

ForeignTranslations

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**General Services Administration
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 are available through GSA Advantage! – a menu-driven database system. The Internet address for GSA Advantage! is: www.GSAAdvantage.gov.

GSA
738 II
Language Services

**Federal Supply Schedule 738 II
Contract No. GS-10F-0332R
SIN 382-1 (RC) and 382-2 (RC) : Translation and Interpreting Services**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov.

Contract Period: May 27, 2005 through May 26, 2010

**Foreign Translations, Inc.
One Liberty Plaza
55 Beattie Place, Suite 205
Greenville, SC 29601
Tel: 800-774-5986
Local Tel: 864-272-0480
Fax: 864-272-0479
Email: translations@foreigntranslations.com**

www.foreigntranslations.com

Business Size/Status: Woman Owned Small Business

CUSTOMER INFORMATION

- 1a. Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s): **382-1 (RC) , 382-2 (RC)**
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. **382-1 (RC) , 382-2 (RC)**
- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item **N/A**
2. Maximum order: **\$1,000,000**
3. Minimum order: **\$100.00**
4. Geographic coverage (delivery area): **National & Worldwide**
5. Point(s) of production (city, county, and State or foreign country):
**Foreign Translations, Inc.
One Liberty Plaza
55 Beattie Place, Suite 205
Greenville, SC 29601**
6. Discount from list prices or statement of net price: **Prices Shown Herein are Net (discount deducted)
BPA Discounts – 1% - Task orders one year or longer**
7. Quantity discounts: **Discounts Available – [See Below](#)**
8. Prompt payment terms: **Net 30 Days**
- 9a. Micro Purchase Threshold: **Government purchase cards are accepted below the micro-purchase threshold.**
- 9b. Micro Purchase Threshold: **Government purchase cards are accepted above the micro-purchase threshold over \$2,500.**
9. Foreign items (list items by country of origin): **N/A**
- 11a. Time of delivery (Contractor insert number of days.): **[See Below](#)**
- 11b. Expedited Delivery: **Items available for expedited delivery are noted in this price list**
- 11c. Overnight and 2 day delivery: **Foreign Translations, Inc. offers overnight and 2nd day delivery using several carriers**
- 11d. Urgent Requirements: **Foreign Translations, Inc. offers rush services.
Please contact for specific requirements**
12. F.O.B. point(s): **Destination**

- 13a. Ordering address(es):
Foreign Translations, Inc.
One Liberty Plaza
55 Beattie Place, Suite 205
Greenville, SC 29601
864-272-0480
- 13b. Ordering procedures: **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (www.fss.gsa.gov/schedules).**
14. Payment address(es):
Foreign Translations, Inc.
One Liberty Plaza
55 Beattie Place, Suite 205
Greenville, SC 29601
864-272-0480
15. Warranty provision: **Contractor's standard commercial warranty**
16. Export packing charges, if applicable: **N/A**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the 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**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): **N/A**
- 20a. Terms and conditions for any other services (if applicable): **N/A**
21. List of service and distribution points (if applicable): **N/A**
22. List of participating dealers (if applicable): **N/A**
23. Preventive maintenance (if applicable): **N/A**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): **N/A**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/: **N/A**
25. Data Universal Number System (DUNS) number: **135429996**
26. Notification regarding registration in Central Contractor Registration (CCR) database: **Yes**

ABOUT FOREIGN TRANSLATIONS, INC.

Foreign Translations, Inc. (www.foreigntranslations.com) is a 10 year old foreign language translation, interpreting and website localization firm headquartered in Greenville, SC. We translate documents ranging from technical manuals, legal contracts and marketing collateral to financial statements, training manuals, e-learning courses, web sites, medical journals, software, policy and procedure handbooks, newsletters and much more. With over 1,000 native translators located in over 30 countries, we frequently translate documents that range from 1,000 words to over several million in all the major languages of the world. In addition, we can provide interpreters for depositions, trials, sales meetings and conferences in every major city in the United States as well as every major country in the world.

