

**GENERAL SERVICES ADMINISTRATION (GSA)  
FEDERAL ACQUISITION SERVICE**

**SCHEDULE FOR LANGUAGE SERVICES**

<i>Schedule Title:</i>	<b>The Professional Services Schedule (PSS)</b>
<i>FSC Group:</i>	<b>00CORP</b>
<i>SINs:</i>	<b>382-1 / 382-1RC: Translation Services 382-2 / 382-2RC: Interpretation Services 382-3 / 382-3RC: Training and Educational Materials</b>
<i>Contract Number:</i>	<b>GS-10F-0384L</b>
<i>Business Type:</i>	<b>Other than small</b>
<i>Contract Period:</i>	<b>September 13, 2001 – September 12, 2016</b>



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**Contract Administrator**  
Terrance Sharp  
8251 Greensboro Dr, Suite #700  
McLean, VA 22102  
Phone: (703) 247-0700  
E-mail: [gsa@comprehensivelc.com](mailto:gsa@comprehensivelc.com)  
Web Site: [www.comprehensivelc.com](http://www.comprehensivelc.com)

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For more information on ordering from Federal Supply Schedules, visit: <http://www.gsa.gov/schedules-ordering>

Prices shown herein are NET (discount deducted)

Business Size: Other than small

Pricelist current through March 8, 2016



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## SUMMARY OF GSA SCHEDULE CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):

**382-1 Translation Services**

**382-2 Interpretation Services**

**382-3 Training & Educational Materials**

**DISAST**  
**RECOV** **382-1RC, 382-2RC and 382-3RC:** Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This does include advance and pre-positioning in preparation for a disaster.

For a full description of the services visit: [GSA eLibrary](#)

- 1b. Lowest Priced Model Number and Lowest Price: Please refer to rates on beginning on page #[6](#).
- 1c. Labor Category Descriptions Not Applicable
2. Maximum Order: \$1,000,000.
3. Minimum Order: \$100
4. Geographic Coverage: FOB Worldwide
5. Point (s) of Production: Not Applicable
6. Discount from List Price: All Prices Herein are Net
7. Quantity Discounts: BPA of 1 year or more 1%
8. Prompt Payment Terms: Not Applicable
- 9a. Government Purchase Card is accepted at or below the micro – purchase threshold.
- 9b. Government Purchase Card is not accepted above the micro – purchase threshold. (**Contact Contractor**)
10. Foreign Items: None
- 11a. Time of Delivery: Specified on the Task Order
- 11b. Expedited Delivery: Contact Contractor
- 11c. Overnight and 2-Day Delivery: Contact Contractor

11d. Urgent Requirement:

Contact Contractor

12. F.O.B. Point(s):

Destination

13a. Ordering Address:

Comprehensive Language Center, Inc.  
Attn: Terrance Sharp / GSA Orders  
8251 Greensboro Dr, Suite # 700  
McLean, VA 22102

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address: Comprehensive Language Center, Inc.  
Attn: Accounts Receivable / GSA Orders  
8251 Greensboro Dr, Suite # 700  
McLean, VA 22102
15. Warranty Provision: None
16. Export Packing Charges: Not Applicable
17. Terms & Conditions of Government Purchase Card Acceptance: Contact Contract Administrator
18. Terms and conditions of rental, maintenance, and repair: Not Applicable
19. Terms and conditions of installation (if applicable): 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 (if applicable): Not Applicable
21. List of service and distribution points (if applicable): Not Applicable
22. List of participating dealers (if applicable): Not Applicable
23. Preventative maintenance (if applicable): 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 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/](http://www.Section508.gov/) Contact Contract Administrator
25. Data Universal Number System (DUNS) Number: 026827662
26. Comprehensive Language Center, Inc. is registered in the System for Award Management (SAM) database.

## GSA SCHEDULE CONTRACT OVERVIEW

GSA awarded Comprehensive Language Center, Inc. a GSA Federal Supply Schedule contract for Language Services (LANG), Contract No. GS-10F-0384L, effective 9/13/01. The current period is: 9/13/2006 – 9/12/2016 (Option Period 2). GSA may exercise up to one additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time & Materials task orders using the labor categories and ceiling rates defined in the contract.

