



Metropolitan Interpreters and Translators, Inc.

<http://www.metlang.com>

Professional Services Schedule

Office Locations

New York, NY:	110 East 42nd Street, Suite 1600 New York, NY 10017 Phone: (212) 986-5050
Long Island, NY:	555 Broadhollow Road, Suite 204 Melville, NY 11747 Phone: (800) 421-0303
Washington, DC:	1940 Duke Street, 2nd Floor Alexandria, VA 22314 Phone (703) 459-9020
Miami, FL:	One East Broward Blvd., Suite 300W Ft Lauderdale, FL 33301 Phone: (786) 845-3000
Los Angeles, CA:	330 N Brand Blvd., Suite 510 Glendale, CA 91203 Phone: (213) 673-4710
San Diego, CA:	1450 Frazee Road, Suite 410 San Diego, CA 92108 Phone: (619) 760-7600
Atlanta, GA:	3400 Peachtree Road, NE Suite 1750 Atlanta, GA 30326 Phone: (678) 218-5120

Industrial Group: **00CORP**

Contract Number: **GS-10F-0292K**

Contract Period: **06/23/2015 – 06/22/2020**

Business Size: **Large, Veteran owned.**

Pricelist current through Modification A541 (Refresh #25), dated January 17, 2017.

Online 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://fss.gsa.gov>



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Customer Information

- 1a. Table of awarded Special Item Numbers(s) with appropriate cross-reference to page numbers:
382-1 & 382-1RC; Page 14
382-2 & 382-2RC; Page 17
382-4 & 382-4RC; Page 19
- 1b. The Pricelist prices are the Government price based on a unit of one exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price.
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$100.00
4. Geographic Coverage (delivery area): FOB Domestic and Overseas
5. Point(s) of production (city, county and state or foreign country): Same as Contractor
6. Discount from list prices or statement of net price: *Government net prices* (discount already deducted).
7. Special Item Numbers (SINs) Awarded: 382-1, 382-2, 382-4, 382-1RC, 382-2RC and 382-4RC (see FSS Price lists starting on page 14)
4. Quantity Discounts: On multiple year BPA's
9. Prompt Payment Terms: Net 30 days
- 10a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes
- 10b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Please Contact Contractor
11. Foreign Items (list by country of origin): Non
- 12a. Time of Delivery (contractor insert number of days): Specified on the task order.
- 12b. Expedited Delivery. Please Contact Contractor.
- 12c. Overnight and 2nd day delivery: Please Contact Contractor.
- 12d. Urgent Requirements: Please Contact Contractor.

13. F.O.B. Points(s): Destination.

14. Ordering Address:

New York, NY: 110 East 42nd Street, Suite 1600
New York, NY 10017

Phone: (212) 986-5050

Fax: (212) 983-5998

Mcruz@metlang.com

Long Island, NY: 555 Broadhollow Road, Suite 204
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Payment Address: Metropolitan Interpreters and Translators, Inc
110 East 42nd Street, Suite 1600
New York, NY 10017
Phone: (212) 986-5050
Fax: (212) 983-5998
Contact: Kherfield@metstaff.com

15. Warranty provisions: None
16. Export Packing Charges (if applicable): N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above micro-purchase level): Contact Contractor.
18. Terms and conditions of rental, maintenance and repair (if applicable): N/A
19. Terms and conditions of installation (if applicable): N/A
- 21a. Terms and conditions of repairs parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 21b. Terms and conditions for any other services (if applicable): N/A
22. List of service and distribution points (if applicable): N/A
23. List of participating dealers (if applicable): N/A
24. Preventative maintenance (if applicable): N/A
25. Environmental attributes, e.g., recycled content, energy efficiency and/or reduced pollutants: Contact Contractor.
26. Data Universal Numbering System (DUNS) number: **186945325**
27. Notification regarding registration in Central Contractor Registration (CCR) database: Yes.
28. Uncompensated Overtime: No.
29. The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number identified in the matrix below. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Labor Category
Translator

SCA Equivalent Code - Title - WD Number
30110 - Foreign Language Translator 87-0989

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



Corporate Overview

Metropolitan Interpreters and Translators, Inc. is a veteran owned, large business that supports the law enforcement community with linguistic services and the requisite management expertise. Metropolitan has eight strategic locations from which we support our clients, our headquarters in New York, and our branch offices in Miami, Florida, Washington DC, San Diego, California, Los Angeles, California, Atlanta, Georgia and Long Island, New York. From all eight locations we offer the following services:

- *Project Management*
- *English Transcription*
- *Document Translation*
- *Call Isolation & Duplication*
- *Audio / Video Enhancement*
- *Audio Transcription / Translation*
- *Title III Wiretap Staffing and Wire Room Management*
- *Classified Linguists for Interpretation and Monitoring*
- *On Site Consecutive and Simultaneous Interpreters*

Established in 1990, Metropolitan is the single largest provider of translation and interpretation services to the United States Department of Justice (DOJ). We continue to maintain long standing contracts with the Federal Bureau of Investigation (FBI) and the Drug Enforcement Administration (DEA) while establishing new contract opportunities under the Department of Homeland Security (DHS).

With over 400 linguists working within secure government facilities nationwide, we have developed a management plan that consistently ensures a quality service with exceptional results for our government clients. Our linguists are trained to analyze and translate source material related to organized crime, street gangs, drug trafficking, money laundering, terrorism, firearms, explosives, human trafficking, kidnapping and the counterfeiting of currency and goods.

Since our inception, Metropolitan has grown and adapted to threats and issues facing the law enforcement and intelligence community. Our multiple locations afford us great opportunities to draw upon the vast, ethnic communities here in the United States, to obtain native speakers with the ability to understand the colloquialisms and slang commonly used in these types of investigations.

Our recruitment and processing methods are proven and precise, allowing us to recruit lawful members of a particular ethnic community while preserving the integrity of any ongoing or forecasted investigation within that community. In addition, our standard recruiting and vetting practices and procedures lend themselves well to processing linguists for security clearances for both Secret and Top Secret classifications, when required.

Languages Offered

Our foreign language support services are available in over 100 languages and dialects including:

Afrikaans	Akkadian	Albanian	Amharic	Arabic	Aramaic
Armenian	Assyrian	Azerbaijani	Baloch	Balochi	Baluchi
Bambara	Bengali	Berber Dialects		Belorussian	Bulgarian
Burmese	Cambodian	Cantonese	Catalan	Cebuano/Visayan	
Chamorro	Chaldean	Chaoshan	Chichewa	Chimora	
Chin	Creole	Czech	Danish	Dari	Dinka
Dutch	Ebo	Ebonics	English	Estonian	Ewe
Farsi	Finnish	Flemish	Fookien	French	Fulani
Fuzhou	Ga	Georgian	German	Greek	Gujarati
Guyanese	Hainanese	Hakka	Hausa	Hebrew	Hindi
Hmong	Hokkien	Hungarian	Ibo	Icelandic	Ilocano
Indonesian	Italian	Japanese	Kachin	Kanjobal	Kashmiri
Kazakh	Khmer	Korean	Kurdish	Lao	Lapp
Latvian	Lingala	Lithuanian	Luxembourgisch		Macedonian
Malagasy	Malay	Malagasy	Maltese	Mandalay	Khirghiz
Khmer	Kiknogo/Kingiona		Kinyarwanda	Korean	Krio
Marathi	Mandarin	Mandalay	Mandingo	Minbei (Fuzhou)	
Moldovan	Mongolian	Mon-Khmer	Moshi-Dagomba		Nepali
Norwegian	Papiamento	Pashai	Pashto	Patois	Polish
Polynesian	Portuguese	Punjabi	Romanian	Romany	Russian
Samoan	Sanskrit	Serbian	Serbo-Croatian	Shan	Shanghainese
Shona	Sicilian	Sinhalese	Sindhi	Sinhala	Slovak
Slovenian	Somali	Sotho	Spanish	Sudanese	Suriname
Tongo	Swahili	Swedish	Tadjik	Tagalog	Taiwanese
Tajiki	Taki-Taki	Tamil	Tananese	Telugu	Tex-Mex
Thai	Tibetan	Tigrinya	Tongan	Turkic	Turkish
Turkmen	Twi	Ukrainian	Urdu	Uyghur	Uzbek
Vietnamese	Welch	Wenzhou	Wolof	Wu	Wenzhou
Xiang	Xhosa	Yiddish	Yoruba	Yugoslav	Yunnanese
Zulu					



General Translation Services

Metropolitan understands the importance of providing reliable, high quality service at a reasonable and competitive price, thus offering the government the best overall value for their contracting dollar.

With a staff of full-time translators, Metropolitan provides document translation services from and to over 100 foreign languages for both government and private clients. We translate:

- > Manuals
- > Medical Records
- > Books
- > Insurance claims
- > Websites
- > Training Materials
- > Legal documents
- > General correspondence
- > Technical data

Our translators are accredited, native speaking professionals, with the language skills that meet our strict standards. To assist our linguists, all locations maintain extensive onsite reference libraries with specialized dictionaries and reference books in a variety of topics and languages.

To ensure confidentiality and to protect information, all Metropolitan locations are linked together via secure intranet that utilizes high-speed network servers to transfer data between locations. This allows us to direct translation projects to the office that has the translation team best suited for the project.

Translation Services for Law Enforcement

Since 1990, Metropolitan has recruited, evaluated, vetted and trained over 1000 linguists in support of wiretap and intelligence services for law enforcement agencies throughout the United States. Through consistent recruitment and dedicated program management, Metropolitan has been able to minimize agency Temporary Duty (TDY) assignments and overtime, while meeting agency requirements. Our transcription/translation centers have hosted hundreds of cases, some of which have been high profile. In all cases, the work performed by Metropolitan has aided the government in securing a successful outcome while always preserving the integrity of the investigation

Foreign Language Linguists and Analytic Services

One of the most requested services under the law enforcement category is providing Monitors/Linguists and Analytic Services in support of Title III (wiretap) investigations. Metropolitan is a leader in this field with a full time staff of DEA, DHS and FBI cleared linguists in over sixty different languages, available to deploy on twenty-four hours notice.