PROJECT MANAGEMENT

Benefit from an experienced management team: Foreign Translations' Management Team has over 65 years of combined international translation experience. Our CEO is a seasoned professional with decades of experience in Business and Strategic Planning, Finance and Accounting, Project Management and Marketing for Fortune 500 Companies. Our President holds a Masters Degree in Linguistics and has over 20 years of translation and interpreting experience, both stateside and abroad. Each of our Project Managers is a multi-lingual professional with extensive experience in translation and interpreting services. When you initiate a project with Foreign Translations, a qualified Project Manager will manage and maintain your project from start to finish – communicating timelines and progress throughout the course of the job.

TRANSLATORS & PROCESSES

Foreign Translations, Inc., uses only linguists with a proven track record in the translation and interpreting fields. We have tremendous confidence in our translators, because we utilize a proven and effective screening process to identify the highest qualified linguists in their respective language pairs. Many possess college degrees – some with advanced degrees and certificates in organizations from the **American Translators Association (ATA)** to the **National Association of Judiciary Interpreters and Translators (NAJIT)**. Each possesses at least 10 years experience, and each of our translators works within his or her area of expertise (such as law, medicine, finance, engineering, science and defense). Several of our translators also possess clearances for sensitive projects.

GOVERNMENT CLIENTS

Department of Energy, Department of Transportation, IRS – Criminal Investigation Division, Social Security Administration, United States Department of Justice, NOAA, the Smithsonian Institution, and the Department of Health and Human Services.

CORPORATE CLIENTS

Some of our corporate clients include Computer Associates, Procter & Gamble, Fluor Enterprises, Carrier Corporation, Ogilvy Worldwide, Fuji, Michelin North America, Techtronic Industries, UPS, Sunbeam/Jarden, Motorola, L'Oréal Paris, Kimberly Clark, and many more. For a full list of clients, please visit www.foreigntranslations.com/clients.asp

FEDERAL SUPPLY SCHEDULE PRICE LIST

SIN 382-1 (RC) (Translation Services) as of 12/31/04

Our Translation Pricing is represented by one rate which includes:

- 1) Use of tested, educated and experienced translator to translate in each language combination
- 2) Use of equally qualified translator to edit and proofread each translated document
- 3) Project management
- 4) Project tracking and project assessment

Per Word Pricing:

- When translating from English into one of the following language combinations, pricing is based on the **target word count**: Spanish, French, Italian, Portuguese, Creole, German, Dutch and Tagalog.
- Pricing for all other languages is based upon the total **source (English) word counts**.
- When translating into English, pricing is based upon the total **target (English) word counts**.

All prices below take into account the 0.75% IFF

Commercial Rates for SIN 382-1 listed below are average rates and fluctuate according to each individual project. Rates may change due to terminology, volume, format or repetition. The Government rate discounts and pricing are based upon the **average commercial rates**. The government rate discounts are based upon the average commercial rates. Based upon the amount of discount from our commercial rates, we believe our pricing to the government is the best and fairest rates that we can provide in the federal marketplace.

SIN 382-1 is incorporated to include Recovery Purchasing. All other terms and conditions remain unchanged and in full force and effect.

382-1 (RC) TRANSLATION SERVICES

Language Combination	Rate Per Word Government	Rate Per Word Commercial	Government Discount (%)
English to/from Spanish	\$0.19	\$0.24	26.3%
English to/from French	\$0.21	\$0.26	23.8%
English to/from Italian	\$0.21	\$0.26	23.8%
English to/from Portuguese	\$0.21	\$0.26	23.8%
English to/from Creole	\$0.21	\$0.26	23.8%
English to/from German	\$0.22	\$0.27	22.7%
English to/from Dutch	\$0.22	\$0.27	22.7%
English to/from Tagalog	\$0.23	\$0.27	17.4%
English to/from Russian	\$0.23	\$0.28	21.7%
English to/from Bosnian	\$0.23	\$0.28	21.7%
English to/from Polish	\$0.23	\$0.28	21.7%
English to/from Danish	\$0.23	\$0.28	21.7%
English to/from Finnish	\$0.24	\$0.28	16.7%
English to/from Swedish	\$0.24	\$0.28	16.7%
English to/from Norwegian	\$0.24	\$0.28	16.7%
English to/from Greek	\$0.24	\$0.28	16.7%
English to/from Bengali	\$0.24	\$0.28	16.7%
English to/from Hindi	\$0.24	\$0.28	16.7%
English to/from Urdu	\$0.24	\$0.28	16.7%
English to/from Farsi	\$0.24	\$0.28	16.7%
English to/from Punjabi	\$0.24	\$0.28	16.7%
English to/from Vietnamese	\$0.26	\$0.30	15.4%
English to/from Hebrew	\$0.26	\$0.30	15.4%
English to/from Hmong	\$0.26	\$0.30	15.4%
English to/from Cambodian	\$0.26	\$0.30	15.4%
English to/from Thai	\$0.26	\$0.30	15.4%
English to/from Korean	\$0.26	\$0.30	15.4%
English to/from Japanese	\$0.26	\$0.30	15.4%
English to/from Simplified & Traditional Chinese	\$0.26	\$0.30	15.4%
English to/from Arabic	\$0.27	\$0.31	14.8%