### CONTRACT ADMINISTRATOR

Terrance Sharp, President  
8251 Greensboro Dr, Suite #700  
McLean, VA 22102  
Phone: (703) 247-0700  
E-mail: tsharp@comprehensivelc.com

### MARKETING AND TECHNICAL POINT OF CONTACT

Cristin Bacigalupo, Director of Business Development  
8251 Greensboro Dr, Suite #700  
McLean, VA 22102  
Phone: (703) 247-0716  
E-mail: cbacigalupo@comprehensivelc.com

### CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Language Services. Also, Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

### CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Comprehensive Language Center, Inc. has been awarded a contract by GSA to provide services under the following SINs (A full SIN description is available on GSA eLibrary, <http://www.gsaelibrary.gsa.gov>)

**SIN 382-1 / 382-1RC: Translation Services**

**SIN 382-2 / 382-2RC: Interpretation Services**

**SIN 382-3 / 382-3RC: Training & Educational Materials**

## SCHEDULE OF ITEMS

### SIN 382-1 / 382-1RC: Translation Services

Minimum fee: \$249

#### 382-1A – 382-1C

For translation of written materials, price per 1000 words. Word count will be calculated using the final target language word count, except for character-based languages. Character-based languages will be priced using the original English word count.

**Please note there are two translation schedules: One for translating the foreign language into English and a second for translating English into a foreign language.**

Foreign into English	Priority	Standard	Economy/ Unedited
Afrikaans	\$290.27	\$264.34	\$245.39
Albanian	\$290.27	\$264.34	\$245.39
Amharic	\$306.23	\$278.30	\$258.35
Arabic	\$294.26	\$267.33	\$248.38
Armenian	\$308.23	\$285.29	\$265.34
Bengali	\$308.23	\$285.29	\$265.34
Burmese	\$308.23	\$285.29	\$265.34
Byeloruss	\$251.37	\$228.43	\$212.47
Bulgarian	\$251.37	\$228.43	\$212.47
Cambodian	\$308.23	\$285.29	\$265.34
Cebuano	\$290.27	\$264.34	\$245.39
Chamorro	\$345.14	\$314.21	\$292.27
Chinese	\$287.28	\$261.35	\$243.39
Croatian	\$251.37	\$228.43	\$212.47
Czech	\$240.40	\$218.45	\$203.49
Danish	\$251.37	\$228.43	\$212.47
Dari	\$306.23	\$278.30	\$258.35
Dinka	\$306.23	\$278.30	\$258.35
Dutch	\$251.37	\$228.43	\$212.47
Estonian	\$290.27	\$264.34	\$245.39
Farsi	\$306.23	\$278.30	\$258.35
Finnish	\$290.27	\$264.34	\$245.39
Flemish	\$251.37	\$228.43	\$212.47
French	\$227.43	\$206.48	\$192.52
French, Canadian	\$227.43	\$206.48	\$192.52
Georgian	\$294.26	\$267.33	\$248.38
German	\$227.43	\$206.48	\$192.52
Greek	\$227.43	\$206.48	\$192.52
Gujarati	\$306.23	\$278.30	\$258.35
Haitian Creole	\$290.27	\$264.34	\$245.39
Hebrew	\$306.23	\$278.30	\$258.35
Hindi	\$306.23	\$278.30	\$258.35
Hmong	\$345.14	\$314.21	\$292.27
Hungarian	\$253.37	\$230.42	\$214.46
Icelandic	\$294.26	\$267.33	\$248.38
Ilocano	\$290.27	\$264.34	\$245.39

