bengali, Burmese, Chinese, Filipino Languages and dialects, Gujarati, Indonesian, Japanese, Hindi, Korean, Laotian, Sinhalese, Tamil, Thai, Uighur, Vietnamese
European Languages	Albanian, Bulgarian, Chechen, Dutch, French, German, Greek, Hungarian, Italian, Lingala, Macedonian, Romanian, Russian, Serbo-Croatian, Slovene, Swedish, Ukrainian
African Languages	Afrikaans, Dinka, Hausa, Igbo, Somali, Swahili, Yoruba
Latin American Languages	Haitian Creole, Portuguese, Spanish (Columbian, Cuban, Dominican, Mexican, Puerto Rican)



(GSA/FSS-Suggested BPA Format)

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(INSERT CUSTOMER NAME)**

In the spirit of the Federal Acquisition Streamlining Act, (Agency) and STG enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)_____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the **Government that works better and costs less.**

Signatures

_____	_____	_____	_____
AGENCY	DATE	CONTRACTOR	DATE



BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:



- (a) Name of Contractor;
 - (b) Contract Number;
 - (c) BPA Number;
 - (d) Model Number or National Stock Number (NSN);
 - (e) Purchase Order Number;
 - (f) Date of Purchase;
 - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.