Other Languages

- Foreign Translations, Inc., has the strategic partnerships worldwide to fulfill the translation need for any language in any discipline.
- If you require additional languages for translation, please contact us via e-mail translations@foreigntranslations.com, toll-free 1-800-774-5986, or visit our website at www.foreigntranslations.com.

PROJECT DISCOUNTS

1. Large volume translation projects

- 100,000 – 300,000 words = 1%
- 300,000 – 500,000 words = 2%
- 500,000 – 1,000,000 words = 3%
- Over 1,000,000 words = negotiable rate

2. Prompt Payment

- Our invoices are payable within 30 day net. Prompt Payment discount is 0.5% for net 15 days.

3. Blanket Purchase Orders

- BPA discount is 1% for a BPA of a minimum duration of 1 year

ESTIMATED PROJECT TURNAROUND TIMES BY WORD COUNT

Word Counts – Per Language	Turnaround Times
Under 1000 words	Within 2 days
1000 and 10,000 words	3 – 4 days
10,000 and 20,000 words	4 – 6 days
20,000 and 50,000 words	1 – 3 weeks
50,000 and 100,000 words	3 – 4 weeks
100,000 and 500,000 words	4 – 6 weeks
500,000 and 1,000,000 words	6 – 10 weeks
1,000,000 & 2,000,000 words	10 – 15 weeks

RUSH PROJECTS

Word Counts – Per Language	Turnaround Times
Under 1000 words	Within 1 day
1000 and 10,000 words	2 – 3 days
10,000 and 20,000 words	3 – 5 days
20,000 and 50,000 words	1 – 2 weeks
50,000 and 100,000 words	2 – 3 weeks
100,000 and 500,000 words	3 – 5 weeks
500,000 and 1,000,000 words	5 – 8 weeks
1,000,000 & 2,000,000 words	8 – 12 weeks
<p>● A 30% rush charge may be included for expedited orders when applicable</p>	

FEDERAL SUPPLY SCHEDULE PRICE LIST

SIN 382-2 (RC) (Interpreting Services) as of 5/22/07

Foreign Translations, Inc. provides multilingual interpreting services between English and foreign languages including consecutive and simultaneous interpreting, legal depositions and trials, sales meetings and conferences along with escort and telephonic interpreting. Interpreting equipment can also be provided upon request. These services can be provided in any city in the United States and any country around the world.

- Pricing is based upon an hourly or daily rate.
- Final pricing will be based upon the total number of hours or days worked for each assignment.
- Commercial Rates listed below are average rates and fluctuate according to each individual project.

Rates may change due to length and location of assignment. Pricing Effective as of 5/22/07

Discounts: May be given depending on length, location or the number of interpreters required for each assignment.

Overtime Work

Overtime for all labor will be charged for all hours worked after the standard 8-hour day. Overtime is charged at 1.5 times the daily rate, or divided by 8 for the effective hourly rate.

All prices below take into account the 0.75% IFF

Rates may change due to length and location of assignment. The Government rate discounts are based upon the average commercial rates. Based upon the amount of discount from our commercial rates, we believe our pricing to the government is the best and fairest rates that we can provide in the federal marketplace.

SIN 382-1 is incorporated to include Recovery Purchasing. All other terms and conditions remain unchanged and in full force and effect.

Do I Need Consecutive Interpreting?