<b>Foreign into English</b>	<b>Priority</b>	<b>Standard</b>	<b>Economy/ Unedited</b>
Indonesian	\$290.27	\$264.34	\$245.39
Italian	\$243.39	\$221.45	\$205.49
Japanese	\$308.23	\$285.29	\$265.34
Kinyarwanda	\$306.23	\$278.30	\$258.35
Korean	\$345.14	\$314.21	\$292.27
Krio	\$306.23	\$278.30	\$258.35
Kurdish	\$306.23	\$278.30	\$258.35
Lao	\$345.14	\$314.21	\$292.27
Latvian	\$290.27	\$264.34	\$245.39
Lithuanian	\$290.27	\$264.34	\$245.39
Malay	\$306.23	\$278.30	\$258.35
Malayalam	\$306.23	\$278.30	\$258.35
Marathi	\$306.23	\$278.30	\$258.35
Norwegian	\$290.27	\$264.34	\$245.39
Papiamentu	\$345.14	\$314.21	\$292.27
Pashto	\$306.23	\$278.30	\$258.35
Polish	\$266.33	\$242.39	\$225.44
Portuguese, Continental	\$219.45	\$199.50	\$185.54
Portuguese	\$219.45	\$199.50	\$185.54
Punjabi	\$306.23	\$278.30	\$258.35
Romani	\$290.27	\$264.34	\$245.39
Romanian	\$274.31	\$249.38	\$232.42
Russian	\$240.40	\$218.45	\$203.49
Samoan	\$345.14	\$314.21	\$292.27
Serbian	\$290.27	\$264.34	\$245.39
Sindhi	\$306.23	\$278.30	\$258.35
Sindhalese	\$306.23	\$278.30	\$258.35
Slovak	\$227.43	\$206.48	\$192.52
Slovene	\$227.43	\$206.48	\$192.52
Somali	\$306.23	\$278.30	\$258.35
Spanish	\$219.45	\$199.50	\$185.54
Spanish, Castilian	\$219.45	\$199.50	\$185.54
Swahili	\$306.23	\$278.30	\$258.35
Swedish	\$290.27	\$264.34	\$245.39
Tagalog	\$290.27	\$264.34	\$245.39
Tamil	\$306.23	\$278.30	\$258.35
Telugu	\$306.23	\$278.30	\$258.35
Thai	\$345.14	\$314.21	\$292.27
Tibetan	\$345.14	\$314.21	\$292.27
Tigrinya	\$294.26	\$267.33	\$248.38
Tongan	\$345.14	\$314.21	\$292.27
Turkish	\$290.27	\$264.34	\$245.39
Ukrainian	\$235.41	\$214.46	\$198.50
Urdu	\$306.23	\$278.30	\$258.35
Uzbek	\$294.26	\$267.33	\$248.38
Vietnamese	\$290.27	\$264.34	\$245.39
Wolof	\$306.23	\$278.30	\$258.35
Xhosa	\$306.23	\$278.30	\$258.35
Yiddish	\$308.23	\$285.29	\$265.34

Foreign into English	Priority	Standard	Economy/ Unedited
Yoruba	\$306.23	\$278.30	\$258.35
All Other Languages	\$345.14	\$314.21	\$292.27

The following table contains translation rates from English into the listed foreign language:

English into Foreign	Priority	Standard	Economy/ Unedited
Afrikaans	\$286.28	\$260.35	242.39
Albanian	\$286.28	\$260.35	242.39
Amharic	\$316.21	\$287.28	267.33
Arabic	\$316.21	\$287.28	267.33
Armenian	\$321.20	\$292.27	271.32
Bengali	\$321.20	\$292.27	271.32
Burmese	\$321.20	\$292.27	271.32
Byeloruss	\$286.28	\$260.35	242.39
Bulgarian	\$261.35	\$238.40	221.45
Cambodian	\$321.20	\$292.27	271.32
Cebuano	\$286.28	\$260.35	242.39
Chamorro	\$321.20	\$292.27	271.32
Chinese	\$321.20	\$292.27	271.32
Croatian	\$286.28	\$260.35	242.39
Czech	\$286.28	\$260.35	242.39
Danish	\$261.35	\$238.40	221.45
Dari	\$316.21	\$287.28	267.33
Dinka	\$316.21	\$287.28	267.33
Dutch	\$261.35	\$238.40	221.45
Estonian	\$286.28	\$260.35	242.39
Farsi	\$316.21	\$287.28	267.33
Finnish	\$286.28	\$260.35	242.39
Flemish	\$286.28	\$260.35	242.39
French	\$227.43	\$206.48	192.52
French, Canadian	\$261.35	\$238.40	221.45
Georgian	\$296.26	\$269.33	250.37
German	\$241.40	\$219.45	204.49
Greek	\$261.35	\$238.40	221.45
Gujarati	\$316.21	\$287.28	267.33
Haitian Creole	\$286.28	\$260.35	242.39
Hebrew	\$316.21	\$287.28	267.33
Hindi	\$316.21	\$287.28	267.33
Hmong	\$321.20	\$292.27	271.32
Hungarian	\$286.28	\$260.35	242.39
Icelandic	\$296.26	\$269.33	250.37
Ilocano	\$286.28	\$260.35	242.39
Indonesian	\$286.28	\$260.35	242.39
Italian	\$247.38	\$224.44	208.48
Japanese	\$314.21	\$285.29	265.34
Kinyarwanda	\$309.23	\$281.30	261.35
Korean	\$321.20	\$292.27	271.32