We recruit, hire and train only native speakers with knowledge of colloquial expressions and regional slang. This offers the law enforcement agency the added advantage of understanding the culture and unique regionalisms that often are a key ingredient in any foreign language investigation.

Our transcription centers can be configured to accommodate the individual confidentiality of multiple cases with each transcriber/translator working in their own enclosed workstation. Each employee is assigned a unique access ID for the network, only allowing them to access their own working directory. Each workstation is connected via a closed network, which restricts any file from being copied onto a disk or emailed outside the center by any of the translators. Supervisors access individual employee directories at any time to monitor the employee's production and remove the file at the completion of work and send it to Quality Assurance and then onto the client.

Our Miami, San Diego, Los Angeles, and Atlanta centers were built to the same security standards as our New York office, and they follow the same security procedures. The offices have individual transcription/translation stations, and, in addition, have a secure room within the transcription/translation center that can isolate a group of transcribers/translators for a sensitive project.

All locations have onsite Mosler safes to store the source material. Only supervisors at these locations can open these safes, which are monitored by video at all times.

Document Translation Services

Document translation services for law enforcement agencies require that the translators not only be native speaking professionals who meet our strict language accreditation standards, but must also satisfy the security clearance requirements of the United States Department of Justice and/or the Department of Homeland Security.

All of our staff translators have been cleared by the DEA, DHS or the FBI to do work at our offices or within the government's secure space. The flexibility of our translators to work at the government site when requested is important, since often the material to be translated may not be removed from the site.

Metropolitan not only supports these projects with the translators, but very often can provide the specialized dictionaries, reference material and other tools necessary to ensure the best possible translation for the client. Some items that Metropolitan can provide translations for are:

- > Banking/finance reports and statements
- > Court affidavits/jail records
- > Police reports/investigation reports
- > Officer training materials
- > General correspondence
- > Sales and marketing material
- > Contracts, agreements and property deeds
- > Bills of sale/shipping records
- > Electronic Data (emails, text messages, social media posts, etc.)
- > Manuals

Metropolitan also employs part-time translators to supplement our permanent staff when the task allows. These translators are held to the same language accreditation standards as our full-time employees and, when requested, must adhere to the same security procedures which, at a minimum, require the translator to sign a non-disclosure agreement to ensure the clients' confidentiality at all times.

General Interpretation Services

On a daily basis, Metropolitan provides consecutive and simultaneous interpreters to federal agencies as well as private corporations. Our interpreters assist in meetings, conventions, legal proceedings, criminal investigations and the general day-to-day operation of our government. We also provide consecutive and simultaneous interpreters to the television and web-based news networks for live broadcasts, interviews and news relay.

The task of interpretation has varied requirements and skill levels depending on the assignment. At a minimum, Metropolitan requires that all interpreters have the ability to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics.

More experienced and seasoned interpreters are required to demonstrate a skill level of conversation equal to a highly articulate well-educated native speaker, which reflects the cultural standards of the country where the language is natively spoken. Many of Metropolitan's interpreters are also state and/or federally court certified, State Department Certified, DLI certified or UN accredited and/or are accredited members of professional interpretation associations such as The American Association of Language Specialist (TAALS), National Association of Judicial Interpreters (NAJIT) and the Association International des Interprètes de Conférence (AIIC).

To ensure that our interpreters meet our skill requirements and our clients' standards, Metropolitan utilizes an oral proficiency exam administered by an independent testing company, ALTA Language Testing. ALTA is an approved testing company for the U.S. Department of Justice as well as other federal agencies. Metropolitan has been utilizing ALTA as their primary testing company in all languages for the past 12 years.

Metropolitan is a corporate member of the National Association of Judicial Interpreters (NAJIT) and complies with all rules, regulations and standards set by the International Association of Conference Interpreters (AIIC). Metropolitan utilizes high quality brand conference equipment and, upon request, can provide equipment for groups of 10 to 1000 in up to twenty languages simultaneously. We offer wireless headsets and the secure hard-wired delegate units along with our custom designed soundproof interpretation booths.

Metropolitan can provide any consulting and planning assistance to the requesting government agency as is often required when dealing with simultaneous interpreters and conference equipment.

Interpretation Services for Law Enforcement

Metropolitan offers a customized consecutive interpretation program for law enforcement and prosecuting agencies in need of this service on a regular basis. For example, some United States Attorney's offices require consecutive interpreters on a daily basis in about five or six different languages, usually on short notice.

These interpreters assist with one-on-one meetings between the government and the defendants or cooperating witnesses/confidential sources. Upon meeting with the law enforcement or prosecuting agency, Metropolitan will ascertain the interpretation needs and set up a program that offers a *Rapid Response* to needs of that client.

For example, Metropolitan arranged a meeting with the offices in need of the service and analyzed their interpretation needs. After that meeting, we selected the interpreters best suited for that project and set up a schedule where the interpreter checks in with their Metropolitan representative every two hours during the business day to secure his/her next assignment.

This allows Metropolitan to offer our client a *Rapid Response* in those high demand languages on short notice. It also offers the client a pool of interpreters familiar with the procedures and needs of that client while offering the actual user of the service a familiar face to work with.

Additionally, Metropolitan has designed systems and procedures that first notify the person on call that an interpreter has been requested by a client and what the estimated cost of that service will be. This is vital in a multi-user environment where requests for services are made with a certain amount of urgency.

One of our representatives will be glad to set up a meeting to access your interpretation needs and show you how Metropolitan can assist your organization under our GSA schedule.

In addition, our standard recruiting and vetting practices and procedures lend themselves well to processing linguists for security clearances for both Secret and Top Secret classifications when required.

Comprehensive Linguistic Analytical Support Services (CLASS)

In addition to the general Metropolitan support for law enforcement agencies as discussed under SINs 382-1 and 382-2 above, Metropolitan is able to provide federal agencies with security cleared linguists and analytic linguists under SIN 832-4 and 832-4RC, “Classified Linguists for Interpretation and Monitoring”.

After adding security-cleared linguists and analytic linguists to our service offerings, Metropolitan has been able to offer complete and comprehensive language services in support of local, national, or global requirements that support the missions of military, law enforcement, homeland and national security organizations, among others. Services include but are not limited to: collecting, translating/interpreting and delivering mission related data, performing data analysis, cultural consulting, role-playing, Title III monitoring and intercepts, interview support, preparing related reports and assessments, forensic processing, screening/gisting, related project/program management and control for linguist screening and recruitment, logistical coordination, and site supervision and quality control of all related services.

In addition to these basic linguist services, Analytic Linguists services provide the ability to:

- >Methodically examine in detail the intercepted information in order to uncover the true meaning by deciphering any codes used in communication by drug traffickers to describe drugs, weapons, associates, activities, and law enforcement in attempts to defeat intercept surveillance.
- >Process incoming data to determine the relationships between multiple targets, as well as determine the structure of Drug Trafficking Organizations (DTO).
- >Utilize data to determine the significance and hierarchy of targets involved.
- >Cross reference current and past intelligence data to establish target patterns and connectivity with on-going intercepts.
- >Create and utilize target and involvement lists and associational charts for use in cross referencing of information.
- >Perform deconfliction analysis to eliminate duplication of target designations during ongoing intercept investigations where targets may utilize multiple devices and names.

Linguists cleared for government sensitive materials and linguists with security clearances equal to Secret and/or Top Secret are offered relative to the above mentioned translation related services. Metropolitan's services provided under this SIN include communication from a source language to a target language.

Quality Assurance/Confidentiality

As a service dealing primarily with law enforcement agencies, Metropolitan is required to produce a finished product that is used as exhibits or evidence in criminal proceedings. Whether for the DEA, FBI, DHS or the U.S. Attorney's Office, our linguists and the translations they produce have been tried, tested and successfully accepted by the courts for over 19 years.

Additionally, since all of Metropolitan's facilities are secure and our staff translators hold a valid security clearance from the U.S. Department of Justice, we are well trained in safeguarding information and security. Translators only have access to information related to the project they are working on. No matter who the client is, Metropolitan has many quality assurance steps in place to ensure the highest quality product is provided to the Government. We start with the *Project Managers*.

A *Project Manager* is assigned to every ongoing project that Metropolitan is working on. This *Project Manager* is in control of the translation project from the start of the job until the completion of all the tasks.

The *Project Manager* is responsible for putting together the glossary and any other reference material the translators may need. The *Project Manager* assists, checks and validates all the work produced by the translation team working on that project. He or she is also responsible for ensuring that the project is on time and within the cost estimate.

Project Managers report directly to our *Translation Center Operations Manager* (T-COM) who holds daily meetings with the *Project Managers* to assess production levels, costs, quality assurance and deadlines of each ongoing project. The *Operations Manager* will access the status of the project and convey any new information, updates or changes from the client to the *Project Managers* and the translation team when necessary.

Before returning the project to the client, the T-COM will assign a proofreader/editor to the finished project for one last quality assurance check. As a final step, the T-COM reviews all finished products and ensures that all original material is returned to the client and any waste material is properly destroyed.

Rapid Response Team

Emergency situations often arise whether in law enforcement or in other areas of the government. Metropolitan is prepared to assist you with those situations when they arise. Metropolitan offers assistance on demand:

Any LanguageAnywhereAnytime

Our linguistic services can be customized to meet the specific needs of your agency or field office, twenty-four hours a day. Our ability to satisfy the ever-changing needs of law enforcement and the private sector has made us a leader and innovator in the industry.

Metropolitan Interpreters and Translators, Inc.

**MONITORS
INTERPRETERS
PROJECT MANAGEMENT
DOCUMENT TRANSLATION
AUDIO TRANSCRIPTION / TRANSLATION AUDIO SOUND ENHANCEMENT**

Breaking the language barrier... nationwide... worldwide...