- Consecutive interpreting means the original speaker pauses and waits after speaking to allow an interpreter to interpret the message into a second language.
- Once the interpretation has been delivered by the interpreter, the speaker continues with the next part of the message.
- This process doubles the time required for presentation of the original message because each language is presented one after the other.
- A consecutive interpreter is a very talented linguistic specialist and must have a powerful short-term memory and an excellent command of both languages.

Consecutive interpreting is frequently used in small group settings, in business meetings and depositions, for example. In a large group setting consecutive interpreting can be distracting and often lacks the original speaker's timing and emotion.

Do I Need Simultaneous Interpreting?

- Simultaneous interpreting means there is a microphone linked to the interpreter who almost simultaneously interprets the spoken words into the second language.
- The interpreter is located in a soundproof booth and listeners wear special infrared or radio headphones.
- This type of interpreting is used with larger groups and more formal settings.

Simultaneous interpreting requires the ability to listen to one thought in one language while speaking a different (preceding) thought in a different language at the same time. In simultaneous interpreting, the interpreter must cast off the external structure of the first language and concentrate on the underlying meaning of the message.

382-2 (RC) INTERPRETING SERVICES - PRICING

Language Combination	Commercial Hourly Rate	Commercial Daily Rate	Government Hourly Rate	Government Daily Rate	Government Discount Hourly Rate	Government Discount Daily Rate
English/Spanish	\$95.00	\$850.00	\$80.75	\$646.00	15%	24%
English/French	\$160.00	\$1,280.00	95.00	\$760.00	41%	41%
English /Italian	\$112.50	\$1,100.00	\$95.63	\$765.04	15%	30%
English/Portuguese	\$107.22	\$857.78	\$91.14	\$729.11	15%	15%
English /German	\$128.33	\$1,026.67	\$102.67	\$821.33	20%	20%
English/Dutch	\$128.33	\$1,026.67	\$102.67	\$821.33	20%	20%
English/Russian	\$90.00	\$720.00	\$72.00	\$576.00	20%	20%
English/Ukrainian	\$90.00	\$720.00	\$76.50	\$612.00	15%	15%
English/ Swedish	\$75.00	\$600.00	\$67.50	\$540.00	10%	10%
English/Hungarian	\$90.00	\$720.00	\$76.50	\$612.00	15%	15%
English/Croatian	\$90.00	\$720.00	\$76.50	\$612.00	15%	15%
English/Bulgarian	\$90.00	\$720.00	\$76.50	\$612.00	15%	15%
English/Vietnamese	\$120.00	\$900.00	\$108.00	\$810.00	10%	10%
English /Hmong	\$75.00	\$600.00	\$67.50	\$540.00	10%	10%
English/Hebrew	\$125.00	\$1,000.00	\$106.25	\$850.00	15%	15%
English/Creole	\$87.50	\$700.00	\$75.00	\$600.00	14%	14%
English/Korean	\$120.00	\$900.00	\$108.00	\$810.00	10%	10%
English/Japanese	\$165.00	\$1,320.00	\$108.00	\$864.00	35%	35%
English/Chinese - Simplified	\$120.00	\$960.00	\$102.00	\$816.00	15%	15%
English/Chinese - Traditional	\$120.00	\$960.00	\$102.00	\$816.00	15%	15%
English/ Arabic	\$125.00	\$1,000.00	\$106.25	\$850.00	15%	15%
English/Dari	\$125.00	\$1,000.00	\$106.25	\$850.00	15%	15%

- **Discounts:** May be given depending on length, location or the number of interpreters required for each assignment.
- **Other Languages** – Foreign Translations, Inc., has the strategic partnerships worldwide to fulfill the translation need for any language in any discipline. If you require additional languages for translation, please contact us via e-mail translations@foreigntranslations.com, toll-free 1-800-774-5986, or visit our website at www.foreigntranslations.com.
- **Overtime** – Interpreters work 8 hour days. Assignments that require interpreting services that last longer than 8 hours will incur overtime charges. Overtime is charged at 1.5 times the hourly rate.
- **Minimum Fee** – Regardless of the length of the assignment, Foreign Translations will charge a minimum of **two (2) hours** for any interpreting assignment.