



Interpreters and Translators, Inc.

GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

PROFESSIONAL SERVICES SCHEDULE

CONTRACT NUMBER:
GS-10F-0372R

PERIOD COVERED BY CONTRACT:
June 24, 2005 – June 23, 2020

Interpreters and Translators, Inc.

263 Main Street

Manchester, CT 06042-3538

Phone: 860-647-0686

FAX: 860-646-3590

<http://www.ititranslates.com/>

*Contract Administration: Anthony Pagano
apagano@ititranslates.com*

Business Size:

Small, Minority Woman Owned

General Services Administration
Management Services Center Acquisition Division
Authorized Federal Supply Schedule Price List

Pricelist current through Modification PS-0042, dated July 28, 2016

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is <http://www.fss.gsa.gov>. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

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www.ititranslates.com





Interpreters and Translators, Inc.

"Bringing the World Together, One Client at a Time"

About iTi

Interpreters and Translators, Inc. (iTi) is a well-respected and award-winning language agency based in Connecticut.

Established in 1986, iTi provides a broad range of language solutions to customers throughout the United States and the Caribbean. iTi's professional language services include: document translations, localization services, audio transcriptions, in-person and video remote interpreting, and telephonic interpreting. Working with a large network of professional linguists for both interpreting and translating, iTi offers all of its services in over 150 languages and dialects.

With our increasingly multicultural society and continued immigration into the U.S., the demand for language services is growing. Hospitals, law firms, social service agencies, advertising companies, international businesses, schools and government organizations count on iTi for professional interpretation and translation services. In addition to our GSA contract, iTi also provides language services on contract to several State and Municipal agencies.

Key to our success - the personal attention we give to each client as well as the creation of a global network of highly qualified, trained, native-speaking translators and interpreters. Our interpreters are skilled in simultaneous and consecutive modes and our translators are the best in the business. With over 25 years of experience and an impressive list of satisfied clients, we are confident we can meet your language service's needs.

Using our services is easy. iTi's offices are staffed with professional language specialists and coordinators. Using state-of-the-art translation software and scheduling programs, each and every translation project or interpreting assignment is carefully tracked and managed. This efficient process makes working with iTi a pleasure and provides you with consistent, quality results. So give us a call. *We speak your language!*



Interpreters and Translators, Inc.

BASIC INFORMATION FOR CUSTOMERS

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:
382-1, 382-1RC - Translation Services
382-2, 382-2RC - Interpretation Services
382-5, 382-5RC - Services for the Visual and Hearing Impaired
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.
- 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.
2. Maximum Order: *\$1,000,000.00*
3. Minimum Order: *\$100.00*
4. Geographic Coverage (Delivery Area): *Domestic Only*
5. Point of Productions (City, County, and State of Foreign Country):
Interpreters and Translators Inc.
263 Main Street
Manchester, CT 06042-3538
6. Discount from list prices or statement of net price: *Government net prices (discount already deducted)*
7. Quantity discounts: *Yes, 1% discount on all orders placed against a Blanket Purchase Agreement in effect for more than 365 days*
8. Prompt Payment terms: *Net 30 days*
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:
Accepted
- 9b. Notification that Government purchase cards are accepted above the micro-purchase threshold:
Accepted



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9. Foreign items (list items by country of origin): *Not Applicable*
- 11a. Time of Delivery Regular Turnaround Time: *Specified by Task Order*
- 11b. Expedited Delivery: *Items available for expedited delivery are noted in this price list.*
- 11c. Overnight and 2-day Delivery: *iTi offers express delivery options for Translations and Transcriptions using FedEx, Airborne Express, UPS or U.S. Mail. Contact Contractor for rates. Urgent Requirements: iTi offers rush services. Additional fees may apply. Contact Contractor to request faster delivery.*
12. F.O.B. Point: *Destination*
13. Ordering Address:
*Interpreters and Translators Inc.
263 Main Street
Manchester, CT 06042-3538*
- 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 (fss.gsa.gov/schedules)*
14. Payment Address:
*Interpreters and Translators, Inc.
263 Main Street
Manchester, CT 06042-3538*
15. Warranty Provision: *Not Applicable*
16. Export packing charges: *Not Applicable*
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): *Contact contractor.*
18. Terms and conditions of rental, maintenance, and repair: *Not Applicable*
19. Terms and conditions of installation: *Not Applicable*
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: *Not Applicable*
- 20a. Terms and conditions for any other services: *Not Applicable*



Interpreters and Translators, Inc.