Metropolitan Interpreters and Translators, Inc.
110 East 42nd Street, Suite 802
New York, NY 10017
Phone: (212) 986-5050 Fax: (212) 983-5998

GSA Contract Number: GS-10F-0292K
SINs 382-1 & 382-1RC, "TRANSLATION SERVICES"

Translation Services Labor Category	GSA Price effective 6/24/15	GSA Price effective 6/24/16	GSA Price effective 6/24/17	GSA Price effective 6/24/18	GSA Price effective 6/24/19
Translator Class 1 - Hourly	\$49.25	\$50.73	\$52.25	\$53.82	\$55.43
Translator Class 1 - Daily	\$394.01	\$405.83	\$418.00	\$430.54	\$443.46
Translator Class 2 - Hourly	\$56.95	\$58.66	\$60.42	\$62.23	\$64.10
Translator Class 2 - Daily	\$455.53	\$469.20	\$483.28	\$497.78	\$512.71
Translator Class 3 - Hourly	\$75.41	\$77.67	\$80.00	\$82.40	\$84.87
Translator Class 3 - Daily	\$603.23	\$621.33	\$639.97	\$659.17	\$678.95
Translator Class 4 - Hourly	\$84.64	\$87.18	\$89.80	\$92.49	\$95.26
Translator Class 4 - Daily	\$677.15	\$697.46	\$718.38	\$739.93	\$762.13
Monitor Class 1 Hourly	\$47.72	\$49.15	\$50.62	\$52.14	\$53.70
Monitor Class 1 Daily	\$381.72	\$393.17	\$404.97	\$417.12	\$429.63
Monitor Class 2 Hourly	\$56.95	\$58.66	\$60.42	\$62.23	\$64.10
Monitor Class 2 Daily	\$455.53	\$469.20	\$483.28	\$497.78	\$512.71
Monitor Class 3 Hourly	\$75.41	\$77.67	\$80.00	\$82.40	\$84.87
Monitor Class 3 Daily	\$603.23	\$621.33	\$639.97	\$659.17	\$678.95
Monitor Class 4 Hourly	\$78.49	\$80.84	\$83.27	\$85.77	\$88.34
Monitor Class 4 Daily	\$627.91	\$646.75	\$666.15	\$686.13	\$706.71
Lead Linguist / Spanish Hourly	\$50.36	\$51.87	\$53.43	\$55.03	\$56.68
Lead Linguist / Spanish Daily	\$402.90	\$414.99	\$427.44	\$440.26	\$453.47
Shift Supervisor Class 1 Hourly	\$53.15	\$54.74	\$56.38	\$58.07	\$59.81
Shift Supervisor Class 1 Daily	\$425.16	\$437.91	\$451.05	\$464.58	\$478.52
Shift Supervisor Class 2 Hourly	\$61.17	\$63.01	\$64.90	\$66.85	\$68.86
Shift Supervisor Class 2 Daily	\$489.31	\$503.99	\$519.11	\$534.68	\$550.72
Shift Supervisor Class 3 Hourly	\$76.43	\$78.72	\$81.08	\$83.51	\$86.02
Shift Supervisor Class 3 Daily	\$611.42	\$629.76	\$648.65	\$668.11	\$688.15
Shift Supervisor Class 4 Hourly	\$76.43	\$78.72	\$81.08	\$83.51	\$86.02
Shift Supervisor Class 4 Daily	\$611.42	\$629.76	\$648.65	\$668.11	\$688.15
Site Supervisor Hourly	\$64.78	\$66.72	\$68.72	\$70.78	\$72.90
Site Supervisor Daily	\$518.23	\$533.78	\$549.79	\$566.28	\$583.27
Project Manager Hourly	\$76.43	\$78.72	\$81.08	\$83.51	\$86.02
Project Manager Daily	\$611.42	\$629.76	\$648.65	\$668.11	\$688.15

****All prices shown are inclusive of the 0.75% IFF**

***Half day rate consists of 4 hours**

NOTE: INTERPRETERS WORK 8 HRS (7 HOURS WITH TWO 30 MINUTE BREAKS)

SHIFTS LONGER THAN 8 HOURS WILL INCUR OVERTIME CHARGES FOR EXTRA HOURS
 COMPUTED AS FOLLOWS: (the daily rate divided by eight and then multiplied by one and a half)

Metropolitan Interpreters and Translators, Inc.
110 East 42nd Street, Suite 802
New York, NY 10017
Phone: (212) 986-5050 Fax: (212) 983-5998

GSA Contract Number: GS-10F-0292K
SINs 382-1 & 382-1RC, “TRANSLATION SERVICES”

Per Word Translation Rates & Effective Date

Translation Services	GSA Price effective 6/24/15	GSA Price effective 6/24/16	GSA Price effective 6/24/17	GSA Price effective 6/24/18	GSA Price effective 6/24/19
Per Word Rates - Class 1	\$0.29	\$0.30	\$0.31	\$0.32	\$0.33
Per Word Rates - Class 2	\$0.33	\$0.34	\$0.35	\$0.36	\$0.37
Per Word Rates - Class 3	\$0.40	\$0.41	\$0.42	\$0.43	\$0.44
Per Word Rates - Class 4	\$0.55	\$0.57	\$0.59	\$0.61	\$0.63

***All prices shown are inclusive of the 0.75% IFF**

See next page for the languages offered under SIN 382-1 & 382-1RC

SINs 382-1 & 382-1RC, "TRANSLATION SERVICES LANGUAGES"

Languages Offered: ALL LANGUAGES ARE OFFERED TO AND FROM ENGLISH

Afrikaans-3	Akkadian-4	Albanian-2	Amharic-3	Arabic-4
Aramaic-4	Armenian-3	Assyrian-4	Azerbaijani-3	Baloch-4
Balochi-4	Bambara-3	Baluchi-4	Belorussian-4	Bengali-4
Berber Dialects-4	Bulgarian-3	Burmese-4	Cambodian-4	Cebuano/Visayan-4
Cantonese-3	Catalan-3	Chamorro-4	Chaoshan-3	Chichewa-4
Chimora-4	Chin-4	Creole-3	Czech-3	Danish-3
Dari-4	Dinka-4	Dutch-2	English-1	Estonian-3
Ewe-4	Farsi-4	Finnish-3	Flemish-3	Fookien-3
French-2	Fulani-4	Fuzhou-3	Ga-4	Georgian-4
German-2	Greek-2	Gujarati-4	Guyanese-4	Hainanese-3
Hakka-3	Hausa-4	Hebrew-3	Hindi-3	Hmong-4
Hokkien-3	Hungarian-4	Ibo-4	Icelandic-4	Ilocano-4
Indonesian-4	Italian-2	Japanese-4	Kachin-4	Kanjober-4
Kashmiri-4	Kazakh-4	Khirghiz-4	Khmer-4	Kikongo/Kingona-4
Kinyarwanda-4	Korean-4	Krio-4	Kurdish-4	Lao-4
Lapp-4	Latvian-4	Lingala-4	Lithuanian-4	Luxembourgisch-4
Malagasy-4	Malayalam-4	Macedonian-4	Malay-4	Maltese-4
Mandalay-4	Mandingo-4	Marathi-4	Mandarin-3	Mandingo-4
Minbei(Fuzhou)-4	Moldovan-4	Mongolian-4	Mon-Khmer-4	Moshi-Dagomba-4
Nepali-4	Norwegian-3	Papiamentto-4	Pashai-4	Pashto-4
Patois-3	Polish-2	Polynesian-4	Portuguese-3	Punjabi-4
Romanian-4	Romany-4	Russian-2	Samoan-4	Sanskrit-4
Serbian-3	Serbo-Croatian-3	Shan-4	Shanghainese-3	Shona-4
Sicilian-3	Sinhalese-4	Sindhi-4	Sinhala-4	Slovak-3
Slovenian-3	Somali-4	Sotho-4	Spanish-1	Sudanese-4
Suriname Tongo-4	Swahili-4	Swedish-3	Tadjik-4	Tagalog-3
Taiwanese-3	Tajiki-4	Taki-Taki-4	Tamil-4	Tananese-3
Telugu-4	Tex-Mex-1	Thai-4	Tibetan-4	Tigrinya-4
Tongan-4	Turkic-4	Turkish-3	Twi-4	Ukrainian-4
Urdu-4	Uzbek-4	Vietnamese-4	Welsh-4	Wenzhou-4
Wolof-4	Xhosa-4	Xiang-4	Yiddish-4	Yoruba-4
Yugoslav-4	Yunnanese-4	Zulu-4		

Metropolitan Interpreters and Translators, Inc.
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GSA Contract Number: GS-10F-0292K
SINs 382-2 & 382-2RC, "INTERPRETATION SERVICES"

Interpretation Services Labor Category	GSA Price effective 6/24/15	GSA Price effective 6/24/16	GSA Price effective 6/24/17	GSA Price effective 6/24/18	GSA Price effective 6/24/19
Consecutive Class 1 – Hourly	\$83.10	\$85.59	\$88.16	\$90.80	\$93.52
Consecutive Class 1 – Daily	\$664.87	\$684.82	\$705.36	\$726.52	\$748.32
Consecutive Class 2 – Hourly	\$94.66	\$97.50	\$100.43	\$103.44	\$106.54
Consecutive Class 2 – Daily	\$757.26	\$779.98	\$803.38	\$827.48	\$852.30
Consecutive Class 3 – Hourly	\$123.11	\$126.80	\$130.60	\$134.52	\$138.56
Consecutive Class 3 – Daily	\$984.95	\$1,014.50	\$1,044.94	\$1,076.29	\$1,108.58
Simultaneous Class 1 – Daily	\$1,154.23	\$1,188.86	\$1,224.53	\$1,261.27	\$1,299.11
Simultaneous Class 2 – Daily	\$1,231.16	\$1,268.09	\$1,306.13	\$1,345.31	\$1,385.67
Simultaneous Class 3 – Daily	\$1,538.96	\$1,585.13	\$1,632.68	\$1,681.66	\$1,732.11
Court Certified Interpreter Full Day	\$953.05	\$981.64	\$1,011.09	\$1,041.42	\$1,072.66
Court Certified Interpreter Half Day*	\$476.52	\$490.82	\$505.54	\$520.71	\$536.33

****All prices shown are inclusive of the 0.75% IFF**

***Half day rate consists of 4 hours**

NOTE: INTERPRETERS WORK 8 HRS (7 HOURS WITH TWO 30 MINUTE BREAKS)

SHIFTS LONGER THAN 8 HOURS WILL INCUR OVERTIME

CHARGES FOR EXTRA HOURS WILL BE COMPUTED AS FOLLOWS: (the daily rate divided by eight and then multiplied by one and a half)

Consecutive Interpreters have a two (2) hour minimum non court assignments, four (4) hour minimum on court assignments.

