



Para-Plus has been an established translation and interpretation provider for over 25 years. Founded in Barrington, NJ by President Sonia M. Santiago, Para-Plus houses a dedicated and accurate team that can serve our clients in over 100 languages. We are recognized and well regarded as a leader in translating and interpreting in the business world. Our dedicated team provides translation, interpretation, transcription, and voice-over services in a number of specializations including:

- Arts and Humanities
- Business
- Computers
- Engineering
- Entertainment
- Industry and Technology
- Law
- Medicine
- Natural Sciences
- Social Sciences
- And many more...

Our interpreters and translators are highly qualified in their areas of specialization and are often field professionals in engineering, language, medicine, law, teaching, editing, and more. Many of our team members are native speakers with an average of 15 to 25 years of translating and interpreting experience. Their skills include editing, proofreading, computer and desktop publishing - and they always review all their translations for grammatical and idiomatic errors, and cultural accuracy.

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.fss.gsa.gov>.

Federal Supply Schedule - Language Services
Federal Supply Group: 738 II
Class: 7384

Contract Number: GS-10F-0276T

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

Contract Period: June 15, 2007 through June 14, 2012

Contractor: Para-Plus Translations, Inc.
430 Clements Bridge Road
Barrington, NJ 08007-1810
856.547.3695 (p)
856.547.3345 (f)

Website: www.para-plus.com

Business Size: SB, WOSB

Contract Administrator: Sonia M. Santiago, President
Email: santiago@para-plus.com

CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s):

<u>Special Item Number (SIN)</u>	<u>Description</u>
382-1	Translation and Support Services
382-2	Interpretation

* See awarded GSA Pricing beginning on Page 5.

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. 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: See item 6 below

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

3. Minimum Order: \$100

4. Geographic Coverage (delivery area): Domestic Only

5. Point of Production: Same as Company Address

6. Discount from List Prices or Statement of Net Price: Government net prices (discounts already deducted). See pricing, page 5.

7. Quantity Discounts: None

8. Prompt Payment Terms: 2%/15Days/Net 30

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: Items available for expedited delivery are noted in this price list.

11c. Overnight/2-Day Delivery: Consult with Contractor

- 11d. Urgent Requirements: Consult with Contractor
12. FOB Point(s): Destination
13. Ordering Address: Same as Company Address
14. Payment Address: Same as Company Address
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 of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable
21. List of service and distribution points: Not applicable
22. List of participating dealers: Not applicable
23. Preventive maintenance: Not applicable
24. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable
25. DUNS Number: 78-6462036
26. Para-Plus Translations, Inc. is registered in the Central Contract Registration (CCR) database.

**GSA PRICING
FOR SIN 382-1**

TRANSLATION

GROUP I

French, Italian, Portuguese,
Spanish

Labor/Task Category	GSA Rate
General	\$0.19
Semi-Technical	\$0.21
Technical	\$0.23

GROUP II

Albanian, Bulgarian, Creole, Greek, German, Hungarian, Jamaican Patois, Polish, Romanian, Russian, Serbo-Croatian, Slovak, Ukrainian

Labor/Task Category	GSA Rate
Semi-Technical	\$0.25
Technical	\$0.31

GROUP III

Arabic, Bengali, Chinese, Czech, Gujarati, Hebrew, Hindi, Punjabi

Labor/Task Category	GSA Rate
General	\$0.27
Semi-Technical	\$0.28
Technical	\$0.32

GROUP IV

Japanese, Khmer, Korean, Malayalam, Pashto, Swahili, Sudanese, Tagalog, Thai, Turkish, Urdu, Vietnamese

Labor/Task Category	GSA Rate
General	\$0.33

NOTARIZATION

Minimum Experience: Notaries must meet the following minimum experience requirements:

- Minimum one year professional experience as a notary in the Language Services Industry.

Functional Responsibility: Ability to certify translated document to create a legal record that allows a document to be used for official purposes. Governmental organizations and agencies, together with non-governmental organizations including academic institutions or adoption agencies, have special requirements for certified document translations. Para-Plus follows strict industry and governmental standards for translation and offers Notary Public services when required so that virtually any worldwide government or non-government organization will acknowledge our certified document translations as valid. Each document is sent to the client with a formal "Statement of Certification", dated, signed, and stamped.

Minimum Training/Education: Notaries must possess state certification for signature and seal as appropriate.

Language	GSA Rate
All Languages	\$15.11

DESKTOP PUBLISHING/FORMATTING

Minimum Experience: Desktop Publishers/Formatters must meet the following minimum experience requirements:

- Minimum two years professional experience as in Desktop Publishing/Formatting with Multi-Language Forms.
- References from reliable clients.