<b>English into Foreign</b>	<b>Priority</b>	<b>Standard</b>	<b>Economy/ Unedited</b>
Krio	\$316.21	\$287.28	267.33
Kurdish	\$316.21	\$287.28	267.33
Lao	\$321.20	\$292.27	271.32
Latvian	\$286.28	\$260.35	242.39
Lithuanian	\$286.28	\$260.35	242.39
Malay	\$316.21	\$287.28	267.33
Malayalam	\$316.21	\$287.28	267.33
Marathi	\$316.21	\$287.28	267.33
Norwegian	\$286.28	\$260.35	242.39
Papiamento	\$321.20	\$292.27	271.32
Pashto	\$316.21	\$287.28	267.33
Polish	\$266.33	\$242.39	225.44
Portuguese, Continental	\$276.31	\$251.37	233.42
Portuguese	\$261.35	\$238.40	221.45
Punjabi	\$316.21	\$287.28	267.33
Romani	\$286.28	\$260.35	242.39
Romanian	\$286.28	\$260.35	242.39
Russian	\$240.40	\$218.45	203.49
Samoan	\$321.20	\$292.27	271.32
Serbian	\$286.28	\$260.35	242.39
Sindhi	\$316.21	\$287.28	267.33
Sinhalese	\$316.21	\$287.28	267.33
Slovak	\$227.43	\$206.48	192.52
Slovene	\$227.43	\$206.48	192.52
Somali	\$316.21	\$287.28	267.33
Spanish	\$217.46	\$197.51	183.54
Spanish, Castilan	\$237.41	\$215.46	200.50
Swahili	\$316.21	\$287.28	267.33
Swedish	\$286.28	\$260.35	242.39
Tagalog	\$286.28	\$260.35	242.39
Tamil	\$316.21	\$287.28	267.33
Telugu	\$316.21	\$287.28	267.33
Thai	\$321.20	\$292.27	271.32
Tibetan	\$321.20	\$292.27	271.32
Tigrinya	\$316.21	\$287.28	267.33
Tongan	\$321.20	\$292.27	271.32
Turkish	\$286.28	\$260.35	242.39
Ukrainian	\$235.41	\$214.46	198.50
Urdu	\$316.21	\$287.28	267.33
Uzbek	\$296.26	\$269.33	250.37
Vietnamese	\$286.28	\$260.35	242.39
Wolof	\$316.21	\$287.28	267.33
Xhosa	\$316.21	\$287.28	267.33
Yiddish	\$316.21	\$287.28	267.33
Yoruba	\$316.21	\$287.28	267.33
All Other Languages	\$321.20	\$292.27	271.32

## DESCRIPTION OF SERVICES

Unedited translation service is offered only into English at the same price as edited under the economy line item. See below for the definitions of edited, unedited, rush, standard and economy services.

**Priority:** One (1) day if sent electronically or via FAX, or two (2) days if sent by other means, plus one (1) day for each 2,000 word batch or fraction thereof.

**Standard:** One (1) day if sent electronically or via FAX, or three (3) days if sent by other means, plus one (1) day for each 1,500 foreign word batch or fraction thereof.

**Economy:** Two (2) days if sent electronically or via FAX, or four (4) days if sent by other means, plus one (1) day for each 1,000 foreign word batch or fraction thereof.

**Day** – This is a business day. Our hours are 8:30-5:30 Monday-Friday excluding government holidays.

**Edited Translation** - A project manager who is a linguist, specially trained in workflow coordination, team management and quality control will oversee your project. Your project manager will assign two highly qualified professional translators to your project. One translator will perform the initial translation and the second will carefully compare the translation to your source text – line by line – to verify the accuracy, completeness and readability of the final documents. The translation will be formatted using basic word processing features such as bolding, underline, italics and indents to approximate the format of your source text. We will perform a content and format check as a final quality control measure.

**Unedited Translation** - A project manager who is a linguist, specially trained in workflow coordination, team management and quality control will oversee your project. Your project manager will select a highly qualified professional translator to perform the translation. After the translator carefully checks his or her own work, we will perform an in-house format check as a final quality control measure.

### 382-1D

Transcription of audio, video, and other recorded medium.

English transcription of continuous speech:	\$27.93/1000 words
English transcription of monitored conversations:	\$29.93/hour
Spanish-English transcription/translation:	\$44.89/hour
Foreign Language Transcription (other than Spanish) into English:	\$49.88/hour

Translation will be charged at the rates (382-1B)

### 382-1E

Project Management:	\$59.85/hour
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### 382-1F

Desktop Publishing, other formatting

Desktop Publishing:	\$74.81/hour
Other Formatting:	\$59.85/hour

(Includes PowerPoint Presentations, MS Word and Word Perfect documents)

## **SIN 382-2 / 382-2RC: Interpretation Services**

Minimum fee: \$249

### **Definitions:**

Full day: up to an 8-hour period, including a 1-hour non-working break

Half day: up to 4 hours of interpretation, either 8:00AM to noon or 1:00PM to 5:00PM

### **382-2A**

Interpretation for depositions, court appearances, insurance interviews, other one-time, short-term assignments

<b>Language</b>	<b>Half Day</b>	<b>Full Day</b>
C. Chinese	--	\$1,172.06
French	--	\$897.75
German	--	\$897.75
M. Chinese	--	\$1,172.06
Japanese	--	\$1,172.06
Korean	--	\$1,172.06
Portuguese	--	\$798.00
Russian	--	\$798.00
Spanish	\$399.00	\$798.00
Other languages	\$399.00	\$798.00

### **382-2B**

Conference Interpretation, including consecutive and simultaneous modes

<b>Language</b>	<b>Half Day</b>	<b>Full Day</b>
Albanian	--	\$847.88
C. Chinese	--	\$1,172.06
French	--	\$897.75
German	--	\$897.75
Italian	--	\$897.75
Japanese	--	\$1,172.06
Korean	--	\$1,172.06
M. Chinese	--	\$1,172.06
Russian	--	\$897.75
Serbian	--	\$847.88
Spanish	--	\$847.88
Other languages	--	\$897.75

### **382-2C**

Project Management

\$59.85/hour

382-2D

Cancellation Clause\*

Type of Interpretation	Amount of Notice	Cancellation Fee
382-2A	Greater than 5 business days	0%
382-2A	Greater than 3 business days	50%
382-2A	3 business days or less	100%
382-2B	Greater than 15 business days	0%
382-2B	Greater than 10 business days	50%
382-2B	10 business days or less	100%

**Business Day** – 8:30-5:30 Monday-Friday excluding government holidays.

\*In the event we are able to reassign interpreters we will reduce the cancellation fee in direct proportion to the number of days each interpreter has been reassigned.

**SIN 382-3 / 382-3RC: Training & Educational Materials**

382-3A

Minimum class duration: 20 hours

<b>Language Training</b>	<b>Price Group</b>	<b>Hourly Rate for 1-2 Students</b>	<b>Rate for each Additional Student</b>
Afrikaans	A	\$32.92	\$1.995
Amharic	A	\$32.92	\$1.995
Baluchi	A	\$32.92	\$1.995
Bengali	A	\$32.92	\$1.995
Chichewa	A	\$32.92	\$1.995
Finnish	A	\$32.92	\$1.995
Haitian-Creole	A	\$32.92	\$1.995
Icelandic	A	\$32.92	\$1.995
Shona	A	\$32.92	\$1.995
Sinhala	A	\$32.92	\$1.995
Tamil	A	\$32.92	\$1.995
Albanian	B	\$33.92	\$1.995
Arabic	B	\$33.92	\$1.995
Armenian	B	\$33.92	\$1.995
Azerbaijani	B	\$33.92	\$1.995
Basque	B	\$33.92	\$1.995
Belarussian	B	\$33.92	\$1.995
Bulgarian	B	\$33.92	\$1.995
Burmese	B	\$33.92	\$1.995
Cambodian	B	\$33.92	\$1.995
Chinese	B	\$33.92	\$1.995
Czech	B	\$33.92	\$1.995
Danish	B	\$33.92	\$1.995
Dari	B	\$33.92	\$1.995
Dutch	B	\$33.92	\$1.995
Estonian	B	\$33.92	\$1.995
French	B	\$33.92	\$1.995
Georgian	B	\$33.92	\$1.995
German	B	\$33.92	\$1.995
Hebrew	B	\$33.92	\$1.995
Hindi	B	\$33.92	\$1.995
Hungarian	B	\$33.92	\$1.995
Ilocano	B	\$33.92	\$1.995
Indonesian	B	\$33.92	\$1.995
Italian	B	\$33.92	\$1.995
Japanese	B	\$33.92	\$1.995
Kachin	B	\$33.92	\$1.995
Kazakh	B	\$33.92	\$1.995
Khirghiz	B	\$33.92	\$1.995
Korean	B	\$33.92	\$1.995