Simultaneous Interpreters have an eight (8) hour minimum.

See next page for the languages offered under SIN 382-2 & 382-2RC

SINs 382-2 & 382-2RC, “INTERPRETATION SERVICES LANGUAGES”

Languages Offered: ALL LANGUAGES ARE OFFERED TO AND FROM ENGLISH.

Afrikaans-3	Akkadian-3	Albanian-2	Amharic-3	Arabic-3
Aramaic-3	Armenian-3	Assyrian-3	Azerbaijani-3	Baloch-3
Balochi-3	Bambara-3	Baluchi-3	Belorussian-3	Bengali-3
Berber Dialects-3	Bulgarian-2	Burmese-3	Cambodian-3	Cebuano/Visayan-3
Cantonese-2	Catalan-3	Chamorro-3	Chaoshan-3	Chichewa-3
Chimora-3	Chin-3	Creole-2	Czech-2	Danish-3
Dari-3	Dinka-3	Dutch-2	English-1	Estonian-3
Ewe-3	Farsi-3	Finnish-3	Flemish-3	Fookien-2
French-2	Fulani-3	Fuzhou-2	Ga-3	Georgian-3
German-2	Greek-2	Gujarati-3	Guyanese-3	Hainanee-2
Hakka-2	Hausa-3	Hebrew-3	Hindi-3	Hmong-3
Hokkien-2	Hungarian-3	Ibo-3	Icelandic-3	Ilocano-3
Indonesian-3	Italian-2	Japanese-3	Kachin-3	Kanjober-3
Kashmiri-3	Kazakh-3	Khirghiz-3	Khmer-3	Kikongo/Kingona-3
Kinyarwanda-3	Korean-3	Krio-3	Kurdish-3	Lao-3
Lapp-3	Latvian-3	Lingala-3	Lithuanian-3	Luxembourgisch-3
Malagasy-3	Malayalam-3	Macedonian-2	Malay-3	Maltese-3
Mandalay-3	Mandingo-3	Marathi-3	Mandarin-2	Mandingo-3
Minbei(Fuzhou)-3	Moldovan-3	Mongolian-3	Mon-Khmer-3	Moshi-Dagomba-3
Nepali-3	Norwegian-3	Papiamentto-3	Pashai-3	Pashto-3
Patois-2	Polish-2	Polynesian-3	Portuguese-2	Punjabi-3
Romanian-3	Romany-3	Russian-2	Samoan-3	Sanskrit-3
Serbian-3	Serbo-Croatian-2	Shan-3	Shanghainese-2	Shona-3
Sicilian-2	Sinhalese-2	Sindhi-3	Sinhala-3	Slovak-3
Slovenian-3	Somali-3	Sotho-3	Spanish-1	Sudanese-3
Suriname Tongo-3	Swahili-3	Swedish-3	Tadjik-3	Tagalog-2
Taiwanese-2	Tajiki-3	Taki-Taki-3	Tamil-3	Tananese-3
Telugu-3	Tex-Mex-1	Thai-3	Tibetan-3	Tigrinya-3
Tongan-3	Turkic-3	Turkish-3	Twi-3	Ukrainian-3
Urdu-3	Uzbek-3	Vietnamese-3	Welch-3	Wenzhou-3
Wolof-3	Xhosa-3	Xiang-3	Yiddish-3	Yoruba-3
Yugoslav-3	Yunnanese-3	Zulu-3		

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GSA Contract Number: GS-10F-0292K

SINs 382-4 & 382-4RC, “Comprehensive Linguistic Analytical Support Services (CLASS)”

Government Confidential Translation/Monitoring Services Labor Category	GSA Price effective 6/24/15	GSA Price effective 6/24/16	GSA Price effective 6/24/17	GSA Price effective 6/24/18	GSA Price effective 6/24/19
Translator Class 1 – Hourly	\$49.25	\$50.73	\$52.25	\$53.82	\$55.43
Translator Class 1 – Daily	\$394.01	\$405.83	\$418.00	\$430.54	\$443.46
Translator Class 2 – Hourly	\$56.95	\$58.66	\$60.42	\$62.23	\$64.10
Translator Class 2 – Daily	\$455.53	\$469.20	\$483.28	\$497.78	\$512.71
Translator Class 3 – Hourly	\$75.41	\$77.67	\$80.00	\$82.40	\$84.87
Translator Class 3 – Daily	\$603.23	\$621.33	\$639.97	\$659.17	\$678.95
Translator Class 4 – Hourly	\$84.64	\$87.18	\$89.80	\$92.49	\$95.26
Translator Class 4 – Daily	\$677.15	\$697.46	\$718.38	\$739.93	\$762.13
Monitor Class 1 – Hourly	\$47.72	\$49.15	\$50.62	\$52.14	\$53.70
Monitor Class 1 – Daily	\$381.72	\$393.17	\$404.97	\$417.12	\$429.63
Monitor Class 2 – Hourly	\$56.95	\$58.66	\$60.42	\$62.23	\$64.10
Monitor Class 2 – Daily	\$455.53	\$469.20	\$483.28	\$497.78	\$512.71
Monitor Class 3 – Hourly	\$75.41	\$77.67	\$80.00	\$82.40	\$84.87
Monitor Class 3 – Daily	\$603.23	\$621.33	\$639.97	\$659.17	\$678.95
Monitor Class 4 – Hourly	\$78.49	\$80.84	\$83.27	\$85.77	\$88.34
Monitor Class 4 – Daily	\$627.91	\$646.75	\$666.15	\$686.13	\$706.71
Lead Linguist / Spanish – Hourly	\$50.36	\$51.87	\$53.43	\$55.03	\$56.68
Lead Linguist / Spanish – Daily	\$402.90	\$414.99	\$427.44	\$440.26	\$453.47
Shift Supervisor Class 1 – Hourly	\$53.15	\$54.74	\$56.38	\$58.07	\$59.81
Shift Supervisor Class 1 – Daily	\$425.16	\$437.91	\$451.05	\$464.58	\$478.52
Shift Supervisor Class 2 – Hourly	\$61.17	\$63.01	\$64.90	\$66.85	\$68.86

**GSA Contract Number: GS-10F-0292K;
SINs 382-4 & 382-4RC, "CLASS" continued**

Government Confidential Translation/Monitoring Services Labor Category	GSA Price effective 6/24/15	GSA Price effective 6/24/16	GSA Price effective 6/24/17	GSA Price effective 6/24/18	GSA Price effective 6/24/19
Shift Supervisor Class 2 – Daily	\$489.31	\$503.99	\$519.11	\$534.68	\$550.72
Shift Supervisor Class 3 – Hourly	\$76.43	\$78.72	\$81.08	\$83.51	\$86.02
Shift Supervisor Class 3 – Daily	\$611.42	\$629.76	\$648.65	\$668.11	\$688.15
Shift Supervisor Class 4 – Hourly	\$76.43	\$78.72	\$81.08	\$83.51	\$86.02
Shift Supervisor Class 4 – Daily	\$611.42	\$629.76	\$648.65	\$668.11	\$688.15
Site Supervisor – Hourly	\$64.78	\$66.72	\$68.72	\$70.78	\$72.90
Site Supervisor – Daily	\$518.23	\$533.78	\$549.79	\$566.28	\$583.27
Project Manager – Hourly	\$76.43	\$78.72	\$81.08	\$83.51	\$86.02
Project Manager – Daily	\$611.42	\$629.76	\$648.65	\$668.11	\$688.15
Analytic Linguist – Spanish	\$56.58	\$58.28	\$60.03	\$61.83	\$63.68
Analytic Linguist – Spanish Overtime	\$65.88	\$67.86	\$69.90	\$72.00	\$74.16
Analytic Linguist – Category 1 Common	\$66.14	\$68.12	\$70.16	\$72.26	\$74.43
Analytic Linguist – Category 1 Overtime	\$78.19	\$80.54	\$82.96	\$85.45	\$88.01
Analytic Linguist – Category 2 Exotic	\$78.74	\$81.10	\$83.53	\$86.04	\$88.62
Analytic Linguist – Category 2 Overtime	\$92.25	\$95.02	\$97.87	\$100.81	\$103.83
Translator Class 1 – Hourly (Secret)	\$61.56	\$63.41	\$65.31	\$67.28	\$69.29
Translator Class 1 – Daily (Secret)	\$492.51	\$507.29	\$522.50	\$538.18	\$554.33
Translator Class 2 – Hourly (Secret)	\$71.19	\$73.33	\$75.53	\$77.79	\$80.13
Translator Class 2 – Daily (Secret)	\$569.41	\$586.50	\$604.10	\$622.23	\$640.89
Translator Class 3 – Hourly (Secret)	\$94.26	\$97.09	\$100.00	\$103.00	\$106.09

**GSA Contract Number: GS-10F-0292K;
SINs 382-4 & 382-4RC, “CLASS” continued**

Government Confidential Translation/Monitoring Services Labor Category	GSA Price effective 6/24/15	GSA Price effective 6/24/16	GSA Price effective 6/24/17	GSA Price effective 6/24/18	GSA Price effective 6/24/19
Translator Class 3 – Daily (Secret)	\$754.04	\$776.66	\$799.96	\$823.96	\$848.69
Translator Class 4 – Hourly (Secret)	\$105.80	\$108.98	\$112.25	\$115.61	\$119.08
Translator Class 4 – Daily (Secret)	\$846.44	\$871.83	\$897.98	\$924.91	\$952.66
Monitor Class 1 – Hourly (Secret)	\$59.65	\$61.44	\$63.28	\$65.18	\$67.13
Monitor Class 1 – Daily (Secret)	\$477.15	\$491.46	\$506.21	\$521.40	\$537.04
Monitor Class 2 – Hourly (Secret)	\$71.19	\$73.33	\$75.53	\$77.79	\$80.13
Monitor Class 2 – Daily (Secret)	\$569.41	\$586.50	\$604.10	\$622.23	\$640.89
Monitor Class 3 – Hourly (Secret)	\$94.26	\$97.09	\$100.00	\$103.00	\$106.09
Monitor Class 3 – Daily (Secret)	\$754.04	\$776.66	\$799.96	\$823.96	\$848.69
Monitor Class 4 – Hourly (Secret)	\$98.11	\$101.05	\$104.09	\$107.21	\$110.43
Monitor Class 4 – Daily (Secret)	\$784.89	\$808.44	\$832.69	\$857.66	\$883.39
Lead Linguist / Spanish – Hourly (Secret)	\$62.95	\$64.84	\$66.79	\$68.79	\$70.85
Lead Linguist / Spanish – Daily (Secret)	\$503.63	\$518.74	\$534.30	\$550.33	\$566.84
Shift Supervisor Class 1 – Hourly (Secret)	\$66.44	\$68.43	\$70.48	\$72.59	\$74.76
Shift Supervisor Class 1 – Daily (Secret)	\$531.45	\$547.39	\$563.81	\$580.73	\$598.15
Shift Supervisor Class 2 – Hourly (Secret)	\$76.46	\$78.76	\$81.13	\$83.56	\$86.08
Shift Supervisor Class 2 – Daily (Secret)	\$611.64	\$629.99	\$648.89	\$668.35	\$688.40
Shift Supervisor Class 3 – Hourly (Secret)	\$95.54	\$98.40	\$101.35	\$104.39	\$107.53
Shift Supervisor Class 3 – Daily (Secret)	\$764.28	\$787.20	\$810.81	\$835.14	\$860.19