21. List of service and distribution points: *Not Applicable*
22. List of participating dealers: *Not Applicable*
23. Preventive maintenance: *Not Applicable*
- 24a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): *Not Applicable*
- 24b. Section 508 compliance information: *Not applicable*
The EIT standards can be found at www.Section508.gov.
25. Data Universal Number System (DUNS) number: 785238486
26. Interpreters and Translators, Inc. is registered in the System for Award Management (SAM) database. Cage Code: 3J6X5



Interpreters and Translators, Inc.

SERVICES OFFERED

Translation Services: iTi provides professional translation and transcription services, multilingual desktop publishing, and website and software localization services to our many clients. Given our long history in this business, we have had the pleasure of developing solid working relationships with many professional translators in multiple languages. Our translators, proofreaders, and editors are native speakers who understand the complexities of language. We produce accurate and professional translations that you can trust reflect the original document in content, tone, style and format. Our strengths include:

- ◆ Rigorous quality control and the proven ability to deliver consistent results
- ◆ The use of cutting-edge technology and web-enabled project scheduling within a secure site
- ◆ Experienced and accredited translators and proofreaders in all languages

We translate a wide variety of material, including: *employee benefits manuals, general business correspondence, questionnaires, technical manufacturing specifications, hospital forms, public safety press releases, government outreach documents, brochures, reports and more....*

In-Person Consecutive Interpretation Services: iTi interpreters are highly qualified, well-trained native speakers who provide our clients with simultaneous or consecutive interpretations in a culturally sensitive manner. We provide professional interpreters for corporate and government meetings, conferences, hearings, trials, depositions, medical evaluations, arbitration, family counseling, educational seminars, town hall meetings, and just about any other situation where an interpreter is needed to bridge a language gap. iTi has established contracts with many interpreters that can be scheduled for a few hours or a number of days or weeks. Many interpreters have worked with us for years and have tremendous experience. Our client base for interpreter services is broad and we have excellent credentials and demonstrable past experience and success providing these services. Please see pricelist below.

Video Remote Interpreting: Video Remote Interpreting (VRI) uses a software videoconferencing platform to provide interpreting services when an interpreter is not or is unable to be on-site. VRI makes it possible to reach an interpreter in less than 1 minute regardless of the person's location. This service is provided via special computer software and a webcam that can be set up on virtually any computer. VRI essentially makes already existing interpreting services available to clients across the U.S. VRI allows a hearing person and deaf person who are in the same location to communicate with each other. The VRI system should not be confused with the VRS system (reimbursed by the FCC) which is designed for situations when the hearing person and the deaf or hearing impaired person are in separate locations. All iTi sign language interpreters are certified by the Registry of Interpreters for the Deaf (RID) and only interpret for the level they are certified for. While sign language interpreters go through rigorous training just to become certified, iTi requires that sign language interpreters have a minimum of 2 years of experience in the field before we work with them. iTi also provides VRI in a growing list of languages including but not limited to Spanish, Portuguese, Mandarin, Russian and Vietnamese. Please see pricelist below.



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American Sign Language: iTi provides Sign Language interpretation that allows our clients to communicate with deaf or hard of hearing constituents and comply with the Americans with Disabilities Act. All interpreters are required to possess a RID certification in order to interpret for iTi.

Desktop Publishing: Multilingual graphic design that is performed on any content that requires graphic design. Our multilingual desktop publishers that are native to the language translated to accommodate text expansion and formatting issues so the translation mirrors the English source document.

Telephonic Interpreting: Interpreting services performed over the phone in over 150 languages. Our service will connect you to an interpreter in approximately 16 seconds and is available 24/7/365.