<b>Language Training</b>	<b>Price Group</b>	<b>Hourly Rate for 1-2 Students</b>	<b>Rate for each Additional Student</b>
Kurdish	B	\$33.92	\$1.995
Lao	B	\$33.92	\$1.995
Latvian	B	\$33.92	\$1.995
Lingala	B	\$33.92	\$1.995
Lithuanian	B	\$33.92	\$1.995
Macedonian	B	\$33.92	\$1.995
Malaysian	B	\$33.92	\$1.995
Moldovan	B	\$33.92	\$1.995
Mongolian	B	\$33.92	\$1.995
Nepali	B	\$33.92	\$1.995
Papiamento	B	\$33.92	\$1.995
Persian-Farsi	B	\$33.92	\$1.995
Polish	B	\$33.92	\$1.995
Portuguese	B	\$33.92	\$1.995
Punjabi	B	\$33.92	\$1.995
Romanian	B	\$33.92	\$1.995
Russian	B	\$33.92	\$1.995
Serbian, Croatian	B	\$33.92	\$1.995
Slovak	B	\$33.92	\$1.995
Slovene	B	\$33.92	\$1.995
Somali	B	\$33.92	\$1.995
Sotho	B	\$33.92	\$1.995
Spanish	B	\$33.92	\$1.995
Swahili	B	\$33.92	\$1.995
Swedish	B	\$33.92	\$1.995
Tadjik	B	\$33.92	\$1.995
Tagalog	B	\$33.92	\$1.995
Thai	B	\$33.92	\$1.995
Tigrinya	B	\$33.92	\$1.995
Turkish	B	\$33.92	\$1.995
Turkmen	B	\$33.92	\$1.995
Ukrainian	B	\$33.92	\$1.995
Urdu	B	\$33.92	\$1.995
Uzbek	B	\$33.92	\$1.995
Vietnamese	B	\$33.92	\$1.995
Visayan-Cebuano	B	\$33.92	\$1.995
Xhosa	B	\$33.92	\$1.995
Yoruba	B	\$33.92	\$1.995
Zulu	B	\$33.92	\$1.995
Greek	C	\$34.91	\$1.995
Norwegian	D	\$35.91	\$1.995
Pashto	D	\$35.91	\$1.995
Tibetan	D	\$35.91	\$1.995

Educational Materials

Materials will be invoiced at cost plus 10% on an as-used basis.

382-3C

Project Management \$59.85/hour

382-3D

Cancellation Clause

24 Hours notice or greater, (1 business day)

No Cancellation Fee

Less than 24 hours notice, (1 business day)

Full amount of the scheduled hours

## **INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES**

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Comprehensive Language Center, Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide Language services, follow these simple steps:

### **Step 1. Develop a Statement of Work (SOW)**

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### **Step 2. Select Contractor and Place Order**

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding the micro-purchase threshold, but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

### **Step 3. Prepare a Request for Quote (RFQ)**

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

### **Step 4. Provide RFQ to at least Three Firms**

### **Step 5. Evaluate Offers, Select Best Value Firm, and Place Order**

## **REQUIREMENTS EXCEEDING THE MAXIMUM ORDER THRESHOLD (I-FSS-125)**

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

## BLANKET PURCHASE AGREEMENT (8.405-3)

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

### Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

### Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.
- The ordering activity shall document the results of its review.