**GSA Contract Number: GS-10F-0292K;
SINs 382-4 & 382-4RC, "CLASS" continued**

Government Confidential Translation/Monitoring Services Labor Category	GSA Price effective 6/24/15	GSA Price effective 6/24/16	GSA Price effective 6/24/17	GSA Price effective 6/24/18	GSA Price effective 6/24/19
Shift Supervisor Class 4 – Hourly (Secret)	\$95.54	\$98.40	\$101.35	\$104.39	\$107.53
Shift Supervisor Class 4 – Daily (Secret)	\$764.28	\$787.20	\$810.81	\$835.14	\$860.19
Site Supervisor – Hourly (Secret)	\$80.98	\$83.40	\$85.90	\$88.48	\$91.13
Site Supervisor – Daily (Secret)	\$647.79	\$667.23	\$687.24	\$707.85	\$729.09
Project Manager – Hourly (Secret)	\$95.54	\$98.40	\$101.35	\$104.39	\$107.53
Project Manager – Daily (Secret)	\$764.28	\$787.20	\$810.81	\$835.14	\$860.19
Analytic Linguist – Spanish (Secret)	\$70.73	\$72.85	\$75.04	\$77.29	\$79.60
Analytic Linguist – Spanish Overtime (Secret)	\$82.35	\$84.83	\$87.38	\$90.00	\$92.70
Analytic Linguist – Category 1 Common (Secret)	\$82.68	\$85.15	\$87.70	\$90.33	\$93.04
Analytic Linguist – Category 1 Overtime (Secret)	\$97.74	\$100.68	\$103.70	\$106.81	\$110.01
Analytic Linguist – Category 2 Exotic (Secret)	\$98.43	\$101.38	\$104.41	\$107.55	\$110.78
Analytic Linguist – Category 2 Overtime (Secret)	\$115.31	\$118.78	\$122.34	\$126.01	\$129.79
Translator Class 1 – Hourly (Top Secret)	\$73.88	\$76.10	\$78.38	\$80.73	\$83.15
Translator Class 1 – Daily (Top Secret)	\$591.02	\$608.75	\$627.00	\$645.81	\$665.19
Translator Class 2 – Hourly (Top Secret)	\$85.43	\$87.99	\$90.63	\$93.35	\$96.15
Translator Class 2 – Daily (Top Secret)	\$683.30	\$703.80	\$724.92	\$746.67	\$769.07
Translator Class 3 – Hourly (Top Secret)	\$113.12	\$116.51	\$120.00	\$123.60	\$127.31
Translator Class 3 – Daily (Top Secret)	\$904.85	\$932.00	\$959.96	\$988.76	\$1,018.43

**GSA Contract Number: GS-10F-0292K;
SINs 382-4 & 382-4RC, "CLASS" continued**

Government Confidential Translation/Monitoring Services Labor Category	GSA Price effective 6/24/15	GSA Price effective 6/24/16	GSA Price effective 6/24/17	GSA Price effective 6/24/18	GSA Price effective 6/24/19
Translator Class 4 – Hourly (Top Secret)	\$126.96	\$130.77	\$134.70	\$138.74	\$142.89
Translator Class 4 – Daily (Top Secret)	\$1,015.73	\$1,046.19	\$1,077.57	\$1,109.90	\$1,143.20
Monitor Class 1 – Hourly (Top Secret)	\$71.58	\$73.73	\$75.93	\$78.21	\$80.55
Monitor Class 1 – Daily (Top Secret)	\$572.58	\$589.76	\$607.46	\$625.68	\$644.45
Monitor Class 2 – Hourly (Top Secret)	\$85.43	\$87.99	\$90.63	\$93.35	\$96.15
Monitor Class 2 – Daily (Top Secret)	\$683.30	\$703.80	\$724.92	\$746.67	\$769.07
Monitor Class 3 – Hourly (Top Secret)	\$113.12	\$116.51	\$120.00	\$123.60	\$127.31
Monitor Class 3 – Daily (Top Secret)	\$904.85	\$932.00	\$959.96	\$988.76	\$1,018.43
Monitor Class 4 – Hourly (Top Secret)	\$117.74	\$121.26	\$124.91	\$128.66	\$132.51
Monitor Class 4 – Daily (Top Secret)	\$941.87	\$970.13	\$999.23	\$1,029.20	\$1,060.07
Lead Linguist / Spanish – Hourly (Top Secret)	\$75.54	\$77.81	\$80.15	\$82.55	\$85.02
Lead Linguist / Spanish – Daily (Top Secret)	\$604.35	\$622.49	\$641.16	\$660.39	\$680.21
Shift Supervisor Class 1 – Hourly (Top Secret)	\$79.73	\$82.11	\$84.57	\$87.11	\$89.72
Shift Supervisor Class 1 – Daily (Top Secret)	\$637.74	\$656.87	\$676.58	\$696.87	\$717.78
Shift Supervisor Class 2 – Hourly (Top Secret)	\$91.76	\$94.52	\$97.35	\$100.28	\$103.29
Shift Supervisor Class 2 – Daily (Top Secret)	\$733.97	\$755.99	\$778.67	\$802.02	\$826.08
Shift Supervisor Class 3 – Hourly (Top Secret)	\$114.65	\$118.08	\$121.62	\$125.27	\$129.03
Shift Supervisor Class 3 – Daily (Top Secret)	\$917.13	\$944.64	\$972.98	\$1,002.17	\$1,032.23
Shift Supervisor Class 4 – Hourly (Top Secret)	\$114.65	\$118.08	\$121.62	\$125.27	\$129.03

**GSA Contract Number: GS-10F-0292K;
SINs 382-4 & 382-4RC, “CLASS” continued**

Government Confidential Translation/Monitoring Services Labor Category	GSA Price effective 6/24/15	GSA Price effective 6/24/16	GSA Price effective 6/24/17	GSA Price effective 6/24/18	GSA Price effective 6/24/19
Shift Supervisor Class 4 – Daily (Top Secret)	\$917.13	\$944.64	\$972.98	\$1,002.17	\$1,032.23
Site Supervisor – Hourly (Top Secret)	\$97.17	\$100.08	\$103.08	\$106.17	\$109.35
Site Supervisor – Daily (Top Secret)	\$777.35	\$800.67	\$824.69	\$849.42	\$874.91
Project Manager – Hourly (Top Secret)	\$114.65	\$118.08	\$121.62	\$125.27	\$129.03
Project Manager – Daily (Top Secret)	\$917.13	\$944.64	\$972.98	\$1,002.17	\$1,032.23
Analytic Linguist – Spanish (Top Secret)	\$84.87	\$87.42	\$90.05	\$92.75	\$95.52
Analytic Linguist – Spanish Overtime (Top Secret)	\$98.82	\$101.79	\$104.85	\$108.00	\$111.24
Analytic Linguist – Category 1 Common (Top Secret)	\$99.21	\$102.18	\$105.24	\$108.39	\$111.65
Analytic Linguist – Category 1 Overtime (Top Secret)	\$117.29	\$120.81	\$124.44	\$128.18	\$132.02
Analytic Linguist – Category 2 Exotic (Top Secret)	\$118.11	\$121.65	\$125.30	\$129.06	\$132.93
Analytic Linguist – Category 2 Overtime (Top Secret)	\$138.38	\$142.53	\$146.81	\$151.22	\$155.75

****All prices shown above are inclusive of the 0.75% IFF**

***Half day rate consists of 4 hours**

NOTE: INTERPRETERS WORK 8 HRS (7 HOURS WITH TWO 30 MINUTE BREAKS)

SHIFTS LONGER THAN 8 HOURS WILL INCUR OVERTIME CHARGES FOR EXTRA HOURS COMPUTED AS FOLLOWS: (except for the stated Analytic Linguist Overtime rates listed, Overtime charges will be the daily rate divided by eight and then multiplied by one and a half)

Please refer to Page 23 for the “Classes” applicable to the Languages offered under SIN 382-2 & 382-2RC, Translation/Monitor Services and Pages 24-26 for the “Categories” applicable to the Languages offered under SIN 382-2 & 382-2RC, Analytic Linguist Services.