Proofreading: Proofreading encompasses the revision of the translated text looking to correct any grammatical errors, misspelled words and syntax. This review process is performed by a second linguist.

Remote C-print: C-Print is a form of communication for the deaf or hard of hearing. C-print is an electronic note-taking system designed to provide meaning-for-meaning transcription in real time. Our C-print writers operate from a remote location and connect to the deaf or hard of hearing student via Skype and web-based captioning software. iTi's writers possess certification through the National Court Reporters Association as a Registered Professional Reporter, Certified Real-Time Reporter, Registered Diplomatic Reporter, Certified CART Reporter or a Certified Broadcast Captioner. Service available 24/7/365

Technical Requirements: Most clients have suitable computer equipment and network speeds required for video remote sign language interpreting. Contact ITI for specifications and equipment requirements.



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PRICING

SINs	Service	Unit of Issue	GSA Price
382-1 & 382-1RC	Desktop Publishing	Hour	\$39.29
382-1 & 382-1RC	Remote C-Print Services	Hour	\$69.54
382-1 & 382-1RC	Group 1 Translation	Per word	\$0.12
382-1 & 382-1RC	Group 2 Translation	Per word	\$0.16
382-1 & 382-1RC	Group 3 Translation	Per word	\$0.18
382-1 & 382-1RC	Group 4 Translation	Per word	\$0.22
382-1 & 382-1RC	Group 1 Proofreading	Per word	\$0.09
382-1 & 382-1RC	Group 2 Proofreading	Per word	\$0.11
382-1 & 382-1RC	Group 3 Proofreading	Per word	\$0.11
382-1 & 382-1RC	Group 4 Proofreading	Per word	\$0.14
382-1 & 382-1RC	Transcription of Audio tapes - Spanish to English	Per minute of audio content	\$35.00
382-1 & 382-1RC	Transcription of Audio tapes - any other language to English	Per minute of audio content	\$50.00
382-2 & 382-2RC	Group A Interpretation Consecutive	Per hour	\$75.00
382-2 & 382-2RC	Group B Interpretation Consecutive	Per hour	\$76.47
382-2 & 382-2RC	Group C Interpretation Consecutive	Per hour	\$85.00
382-2 & 382-2RC	Telephone Interpreting	Per minute	\$1.36
382-5 & 382-5RC	American Sign Language	Per hour	\$85.63
382-5 & 382-5RC	Monthly Access Fee Provide access to software	Per device	\$30.00
382-5 & 382-5RC	American Sign Language Video remote interpreting via internet	Per minute	\$2.95

Translations:

Minimum order of \$100

Rush order (more than 2000 per day with a same day turnaround) add 20%

Rates include Proofreading by a Second Linguist

Transcriptions:

If transcribed audio tape also needs to be translated, translation per word rates will be applied in addition to transcription.

In-Person Consecutive Interpretation Services:

A 2 hour minimum applies to all interpreting assignments. After the 2 hour minimum, assignments are billed in 15 minute increments.

Interpreters travel expenses, per diem and mileage to be reimbursed at standard Federal government rates. When assignments cancel with less than 24 hour notice or for "no shows", iTi may seek reimbursement of costs directly related to cancellations or no shows under the provisions of clause 52.2 12-4, Contract Terms and Conditions—Commercial Items (OCT 2003), paragraph (1), Termination for the Government's convenience.

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LABOR CATEGORY DESCRIPTIONS

Service	Minimum Education / Certification Level	Minimum Years of Experience (cannot be a range)
Desktop Publishing	High School Diploma/Relevant Experience	2 years
Remote C-Print Services	National Court Reporters Association	2 years
Group 1 Translation	High School	2 years
Group 2 Translation	High School	2 years
Group 3 Translation	High School	2 years
Group 4 Translation	High School	2 years
Transcription of Audio tapes - Spanish	Bachelors	2 years
Transcription of Audio tapes - any other language to English	Bachelors	2 years
Group A Interpretation Consecutive	High School	1 year
Group B Interpretation Consecutive	High School	1 year
Group C Interpretation Consecutive	High School	1 year
Telephone Interpreting	High School Diploma/Relevant Experience	1 year
American Sign Language	RID Certification	1 year
American Sign Language Video remote interpreting via internet	RID Certification	1 year

SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
INTERPRETER (Sign Language)	30130 INTERPRETER (Sign Language)	1988-0742
Foreign Language Translator	30110 - Foreign Language Translator	1987-0989

Interpreters And Translators, Inc. certifies the GSA awarded rate meets or exceeds the minimum wage rate as identified in Wage Determinations 1988-0742 and 1987-0989, Revisions 31 and 41, dated January 20, 2015, currently incorporated into the Language Services Solicitation for the SCA non-exempt labor categories identified in the matrix below. The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. 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.

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GROUP DESCRIPTION FOR TRANSLATION SERVICES

Group 1	Group 2	Group 3	Group 4	
Spanish	French	Bosnian-Serbo Croatian	Albanian	Korean
	German	Bulgarian	Algerian	Kurdish
	Italian	Chinese	Amharic	Lao (Laotian)
	Portuguese	Czech	Arabic	Latin
	Russian	Danish	Armenian	Latvian
		Dutch	Ashanti	Lingala
		Finnish	Azeri	Lithuanian
		Flemish	Bengali	Macedonian
		Greek	Bhutani	Malayalam
		Haitian Creole	Burmese	Mandingo
		Hungarian	Cape Verdean	Marathi
		Norwegian	Catalan	Moldavian
		Polish	Dari	Mongolian
		Romanian	Estonian	Pashto
		Slovak	Fanti	Persian (Farsi)
		Slovenian	Fijian	Punjabi
		Swedish	Fulah	Senegalese
		Turkish	Gaelic	Serbian
		Ukrainian	Georgian	Sinahlese
			Gujarati	Somali
			Hebrew	Swahili
			Hindi	Tagalog
			Hmong	Taiwanese
			Icelandic	Tamil
			Indonesian/Malay	Thai
			Jamaican Patois	Tibetan
			Japanese	Tsonga
			Karen	Twi
			Kazakh	Urdu
			Khmer (Cambodian)	Vietnamese
			Kinyarwanda	Welsh
			Kirundi	Yiddish
			Kiswahili	Zulu



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GROUP DESCRIPTIONS FOR IN-PERSON INTERPRETING SERVICES

Group A	Group B	Group C
Spanish	Bosnian - Serbo Croatian	Albanian
Portuguese	Dutch	Amharic
	French (Parisian and Canadian)	Arabic
	German	Armenian
	Haitian Creole	Bulgarian
	Hungarian	Chinese
	Italian	Czech
	Polish	Dinka (southern Sudan)
	Romanian	Estonian
	Russian	Greek
	Turkish	Gujarati
	Ukrainian	Hebrew
		Hindi
		Hmong
		Japanese
		Khmer (Cambodian)
		Korean
		Kurdish
		Lao (Laotian)
		Macedonian
		Persian (Farsi)
		Punjabi
		Swahili
		Tagalog
		Thai
		Urdu
		Vietnamese

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GROUP DESCRIPTIONS FOR PROOFREADING SERVICES

Group 1	Group 2	Group 3	Group 4	
Spanish	Vietnamese	French	Albanian	Polish
	Chinese	French Canadian	Amharic	Romanian
	Portuguese	Portuguese-BR	Arabic	Slovak
		Russian	Armenian	Slovenian
			Azeri	Swahili
			Bosnian	Swedish
			Bulgarian	Tagalog
			Czech	Thai
			Danish	Turkish
			Dari	Ukrainian
			Dutch	Urdu
			Estonian	Yiddish
			Finnish	
			Flemish	
			German	
			Greek	
			Haitian	
			Hebrew	
			Hindi	
			Hungarian	
			Indonesian	
			Italian	
			Japanese	
			Khmer	
			Korean	
			Lao	
			Latin	
			Latvian	
			Lithuanian	
			Macedonian	
			Norwegian	
			Panjabi	
			Persian	

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