

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
FSC GROUP 738, CLASS 7389**

LANGUAGE SERVICES

Special Item Number 382-1

Contract Number GS-10F-0386L

Business Size: Large Business

Period Covered by Contract: September 21, 2001 THROUGH September 20, 2006

Price List Current through Modification Number Ps-0002 dated November 2, 2004.

On-line access to contract ordering information, terms and conditions, up-to-date pricing and 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.GSAAdvantage.gov>.

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



Comprehensive Technologies International, Inc.
3900 Jermantown Road, Suite 400
Fairfax, VA 22030
(703) 383-7200
(800) 765-7208
(703) 352-6765 fax
www.cti.com

Comprehensive Technologies International, Inc.
For more information call CTI at 703-383-7200 or 800-765-7208 Fax 730-352-6765
GSA Schedule GS-10F-0386L

Table of Contents

I. Customer Information.....	1
II. Terms And Conditions Applicable To Language Translation Services	4
III. Ordering Procedures for Services	7
IV. Service Descriptions and Labor Categories.....	11
V. Language Translation Services Price List SIN 382-1.....	14

I. Customer Information

1a. Special Item Numbers Applicable:

SIN 382-1

1b. NA

2. Maximum Order:

\$1,000,000.00

3. Minimum Order:

\$100.00

4. Geographic Scope of Contract:

The geographic scope and service area of this contract is the 48 contiguous states and the District of Columbia, Alaska, Hawaii, and Puerto Rico.

5. Points of Production

NA

6. Discounts:

Prices shown are net prices. Basic discounts have been deducted.

7. Quantity Discount:

None

8. Prompt Payment Terms:

Net 30 days.

9. Government Purchase Cards

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are not accepted above the micro-purchase threshold.

10. Foreign Items

NA

11. Time of Delivery

Contract performance will commence on dates mutually agreed to by CTI and the buying agency.

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

Destination

13. Ordering Address(es):

Comprehensive Technologies International, Inc.
3900 Jermantown Road, Suite 400
Fairfax, VA 22030
TIN: 52-1191438

14. Payment Address:

Payments:

Payment via overnight mail

Comprehensive Technologies International, Inc.
c/o First Horizon Bank
1650 Tysons Blvd., 11th Floor
Attn: Vicki Wray
McLean, Virginia 22102

Payment via electronic ACH

First Horizon Bank
McLean, VA
ABA Routing Number: 056009233
Account Number: 172539473

15. Warranty Provision

See Part II, paragraph 3.

16. Export packing charges
NA
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).
NA
18. Terms and conditions of rental, maintenance and repair
NA
19. Terms and conditions of installation
NA
20. Terms and conditions of repair parts
NA
21. List of service and distribution points
NA
22. List of participating dealers
NA
23. Preventive maintenance
NA
24. Environmental attributes
NA
25. Data Universal Number System (DUNS) number
07-760-9196
26. Notification of registration in Central Contractor Registration (CCR) database
CTI has registered in CCR
27. Uncompensated overtime
NA

II. Terms And Conditions Applicable To Language Translation Services

1. Order

Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. All services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks that extend beyond the fiscal year for which funds are available shall include FAR 52.232-19, Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

2. Indefinite Quantity Contract

Any order issued during the effective period of this contract and not completed within that period shall be completed by the contractor within the time specified in the order. The contract shall govern the contractor's and the Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period.

3. Inspection and Acceptance

The contractor will only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price. The Government must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

4. Excusable Delays

The contractor will be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the contractor and without its fault or negligence such as, acts of God or the public enemy, actions of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The contractor shall notify the Contracting Officer in writing as soon as possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

5. Limitation of Liability

Except as otherwise provided by an express or implied warranty, the contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

6. Invoices

The Contractor, upon completion of the work ordered, shall submit invoices for the work performed. Progress payments may be authorized by the ordering office on individual orders, if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

7. Payment

The office indicated on the task order will make payment directly to the contractor. The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and the Office of Management and Budget (OMB) Circular A-125, Prompt Payment.

8. Payments under Time and Materials Contracts

Allowable costs of direct materials shall be determined by the Contracting Officer in accordance with FAR Subpart 31.2 in effect at the time of the order. Reasonable and allocable material handling costs may be included in the charge for material to the extent that they are clearly excluded from the hourly rate.

9. Contractor Travel

Any Contractor travel required in the performance of work must comply with the Federal Travel Regulations or the Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel.

10. Incidental Support Costs

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with guidelines set forth in the FAR.

11. Purchase of Incidental, Non-Schedule Items

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations

have been followed, and price reasonableness has been determined by the ordering agency for the open market items.

12. Blanket Purchase Agreements

Blanket Purchase Agreements (BPA's) can reduce costs and save time because individual purchase orders and invoices are not required for each procurement but can instead be documented on a consolidated basis. The BPA's effective period shall not exceed the period of the contract including option year periods. Any order placed under such agreements shall be issued in accordance with all applicable regulations and the terms and conditions of the contract.

III. Ordering Procedures for Services

The following ordering procedures were developed to assist our customer agencies in the purchase of services that are priced at hourly rates.

Procedures for services priced on GSA schedules at hourly rates and that require a statement of work.

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall—

(1) Prepare a Request (Request for Quote or other communication tool):

- (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the prices in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other direct charges related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or

Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

- (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses.

(2) Transmit the Request to Contractors:

- (i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate).
- (ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

- (b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

- (1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
 - (i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
 - (ii) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.
- (2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- (c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
- (e) The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

Orders exceeding the maximum order threshold.