SINs 382-4 & 382-4RC, “CLASS TRANSLATION SERVICES LANGUAGES”

Class Languages Offered: ALL LANGUAGES ARE OFFERED TO AND FROM ENGLISH

Translator/Monitor “Class” Languages

Afrikaans-3	Akkadian-4	Albanian-2	Amharic-3	Arabic-4
Aramaic-4	Armenian-3	Assyrian-4	Azerbaijani-3	Baloch-4
Balochi-4	Bambara-3	Baluchi-4	Belorussian-4	Bengali-4
Berber Dialects-4	Bulgarian-3	Burmese-4	Cambodian-4	Cebuano/Visayan-4
Cantonese-3	Catalan-3	Chamorro-4	Chaoshan-3	Chichewa-4
Chimora-4	Chin-4	Creole-3	Czech-3	Danish-3
Dari-4	Dinka-4	Dutch-2	English-1	Estonian-3
Ewe-4	Farsi-4	Finnish-3	Flemish-3	Fookien-3
French-2	Fulani-4	Fuzchou-3	Ga-4	Georgian-4
German-2	Greek-2	Gujarati-4	Guyanese-4	Hainanese-3
Hakka-3	Hausa-4	Hebrew-3	Hindi-3	Hmong-4
Hokkien-3	Hungarian-4	Ibo-4	Icelandic-4	Ilocano-4
Indonesian-4	Italian-2	Japanese-4	Kachin-4	Kanjobal-4
Kashmiri-4	Kazakh-4	Khirghiz-4	Khmer-4	Kiknogo/Kingiona-4
Kinyarwanda-4	Korean-4	Krio-4	Kurdish-4	Lao-4
Lapp-4	Latvian-4	Lingala-4	Lithuanian-4	Luxembourgesch-4
Malagasy-4	Malayalam-4	Macedonian-4	Malay-4	Maltese-4
Mandalay-4	Mandingo-4	Marathi-4	Mandarin-3	Mandingo-4
Minbei(Fuzhou)-4	Moldovan-4	Mongolian-4	Mon-Khmer-4	Moshi-Dagomba-4
Nepali-4	Norwegian-3	Papiamentto-4	Pashai-4	Pashto-4
Patois-3	Polish-2	Polynesian-4	Portuguese-3	Punjabi-4
Romanian-4	Romany-4	Russian-2	Samoan-4	Sanskrit-4
Serbian-3	Serbo-Croatian-3	Shan-4	Shanghainese-3	Shona-4
Sicilian-3	Sinhalese-4	Sindhi-4	Sinhala-4	Slovak-3
Slovenian-3	Somali-4	Sotho-4	Spanish-1	Sudanese-4
Suriname Tongo-4	Swahili-4	Swedish-3	Tadjik-4	Tagalog-3
Taiwanese-3	Tajiki-4	Taki-Taki-4	Tamil-4	Tananese-3
Telugu-4	Tex-Mex-1	Thai-4	Tibetan-4	Tigrinya-4
Tongan-4	Turkic-4	Turkish-3	Twi-4	Ukrainian-4
Urdu-4	Uzbek-4	Vietnamese-4	Welch-4	Wenzhou-4
Wolof-4	Xhosa-4	Xiang-4	Yiddish-4	Yoruba-4
Yugoslav-4	Yunnanese-4	Zulu-4		

SINs 382-4 & 382-4RC, “CLASS LINGUIST ANALYST SERVICES LANGUAGES”

Languages Offered: ALL LANGUAGES ARE OFFERED TO AND FROM ENGLISH

Analytic Linguist “Category” Languages Country

2-Afghan Persian (Dari).....	Afghanistan
1-Albanian.....	Albania; Macedonia; Serbia
2-Amheric.....	Ethiopia
1-Arabic	Algeria; Bahrain; Chad; Egypt; Ethiopia; Iran; Iraq;
.....	Israel; Jordan; Lebanon; Libya; Morocco; Palestine;
.....	Syria; Tunisia; Turkey; United Arab Emirates (U.A.E.)
.....	Yemen
1-Armenian	Armenia; Azerbaijan; Georgia; Iraq; Lebanon;
.....	Syria
2-Azeri	Azerbaijan
2-Bahasa Indonesian	Indonesia
2- Baloch.....	Iran
2-Balochi.....	Afghanistan; Pakistan
2-Bengali.....	India
2-Berber dialects	Algeria; Morocco
1-Bulgarian	Bulgaria
2-Burmese	Burma
2-Byelorussian	Belarus
1-Castilian Spanish... ..	Spain; Andorra
2-Chaldean (Neo-Aramaic).....	Iraq
2-Chimora	Guam
2-Chin	Burma
1-Chinese (written/standard).....	China
1-Creole.....	Bahamas; Haiti; Jamaica; Mauritius; Virgin Islands
1-Creole patois	Martinique
2-Czech	Czech Republic; Slovakia
2-Dari (Persian Farsi).....	Afghanistan
1-Dutch	Aruba; Indonesia; Netherlands; Netherlands Antilles
2-Ebo.....	Nigeria
1-English/Non-Standard English	Worldwide
2-Estonian	Estonia
2-Ewe	Ghana
1-Farsi.....	Bahrain
2-Finnish.....	Norway; Sweden
2-Flemish Dutch.....	Belgium
1-French	Algeria; Andorra; Argentina; Belgium; Brazil; Cambodia;
.....	Cameroon; Canada; Chad; France; Greece; Haiti; Italy;
.....	Lebanon; Luxembourg; Madagascar; Martinique;
.....	Mauritius; Morocco; New Caledonia; Senegal;
.....	Switzerland; Syria; Trinidad and Tobago; Tunisia;
.....	Vietnam; Zaire
1-French Patois	Saint Vincent and Grenadines; Saint Lucia
2-Fukien (Fuchien).....	China; Taiwan

1-Fuzhou	China
2-Fulani	Nigeria
2-Ga.....	Ghana
2-Georgian.....	Georgia
1-German	Argentina; Austria; Belgium; Denmark; Germany; Italy; Luxembourg; Romania; Slovakia; Switzerland
1-Greek	Albania; Cyprus; Greece
2-Hakka.....	Mauritius
2-Hakka dialects.....	Taiwan; China
2-Hausa	Nigeria
1-Hebrew.....	Israel, Palestinian West Bank and Gaza
2-Hindi	India, Trinidad & Tobago; United Arab Emirates (U.A.E.)
2-Hindustini variants.....	India; Suriname
2-Hmong	China; Laos; Thailand; Vietnam
2-Hungarian	Hungary; Romania; Slovakia; Ukraine
2-Ibo.....	Nigeria
1-Italian.....	Argentina; Italy; Libya; Switzerland
1-Jamaican patois.....	Jamaica
2-Japanese.....	Japan
2-Kachin.....	Burma
2-Kashmiri.....	India
2-Khmer.....	Cambodia; Vietnam
2-Kikongo/Kingona.....	Zaire
2-Kirghiz (Kyrgyz).....	Kyrgyzstan
2-Korean.....	South Korea
2-Kurdish.....	Iran; Iraq; Syria; Turkey
2-Lao.....	Laos
2-Lapp.....	Norway; Sweden
2-Lithuanian.....	Latvia; Lithuania
2-Luxembourgish.....	Luxembourg
2-Macedonian.....	Macedonia
2-Malay.....	Borneo; Malaysia; Singapore
2-Malagasy.....	Madagascar
2-Malayo-Polynesian	Vietnam
2-Maltese.....	Malta
2-Mandalay	Burma
1-Mandarin (Putonghua, Beijing dialect).....	China
2-Minbei (Fuzhou).....	China
2-Minnan (Hokkien-Taiwanese)	China
2-Mon-Khmer	Vietnam
2-Moshi-Dagomba	Ghana
2-Norwegian	Norway
2-Papiamentu dialect.....	Aruba; Netherlands Antilles
2-Pashai	Afghanistan
2-Pashtu.....	Afghanistan; Pakistan
1-Persian Farsi	Iran; United Arab Emirates (U.A.E.)
1-Pilipino/Tagalog	Philippines
1-Polish	Lithuania; Poland; Slovakia; Ukraine
1-Portuguese	Angola; Brazil; Macau; Portugal

1-Punjabi	India; Pakistan
1-Romanian	Romania; Ukraine
1-Russian	Armenia; Azerbaijan; Belarus; Georgia; Kyrgyzstan;
.....	Latvia; Lithuania; Moldova; Russia; Turkmenistan;
.....	Ukraine; Uzbekistan
2-Samoan	American Samoa
2-Sanskrit	India
2-Serbo-Croatian	Croatia; Macedonia; Serbia
2-Shan	Burma
2-Sicilian	Sicily
2-Sindhi	India; Pakistan
2-Sinhala	Sri Lanka
2-Somali	Somalia
2-Suriname Tongo	Suriname
2-Swahili	Kenya; Tanzania; Zaire
2-Swedish	Sweden
1-Taiwanese	Taiwan
2-Tajik	Tajikistan; Uzbekistan
2-Taki-Taki	Suriname
2-Tamil	Singapore
2-Thai	Thailand
2-Turkic	Iran
2-Turkish	Cyprus; Iran; Macedonia; Turkey
2-Turkmen	Afghanistan; Turkmenistan
2-Twi	Ghana
2-Ukrainian	Ukraine; Slovakia
2-Urdu	Bahrain; India; Mauritius; Pakistan; United Arab Emirates
.....	(U.A.E.)
2-Uzbek	Afghanistan; Turkmenistan; Uzbekistan
1-Vietnamese	Vietnam
2-Wolof	Senegal; Mauritania
2-Wu (Shanghainese)	China
2-Xiang	China
2-Yiddish	European Jewish communities and emigrants from these communities throughout the world.
2-Yoruba	Nigeria
2-Yue (Cantonese)	China
2-Yunnanese	China

Metropolitan Interpreters and Translators Inc.
GSA Contract Number: GS-10F-0292K

Labor Category Descriptions

A. Translator

1. Translator Duties: The “Translator” translates a foreign language to English from a variety of language sources, including but not limited to print and audio. Complete knowledge of language must provide translator with a wide range of standard and non-standard terminology and an understanding of dialects and jargon. Translators must be able to comprehend slang and colloquial expressions in translating both technical and non-technical materials; must idiomatically translate repetitive material in specialized areas, including documents, reports, and general correspondence, in full or summary form, and provide supplemental research when necessary. Some interpreting will be required.

Translators ensure that the final translation communicates the accurate meaning of the original transcribed document and conform as closely as possible to the format of the source document. Translators use accepted Standard English grammar in attaining clarity and a faithful rendition of the original source's meaning. Translation requires treatment of conventional problems and situations using established translating practices and principles.

