

**REQUEST FOR QUOTES (RFQ):**  
**World Learning**

World Learning invites interested parties to submit quotes for interpretation and translation services in order to be included on a preferred vendor list in anticipation of needs in 2018 and beyond.

World Learning is a nonprofit organization advancing leadership in more than 100 countries. For 85 years, we have envisioned a just world driven by engaged citizens and thriving communities. To achieve this goal, we provide education, exchange, and development programs that empower people and strengthen institutions.

This RFQ does not obligate World Learning to accept or contract for any expressed or implied services, nor does it obligate the vendor to accept or contract for any expressed or implied services. WL reserves the right to reject any or all quotes, to select multiple providers, and to waive irregularities in the submission process.

Responses to this RFQ should be emailed to [karen.shatin@worldlearning.org](mailto:karen.shatin@worldlearning.org) by **5:00 p.m. on Friday, September 14, 2018**.

**DESCRIPTION OF NEEDS**

World Learning (WL) is seeking rates for translation and consecutive/simultaneous interpretation in order to create a preferred vendor list in anticipation of potential needs for 2018 and beyond. World Learning's programs, funded primarily by the US Department of State and USAID, may require translation and/or interpretation services in a variety of languages and technical fields as indicated below.

**REQUIRED QUOTE OF SERVICE (You may provide a quote for any or all of these services)**

1. What is your per-word rate for translation?
2. What is your rate for proof-reading/reviewing translated documents?
3. What is your daily rate for consecutive interpretation?
4. What is your daily rate for simultaneous interpretation?

**RELATED QUESTIONS**

1. For which languages do you provide translation services?

<input type="checkbox"/> Arabic	<input type="checkbox"/> Russian
<input type="checkbox"/> Armenian	<input type="checkbox"/> Spanish
<input type="checkbox"/> Azeri	<input type="checkbox"/> Turkmen
<input type="checkbox"/> