

**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 *GSA Advantage!* is: GSAAvantage.gov.



SCHEDULE NUMBER **738 II**

SCHEDULE NAME **LANGUAGE SERVICES**

FEDERAL SUPPLY GROUP **738 PART II**

SIN: **382-1**

CONTRACT NUMBER: **GS-10F-056AA**

CONTRACT PERIOD: **DECEMBER 6, 2012 – DECEMBER 5, 2017**

CONTRACTOR: **UBIQUUS REPORTING, INC.**
22 CORTLAND STREET, SUITE 802
NEW YORK, NY10007-3619

Point of Contact: **Michael Mitchell, Government Contracts Supervisor**
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Marketing Contact: **Petrina Cheng, Marketing Coordinator**
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Tel: **212-346-6655**
Fax: **212-227-7524**
Web: **www.ubiquus.com**

Business Size: **Large**

About the Company:

Ubiqus has been doing business as a language translation services and legal transcription company for 69 years. Ubiqus has two offices in the US—New York (NY) and Irvine (CA) - as well as offices in: London (UK), Madrid (Spain), Waterford (Ireland), Paris, Marseille, Angers and Saint-Nom La Breteche (France). Our primary business consists of (a) providing translation services in over 50 different languages and (b) providing legal transcription services for Court hearings and trials throughout the New York metropolitan area, in Supreme Court, Civil Court, and the Family Court of the State of New York. Our staff has the years of industry experience and training needed to ensure ease of project management and seamless service integration within any event or offering. Our in-house staff members have experience managing government contracts, coordinating incoming project requests, editing documents and delivering transcripts in a punctual manner.

CUSTOMER INFORMATION

1a	Awarded SIN:	382-1 Translation Services
1b	Lowest Priced Item	Translation from Spanish into English - \$.11123 per source word
2	Maximum Order:	\$1,000,000
3	Minimum Order:	\$100
4	Scope of Delivery:	Domestic and Overseas
5	Point of Production:	New York, NY
6	Discounts:	See attached price list. Prices shown are net of discount.
7	Volume Discounts:	2% discount for over 50,000 words 3% discount for over 300,000 words
8	Prompt Payment:	Net 30 Days
9a	Government Purchase Cards	Government Purchase Cards must be accepted at or below the micro-purchase threshold.
9b		Contract will accept the Government Commercial Credit Card above the micro-purchase threshold, with no additional discount extended to the government for its use.
10	Foreign Items:	None
11	Delivery Time:	
	a. Normal:	As Agreed Upon with Order Activity and specified on individual Delivery/Task Orders
	b. Expedited	Contact Contractor for Availability
	c. Overnight & 2-day delivery	Contact Contractor for Availability
	d. Urgent Requirements	Contact Contractor for Availability
12	FOB:	Destination
13	Ordering Address:	Same as Contractor address
	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:	Same as Contractor address
15	Warranty:	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):	N/A
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 **Section 508 Compliance for EIT:** N/A
- 25 **DUNS Number:** 075226340
- 26 **CCR Registration:** Yes (Cage: 3BT68)

Pricing available on the next page

Pricing for Document Translation

Language	Unit of Issue	GSA Price (Including IFF)
Translation into and/or from English:		
Afrikaans	Per Source Word	\$0.2225
Arabic	Per Source Word	\$0.2781
Belarusian	Per Source Word	\$0.2225
Bengali	Per Source Word	\$0.3337
Catalan	Per Source Word	\$0.2225
Danish	Per Source Word	\$0.2781
Dari	Per Source Word	\$0.3325
Dutch	Per Source Word	\$0.2039
Finnish	Per Source Word	\$0.2595
Flemish	Per Source Word	\$0.2781
French	Per Source Word	\$0.1914
German	Per Source Word	\$0.1914
Greek	Per Source Word	\$0.3059
Gujarati	Per Source Word	\$0.2781
Haitian Creole	Per Source Word	\$0.2781
Hebrew	Per Source Word	\$0.2966
Hindi	Per Source Word	\$0.2781
Hmong	Per Source Word	\$0.3929
Hungarian-Magyar	Per Source Word	\$0.2821
Indonesian	Per Source Word	\$0.2966
Italian	Per Source Word	\$0.1854
Japanese	Per Source Word	\$0.2410
Khmer	Per Source Word	\$0.3337
Korean	Per Source Word	\$0.2966
Norwegian	Per Source Word	\$0.2720
Polish	Per Source Word	\$0.2781
Portuguese	Per Source Word	\$0.1854
Punjabi	Per Source Word	\$0.2821
Romanian	Per Source Word	\$0.2595
Russian	Per Source Word	\$0.2039
Simplified Chinese	Per Source Word	\$0.2595
Somali	Per Source Word	\$0.2966
Spanish	Per Source Word	\$0.1112
Swahili	Per Source Word	\$0.2966
Swedish	Per Source Word	\$0.2781
Tagalog	Per Source Word	\$0.2781
Telugu	Per Source Word	\$0.2225
Thai	Per Source Word	\$0.2720
Traditional Chinese	Per Source Word	\$0.2781
Turkish	Per Source Word	\$0.2720
Ukrainian	Per Source Word	\$0.2225
Urdu	Per Source Word	\$0.2781
Vietnamese	Per Source Word	\$0.2966
Yiddish	Per Source Word	\$0.2595