When performing the function of translating, Translator (s)/Linguist(s) shall:

- a. Prepare an English translation from a variety of foreign language source exhibits, including but not limited to video and audio cassette recorded conversations, facsimile documents and written and typed materials, such as legal documents, diaries, computerized files, personal papers, maps, charts, ledgers and notes.
- b. Provide accurate and complete translations free of typographical errors and without the omission of a word or words from the texts.
- c. Use accepted Standard English punctuation in all English translations. Type the translation from the original source in the following formats:
- d. All translations performed at the government site(s) shall be prepared in a client-approved format.
- e. All translations prepared off-site without transcriptions shall be prepared as defined by client. Conversations shall be single-spaced with a line space separating one speaker from the next.

2. Translator Qualifications: At a minimum, the Translator shall possess:

- a. Undergraduate Degree or Graduate Education: Major Study - the appropriate foreign language from an English-speaking college or university, English from a college or university in the other country, or translating or interpreting where English and the Foreign language were prerequisites or equivalent experience. OR Specialized Experience in translating, interpreting, or other work requiring the use of English and the other languages; or a combination of work (that required English and the other language) and training at the Defense Language Institute, Foreign Service Institute, or comparable training. Following are examples of work in the required language that may have provided the required abilities and specialized experience: Translator; Interpreter; Librarian or Information Specialist required to make abstracts, screen, index, and scan material; Intelligence; Writer or Editor; International Organizational Work, such as the Peace Corps, World Bank, United Nations, Business or other Organizations; or Professor, Teacher, or Instructor work at the high school or college level that required the use of the foreign language.

- b. Proficiency in the appropriate language as required.
- c. An excellent command of the English language with the ability to provide clear and concise oral and written communication.
- d. Ability to understand basic elements of speech in a standard dialect. Standard dialect refers to the listening skill that is the ability to understand the essentials of all speech in a standard dialect including technical discussion within a special field.
- e. Skills necessary to listen and comprehend the required foreign language(s) with native or near-native ability; and ability to follow accurately the basic elements of conversations and telephone calls.
- f. Skills necessary to read and comprehend the required foreign language with native or near-native ability, and to read and understand various text-types.
- g. Ability to comprehend slang and colloquial expressions in the required foreign language and translate them into their English equivalent.
- h. Effective understanding of face-to-face speech with sufficiently broad vocabulary that paraphrasing or explanations are unnecessary.
- i. Ability to work well under pressure to meet specific deadlines.
- j. Basic typing/word processing skills of at least 40 wpm. The client may waive the basic typing skill proficiency level under extenuating circumstances. The client will evaluate the circumstances on a case-by-case basis.
- k. Ability to understand requirements necessary to perform specific tasks being processed and produced.
- l. State certification, as required.
- m. Accessing and appropriately utilizing Windows-based computer software programs. All linguists shall be capable of performing basic computer tasks including but are not limited to: accessing the computer databases through user names and passwords; navigating the Windows-based desktop; saving, retrieving and opening files; utilizing basic work processing skills such as “cut and paste”, “search and replace”, “copy”, and any others found on a basic Windows toolbar; familiarity with accessing the Internet through an Internet Service Provider program; using a mouse, keyboard, and other common computer hardware

B. Monitor

- 1. Monitor Duties:** The “Monitor” is a Translator who monitors oral intercepts. In addition to the basic Translator Duties described above, Monitors shall:
 - a. Listen to oral intercepts in English and foreign languages and provide a verbal and/or a typed summary as required.
 - b. Prepare complete log sheets on each intercepted call, including but not limited to, a short narrative synopsis in Standard English.
 - c. Complete a log sheet detailing dates, times of recordings and other relevant information.

- d. Sign all line sheets, summaries, logs or documents they have prepared and initial all video or audio recordings they have witnessed or heard.
- e. Assume responsibility for varying numbers of intercepts as required during any given shift.
- f. Maintain a voice library for the duration of the intercept.
- g. Maintain a list of slang words and codes (used by the trafficking organization or individuals) for the duration of the intercept.
- h. Enter summary information into a computerized medium provided by client, when required.
- i. During an intercept, provide sufficient information about the content of the call to the case agent or the supervising duty agent, so authorities can determine whether the conversation is important, should be minimized, is a privileged communication or if enforcement action should be taken.

2. Monitor Qualifications: At a minimum, the Monitor shall possess:

- a. Undergraduate Degree or Graduate Education: Major Study - the appropriate foreign language from an English-speaking college or university, English from a college or university in the other country, or translating or interpreting where English and the Foreign language were prerequisites or equivalent experience. OR Specialized Experience in translating, interpreting, or other work requiring the use of English and the other languages; or a combination of work (that required English and the other language) and training at the Defense Language Institute, Foreign Service Institute, or comparable training. Following are examples of work in the required language that may have provided the required abilities and specialized experience: Translator; Interpreter; Librarian or Information Specialist required to make abstracts, screen, index, and scan material; Intelligence; Writer or Editor; International Organizational Work, such as the Peace Corps, World Bank, United Nations, Business or other Organizations; or Professor, Teacher, or Instructor work at the high school or college level that required the use of the foreign language.
- b. Proficiency in the appropriate language as required.
- c. An excellent command of the English language with the ability to provide clear and concise oral and written communication.
- d. Ability to understand basic elements of speech in a standard dialect. Standard dialect refers to the listening skill that is the ability to understand the essentials of all speech in a standard dialect including technical discussion within a special field.
- e. Skills necessary to listen and comprehend the required foreign language(s) with native or near-native ability; and ability to follow accurately the basic elements of conversations and telephone calls.
- f. Skills necessary to read and comprehend the required foreign language with native or near-native ability, and to read and understand various text-types.
- g. Ability to comprehend slang and colloquial expressions in the required foreign language and translate them into their English equivalent.
- h. Effective understanding of face-to-face speech with sufficiently broad vocabulary that paraphrasing or explanations are unnecessary.

- i. Ability to work well under pressure to meet specific deadlines.
- j. Basic typing/word processing skills of at least 40 wpm. The client may waive the basic typing skill proficiency level under extenuating circumstances. The client will evaluate the circumstances on a case-by-case basis.
- k. Ability to understand requirements necessary to perform specific tasks being processed and produced.
- l. State certification, as required.
- m. Accessing and appropriately utilizing Windows-based computer software programs. All linguists shall be capable of performing basic computer tasks including but are not limited to: accessing the computer databases through user names and passwords; navigating the Windows-based desktop; saving, retrieving and opening files; utilizing basic work processing skills such as “cut and paste”, “search and replace”, “copy”, and any others found on a basic Windows toolbar; familiarity with accessing the Internet through an Internet Service Provider program; using a mouse, keyboard, and other common computer hardware.

C. Lead Linguist.

1. Lead Linguist Duties: The Lead Linguist (Team Leader) shall be a Senior Translator/Monitor capable of performing the following tasks described below:

- a. Be the primary point of contact for the government representative on their assigned case/task.
- b. Assist Shift Supervisor with any personnel changes required during the shift.
- c. Be accountable for daily work assignments and end products for assigned case/task.
- d. Ensure that each case/task Linguist has completed their assigned work prior to the end of the shift.
- e. Be responsible to coordinate with the preceding and succeeding Team Leader and Shift Supervisor, when such are assigned to ensure a smooth shift transition on the case/task.
- f. Provide relief coverage during break periods for linguists assigned to that case/task.
- g. Performing all the functions and duties described above for Translator

2. Lead Linguist Qualifications: At a minimum, the Lead Linguist shall possess:

- a. Must be qualified as a Linguist/Translator.
- b. Experience that demonstrates an ability to effectively manage people and resources to satisfy project objectives and ensure completion of assigned tasks.
- c. An excellent command of the English language and ability to provide clear and concise oral and written communications.
- d. Skills necessary to listen to and comprehend the required foreign language(s) with native or near-native ability, and to follow accurately the basic elements of conversations, such as telephone calls.

- e. Skills necessary to read and comprehend the required foreign language with a native or near-native ability and to read and understand various text-types.
- f. Ability to comprehend slang and colloquial expressions in the required foreign language(s) and translate them into their English equivalent.
- g. Ability to work well under pressure to meet specific deadlines.
- h. Basic typing/word processing skills of at least 40 wpm.

D. Shift Supervisor.

1. Shift Supervisor Duties. The Shift Supervisor shall be capable of performing the following tasks as described below:

- a. Assign Linguist(s) to monitor real-time oral telecommunications intercepts.
- b. Assign Linguist(s) to transcribe, translate and validate completed work.
- c. Be accountable for daily work assignments and end products.
- d. Ensure that each Linguist(s) has completed assigned work prior to the end of the shift.
- e. Be responsible for a smooth transition to the next shift and coordinate with the preceding and succeeding Shift Supervisors, when such are assigned.
- f. Ensure that all tasks are being properly executed; interface regularly with the COTR regarding performance matters and issues arising from day-to-day operations; and respond to problems or issues raised by the COTR, whether technical or administrative in nature.
- g. Maintain time and attendance records for Linguist(s) on each shift.
- h. Be capable of performing all the functions and duties described for Linguist(s), as required.

2. Shift Supervisor Qualifications. At a minimum, the Shift Supervisor shall possess:

- a. Undergraduate Degree or Graduate Education: Major Study - the appropriate foreign language from an English-speaking college or university, English from a college or university in the other country, or translating or interpreting where English and the Foreign language were prerequisites or equivalent experience. OR Two years' experience in language monitoring / translation / transcription and/or equivalent management.
- b. Experience that demonstrates an ability to effectively manage people and resources to satisfy project objectives and ensure completion of assigned tasks.
- c. An excellent command of the English language and ability to provide clear and concise oral and written communications.
- d. Skills necessary to listen to and comprehend the required foreign language(s) with native or near-native ability, and to follow accurately the basic elements of conversations, such as telephone calls.
- e. Skills necessary to read and comprehend the required foreign language with a native or near-native ability and to read and understand various text-types.

- f. Ability to comprehend slang and colloquial expressions in the required foreign language(s) and translate them into their English equivalent.
- g. Ability to work well under pressure to meet specific deadlines.
- h. Basic typing/word processing skills of at least 40 wpm.