Each schedule contract has an established maximum order threshold (See section I.2 of this Schedule). This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in

paragraph FAR 8.404(b)(2) and before placing an order that exceeds the maximum order threshold-

- (i) Review additional schedule contractors' catalogs or pricelists, or use the GSA Advantage! on-line shopping service;
- (ii) 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
- (iii) After seeking price reductions, 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.

Price reductions

In addition to the circumstances in FAR 8.404(b)(3), there may be other reasons to request a price reduction. For example, seek a price reduction when the supply or service is available elsewhere at a lower price or when establishing a BPA to fill recurring requirements. The potential volume of orders under BPAs, regardless of the size of the individual order, offer the opportunity to secure greater discounts. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

IV. Service Descriptions and Labor Categories

CTI supports various federal, state and local government agencies with translation services support. For the past 11 years CTI has been provider of Language Translation Services to a vast array of law enforcement agencies nationwide. Our customers include such agencies as the Drug Enforcement Administration, HIDTA, U.S. Customs Service, Immigration and Naturalization Service, Internal Revenue Service and the Border Patrol as well as city and county governments.

Our services include the monitoring of Title III operations, transcription and translation of general, technical, legal, and law enforcement related documents, CD's, tapes, videos, micro cassettes and complete Project Management of Title III facilities and temporary project locations.

Translators have a minimum of 3 years of translation experience within the past 5 years. Editors will be experienced translators as well as having editing experience. Translators assigned to projects are native speakers. The qualifications of CTI translators ensure an accurate, concise and culturally and politically sensitive translation of the target reader.

CTI maintains a Top Secret facility clearance. Many of our translators have been cleared by the U.S. Department of Defense and the Drug Enforcement Administration.

Methodologies:

Management

The Project Manager is assigned to oversee activity under a contract or BPA and is responsible for ensuring that all tasks are being properly executed. The Project Manager interfaces regularly with the COTR, or authorized technical representative, on technical performance matters and issues concerning the overall project. The Manager is also responsible for tracking funding and hours expended on each project.

The Supervisor is responsible for assigning qualified translators to translate and/or transcribe documents, tapes, audio and video cassettes; for reviewing and for editing work performed by translators. The Supervisor maintains records of work production, evidence control, and other administrative records as required by the customer. This person is also responsible for ensuring that employee time sheets and attendance records are maintained.

Monitoring

Monitor personnel are experienced translators who have been tested and screened to ensure they have the listening and language skills needed to support Title III operations. These translators are familiar with using the latest automated equipment such as JSI Voice-box, Comverse System and ADACS used by law enforcement agencies. Monitors

are responsible for listening to on-going conversations, providing a written/typed and oral summaries of the conversations.

Transcription

Linguist personnel tasked with transcribing material are native speakers who are fluent in both the target and English language. These individuals are tested and screened to ensure that they have the listening and language skills needed to be able to transcribe. Material that is transcribed is a word for word written/typed depiction of the spoken information that the Linguist is listening to and is rendered in the language that is being spoken.

Translation

All translated material is produced by qualified, experienced native speakers to ensure that the outcome is an exact rendering of the original document. Translated material is done in the media and format specified by the client.

Editing

Editing is a function performed by a translator who is responsible for reviewing the translation done by another source. The editors review will ensure the translated document conveys the idea and message of the original document; the translated document will be culturally and socially acceptable to the target audience; and that there is consistency and accuracy in spelling; grammar and formatting. The editor is also a native speaker of the targeted language

Labor Categories:

Project Manager: This person is responsible for staffing and fulfilling the technical requirements of the contract. For the timely delivery of the product and the quality of work performed during the projects. Responsibilities also include the financial and administrative management of the contract. At minimum this person has 5 years experience in the language and management field.

Supervisor: This person is responsible for carrying out the technical requirements as directed by the PM or the client. In addition responsibilities include scheduling personnel, reviewing the written summaries done by the interpreter, informing the interpreters of the pertinent information they must listen for and keeping the interpreters abreast of new changes and developments as the project progresses. At minimum this person must have 3 years experience in the language and management field.

Editor: This translator is responsible for performing the final review of work performed by someone else. This person has a minimum 5 years experience in the translation field. This person must also have at minimum Bachelor Degrees in the language translation field or a related field, or the equivalent experience.

Translator: This person is responsible for providing an accurate and acceptable translation. This person has a minimum of 3 years experience in the translation field and must have a Bachelor Degree in the translation field or related field or formal training in the translation field, or equivalent experience.

V. Language Translation Services Price List**SIN 382-1**

Rates Effective November 2004

Item Number	Labor Category	Hourly Rate	Daily Rate	Languages/Dialects
0001	Spanish Translator	\$34.00	\$272.00	All Dialects
0002	Patois Translator	\$68.31	\$546.42	Jamaican Patois
0003	Asian Translator	\$83.83	\$670.65	Chinese Mandarin Chinese Cantonese Hakka Malay Vietnamese Thai
0004	Middle Eastern Translator	\$61.46	\$491.73	Arabic
0005	East European Translator	\$57.63	\$461.02	Russian
0006	East European Translator	\$66.91	\$535.30	Serbian
0007	Project Manager	\$66.91	\$535.30	
0008	Supervisor	\$43.11	\$344.83	All Languages All Spanish Dialects
0009	Supervisor	\$94.31	\$754.48	Asian