Optional Proof Reading (<10,000 words): 40% of translation fee.

Optional Proofreading for more than 10,000 words: 25% of the translation fee.

Pricing for Audio Transcription

Language	Unit of Issue	GSA Price (Including IFF)
Spanish	Per recorded hour of audio	\$ 277.08
Italian	Per recorded hour of audio	\$ 377.83
German	Per recorded hour of audio	\$ 403.02
Russian	Per recorded hour of audio	\$ 377.83
French	Per recorded hour of audio	\$ 377.83
Portuguese	Per recorded hour of audio	\$ 327.46
Arabic	Per recorded hour of audio	\$ 1,007.56
Korean	Per recorded hour of audio	\$ 579.35
Vietnamese	Per recorded hour of audio	\$ 478.59
Mandarin	Per recorded hour of audio	\$ 680.10
Cantonese	Per recorded hour of audio	\$ 730.48
Hindi	Per recorded hour of audio	\$ 579.35
Gujarati	Per recorded hour of audio	\$ 579.35
Urdu	Per recorded hour of audio	\$ 478.59
Dutch	Per recorded hour of audio	\$ 352.64
English	Per recorded hour of audio	\$ 120.91

Pricing for Desktop Publishing

Service	Unit of Issue	GSA Price (Including IFF)
Desktop Publishing	Per worked hour	\$ 72.54

SCA MATRIX		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Translator/Editor/Proofreader	30110 Foreign Language Translator	1987-0989

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(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.

Labor Category Descriptions

While Ubiqus provides its translation services on a stand fixed price (cost per source word) bases, we are providing these labor category descriptions to indicate the requirements and quality of our personnel.

Account Manager

Functional Responsibility: Account Managers interact regularly with clients to ensure that all the unique specifications of their requests are adhered to. Account Managers are responsible for accurately inputting all of the job information into our database. They handle the daily affairs of our many clients. Account managers must coordinate with the Translation Project Manager to ensure that deadlines are met and client satisfaction is achieved.

Minimum Certifications and Education: Associate's Degree

Minimum/General Experience: 1 years related experience including direct client interaction with a strong record of client satisfaction. Experience with a database similar to ours is preferred.

Internal/External Training: Once hired, our Account Managers undergo thorough internal training. They are trained to have proficient knowledge of our responsibilities regarding our contractual clients. They receive hands on training to become familiar with our database which is accomplished by having an experienced Account Manager walk them through the "job creation" process. Any mistake or omission of important information is caught and critiqued appropriately to ensure that our procedures to maintain client satisfaction are learned and implemented successfully.

Linguist

Functional Responsibility: The Linguist provides accurate text to text translations of the foreign language in which they specialize into English.

Minimum/General Experience: Two years of verifiable relevant experience. References are required.

Minimum Certifications and Education: HS plus Professional Certificate (ATA or equivalent) or BA

Translation Project Manager

Functional Responsibility: Translation Project Managers coordinate each step of the translation process from the moment it goes into production. He then reviews the job specifications and chooses the most appropriate linguist based on his/her native language, prior experience, and area of specialization. Throughout the process, the Translation Project Manager is available to answer any questions from the linguists and clients. Once the vendor submits their document, The Translation Project Manager reviews it for quality and provides feedback to the linguist if any changes are needed. After the finished product is delivered to the client, the Project Manager provides follow-up in order to answer questions or make any amendments.

Minimum/General Experience: 1 years or verifiable related experience. References are required as well.

Minimum Certifications and Education: Bachelor's Degree.

Internal/External Training: The Translation Project Manager undergoes thorough internal training. The Translation Project Manager is trained to have proficient knowledge of the production process. They receive hands on training to become familiar with our database.