E. Site Supervisor

2. Site Supervisor Duties: The Site Supervisor shall be capable of performing the tasks described below:

- a. Assign Linguist(s) to monitor real-time oral communications intercepts.
- b. Assign Linguist(s) to transcribe, translate and validate completed work. Any personnel changes required during the shift shall be coordinated between the Supervisor and the COTR.
- c. Responsible for training or orienting new hires and inexperienced personnel on procedures and policies for the work and wire room operations.
- d. Be accountable for daily work assignments and end products.
- e. Ensure that all Quality Control procedures are implemented and fully operational, as written.
- f. Ensure that each Linguist(s) has completed assigned work prior to the end of their shift. Ensure a smooth transition to the next shift.
- g. Oversee activity to ensure that all tasks are being properly executed; interface regularly with the COTR and the Project Manager regarding technical performance matters and issues concerning the day-to-day operations; and respond to problems or issues from the COTR, whether technical or administrative in nature.
- h. Maintain records of work production, and other administrative records as required.
- i. Prepare and present a schedule detailing adequate personnel coverage.
- j. Maintain time and attendance records for all contract employees.

2. Site Supervisor Qualifications. At a minimum, the Site Supervisor shall possess:

- a. Undergraduate Degree and Graduate Education: Major Study - the appropriate foreign language from an English-speaking college or university, English from a college or university in the other country, or translating or interpreting where English and the foreign language were prerequisites or equivalent experience. OR Five years' experience in language monitoring / translation / transcription and/or equivalent experience where they responsible for planning, budgeting, staffing, organization, and technical performance in a related management field.
- b. Ability to effectively manage people and resources to satisfy project objectives and ensure completion of assigned tasks.
- c. An excellent command of the English language, with ability to provide clear, concise oral and written directions.

- d. Skills necessary to listen to and comprehend the required foreign language(s) with native or near-native ability, and to follow accurately the basic elements of conversations, such as telephone calls.
- e. Skills necessary to read and comprehend the required foreign language(s) with a native or near-native ability and to read and understand various text-types.
- f. Ability to comprehend slang and colloquial expressions in the required foreign language(s) and translate them into English.
- g. Ability to work well under pressure to meet specific deadlines.
- h. Basic typing/word processing skills of at least 40 wpm. Ability to prepare briefs, and to make oral and written presentations.

F. Project Manager

1. Project Manager Duties. The Project Manager shall be capable of performing the duties described below as they relate to a specific contract assignment:

- a. Serve as the Government's single point of contact and provide technical supervision and guidance for all contractor personnel.
- b. Assign tasking to contractor/subcontractor personnel, supervise on-going technical efforts, and manage contract performance.
- c. Manage a major segment of the contractor's organization, with responsibility for planning, budgeting, organization, staffing, and managerial and technical performance.
- d. Responsible for reviewing tasking requirements and defining resources to provide the desired services
- e. Coordinate technical and resources matters with cognizant government officials.

2. Project Manager Qualifications: Undergraduate Degree and Graduate Education: Business or Major Study - the appropriate foreign language from an English-speaking college or university, English from a college or university in the other country, or translating or interpreting where English and the foreign language were prerequisites or equivalent experience..

OR

The Project Manager shall have a minimum of five (5) years management experience in language monitoring / translation / transcription and/or equivalent experience where they were responsible for the planning, budgeting, staffing, organization, and technical performance of a major contract or equivalent experience.

G. Interpreter

1. Interpreter Duties. The "Interpreter" converts spoken statements from one language to another in various settings. This involves listening to, understanding content, then converting statements into the target language. The Interpreter interprets accurately and completely and is knowledgeable of subject matter and interpreter protocol. The Interpreter understands almost all forms and styles of speech pertinent to professional needs as well as general topics and social conversation. The Interpreter comprehends sociolinguistic and cultural references as well as technical discussions and discourse.

Consecutive interpreting involves a pause in language conversion: the client speaks in the source language, pausing at the end of each sentence. The interpreter converts the speech into the target language and delivers it to the audience. This process is repeated until the project is complete. This mode is used for Q & A of non-English speakers, and requires more waiting time.

In **simultaneous interpretation** (SI), the interpreter renders the message in the target-language as quickly as he or she can formulate it from the source language, while the source-language speaker continuously speaks. In consecutive interpreting (CI), the interpreter speaks after the source-language speaker has finished speaking. When the speaker pauses or finishes speaking, the interpreter then renders a portion of the message or the entire message in the target language.

2. Interpreter Qualifications: At a minimum, the Interpreter shall possess:

- a. Undergraduate Degree or Graduate Education: Major Study - the appropriate foreign language from an English-speaking college or university, English from a college or university in the other country, or translating or interpreting where English and the Foreign language were prerequisites or equivalent experience. OR Specialized Experience: Experience in translating, interpreting, or other work requiring the use of English and the other languages; or a combination of work (that required English and the other language) and training at the Defense Language Institute, Foreign Service Institute, or comparable training. Following are examples of work in the required language that may have provided the required abilities and specialized experience: Translator; Interpreter; Librarian or Information Specialist required to make abstracts, screen, index, and scan material; Intelligence; Writer or Editor; International Organizational Work, such as the Peace Corps, World Bank, United Nations, Business or other Organizations; or Professor, Teacher, or Instructor work at the high school or college level that required the use of the foreign language.
- b. Proficiency in the appropriate foreign language as required.
- c. An excellent command of the English language with the ability to provide clear and concise oral communication.
- d. Consecutive interpreters must have successfully completed a course of study related to the skills required to perform consecutive interpretation in an official setting. Simultaneous Interpreters must have successfully completed formal training in the field of Simultaneous Interpretation.
- e. Consecutive interpreters must be capable of providing consecutive interpretation in both English as well as the foreign language. Simultaneous Interpreters must be capable of providing simultaneous interpretation in both English as well as the foreign language.
- f. State, other certifications and language proficiency qualifications as required.
- g. The task of interpretation has varied requirements and skill levels depending upon the assignment. At a minimum, Metropolitan requires that all interpreters have the ability to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics. More experienced and seasoned interpreters are required to demonstrate a skill level of conversation equal to a highly articulate well-educated native speaker, which reflects the cultural standards of the country where the language is natively spoken.

H. Certified Interpreter

1. Duties of the Certified Interpreter

- a. The Certified Interpreter shall be capable of providing consecutive interpretation in both English as well as the foreign language.
- b. The Certified Interpreter will provide translation services in a court room setting in accordance with the applicable federal/state requirements.

2. Qualifications for Certified Interpreter

- a. The Certified Interpreter must have successfully completed the federal or state court interpreter examination.
- b. Satisfy the qualifications of a Consecutive Interpreter.

I. Analytic Linguist Labor Category

1. Duties of the Analytic Linguists: Comprehensive Linguistic Analytical Support Services (CLASS) Analytic Linguists under GSA SIN 382-4 must hold an applicable security clearance and shall be capable of performing the following translator/monitor/analytic duties:

- a. Monitor: Listen to or read foreign language communications, lawfully intercepted, to perform immediate verbal summaries, then subsequent written or types summaries into English language.
- b. Transcribe: Render the spoken word of a language into the written form of the same language, then save the results on a government-owned computer storage device and or in printed format.
- c. Translate: Render the spoken word or written word of one language into the written form of another language, then save the results on a government-owned computer storage device or other storage media and or in printed format.
- d. Interpret: Translate spoken words orally and simultaneously or consecutively from a foreign language into English or to translate spoken words from English into a foreign language.
- e. Validate: Perform a review required to be conducted by someone other than the individual performing the original translation, transcription or the quality control review of the specified original work in order to attest to the accuracy of the final work.
- f. Summarize: Provide a typed concise and accurate synopsis of oral or written communications intercept that contains the identity of the speakers or correspondents and allocations and events mentioned that pertain to the subject of the communication.
- g. Deconfliction Analysis: Perform the process of checking for target numbers and or devices or other contacted telephone numbers and or devices in one investigative case on the system having contact with target numbers and or devices or other contacted telephone numbers and or devices in a separate investigative case on the system.
- h. Voice Library: Be familiar with the applicable "Library" consisting of voice exemplar references where persons have identified themselves or been identified during a phone conversation. The exemplar is used for future voice comparisons.
- i. Source Data: Be capable of working with the classes of data requiring linguist services. Classes of data are verbal or written. Verbal Source Data typically is derived from audio or video recordings. Written Source Data is typically derived from official documents, transcripts, emails, maps, etc.

- j. Minimization: Be capable of complying with legal instructions given by the Court or Prosecutor to the analytic linguist, which identifies the types of "privileged" communications that the analytic linguist may not listen to and or capture electronically.
- k. In addition to performing the basic Translator Duties described above, CLASS Analytic Linguists under this SIN 382-4 must also be capable of analyzing intercepted data and performing the following Analysis Requirements.
 - i. Methodically examine in detail the intercepted information in order to uncover the true meaning by deciphering any codes used in communication by drug traffickers to describe drugs, weapons, associates, activities, and law enforcement in attempts to defeat intercept surveillance.
 - ii. Process incoming data to determine the relationships between multiple targets, as well as determine the structure of Drug Trafficking Organizations (DTO).
 - iii. Utilize data to determine the significance and hierarchy of targets involved.
 - iv. Cross reference current and past intelligence data to establish target patterns and connectivity with on-going intercepts.
 - v. Create and utilize target and involvement lists and associational charts for use in cross referencing of information.

2. Analytic Linguist Basic Qualifications:

At a minimum, the Analytic Linguist must possess:

- a. A minimum of one (1) year combined work and/or school experience in translating, interpreting, or other work requiring the use of English and another language; resulting in equal foreign language and grammatical skills or equivalent experience. Such work/school experience shall have been within the last five (5) years and shall enable the Linguist (s) to comprehend, write and speak the required language at native or near-native level.
- b. An excellent command of the English language with the ability to provide clear and concise oral and written communication.
- c. Ability to understand basic elements of speech in a standard dialect.
- d. Skills necessary to listen and comprehend the required foreign language(s) with native or near-native ability; and ability to follow accurately the basic elements of conversations and telephone calls.
- e. Skills necessary to read and comprehend the required foreign language with native or near-native ability, and to read and understand various text-types.
- f. Ability to comprehend slang and colloquial expressions in the required foreign language and translate them into their English equivalent
- g. Effective understanding of face-to-face speech with sufficiently broad vocabulary that paraphrasing or explanations are unnecessary.
- h. Ability to work well under pressure to meet specific deadlines.