Functional Responsibility: Ability to format complicated multi-language forms as well as manuscripts containing graphics, tables, or charts, in commonly used applications such as Microsoft Excel, PowerPoint, Word and WordPerfect. Must be able to handle advertisements, brochures, packaging, publications, manuals, business cards, and other documents requiring layout and high resolution for printing utilizing desktop publishing (DTP) in all major PC- and Mac-based software applications, including Adobe Acrobat, Framemaker, Illustrator, InDesign, Pagemaker, Photoshop, QuarkXpress, Freehand, HTML and SGML. Expertise in typography and foreign languages understanding critical issues Text expansion, Font matching and usage, Capitalization, Punctuation, Hyphenation and Image Placement. Ability to perform text reversal for right-to-left reading languages, double-byte enabling for Asian languages, as well as PDF conversion.

Minimum Training/Education: Must possess college degree with appropriate Certification in DTP and Formatting. Minimum two-years work experience can be substituted.

Language	GSA Rate
All Languages	\$43.07

**GSA PRICING
FOR SIN 382-2**

INTERPRETERS

Minimum Experience: Interpreters must meet the following minimum experience requirements:

- Minimum two years professional experience as an interpreter.
- Native level fluency in at least two languages.
- References from reliable clients.

Functional Responsibility: Interpreters provide Consecutive, Sign Language and/or Telephone Interpreting in legal, medical social, business settings and other facilities from one language to another and back, as necessary. Interpreters possess demonstrated proficiency levels enabling them to speak at least two languages fluently, respecting all grammatical and linguistic rules to effectively render conversations from a source language to the target language. Interpreters must be sufficiently aware of the relevant subject matter to be able to use the correct terms, even in cases when highly technical terminology is used.

All Interpreters abide by a code of professional conduct and business practices, which includes quality, confidentiality, and ethical behavior.

Minimum Training/Education: Interpreters must possess a college degree, preferably with a diploma in interpreting, from an accredited institution. An education from a professional training institute may be substituted. State and/or Federal Certification as appropriate.

CONSECUTIVE INTERPRETATION

Consecutive Interpreting to and from English

Language	GSA Rate
Albanian	\$84.78
Arabic	\$84.78
Bengali	\$119.69
Bulgarian	\$94.76
Cambodian	\$94.76

Chinese (All Dialects)	\$94.76
Creole	\$84.78
Czech	\$84.78
Danish	\$84.78
Estonian	\$99.74
Ethiopian	\$84.78
Farsi/Persian	\$94.76
Fuzhou	\$94.76
French	\$84.78
German	\$84.78
Greek	\$84.78
Gujarati	\$84.78
Hebrew	\$84.78
Hindi	\$84.78
Hungarian	\$94.76
Indonesian	\$114.70
Italian	\$84.78
Jamaican Patois	\$94.76
Japanese	\$94.76
Korean	\$84.78
Malayalam	\$94.76
Mandingo	\$94.76

Polish	\$84.78
Portuguese	\$84.78
Punjabi	\$84.78
Romanian	\$84.78
Russian	\$84.78
Serbo-Croatian	\$94.76
Spanish	\$64.83
Swahili	\$94.76
Swedish	\$94.76
Tagalog	\$84.78
Taiwanese	\$94.76
Turkish	\$84.78
Ukrainian	\$84.78
Urdu	\$84.78
Vietnamese	\$84.78

SIGN LANGUAGE INTERPRETING SERVICES

Medical and Schools

Language	GSA Rate
American Sign Language	\$94.76

Legal

Language	GSA Rate
American Sign Language	\$109.72

TELEPHONE INTERPRETATIONS

GROUP I

Spanish

GSA Rate
\$14.36

GROUP II

Italian, French, Polish, Haitian/Creole, Czechoslovakian, Danish, Dutch, Filipino, German, Greek, Hebrew, Portuguese, Turkish, Vietnamese

GSA Rate
\$23.93

GROUP III

Albanian, Arabic, Aramaic, Cambodian, Gujarati, Hindi, Korean, Laotian, Lebanese, Persian, Rumanian, Russian, Serbo-Croatian, Ukrainian, Urdu

GSA Rate
\$28.71

GROUP IV

Bengali, Berber, Bulgarian, Burmese, Chinese (all dialects), Ethiopian, Farsi, Finnish, Ghana, Hausa, Hungarian, Jamaican/Patois, Japanese, Lithuanian, Malayalam, Nigerian, Swahili, Swedish

GSA Rate
\$33.50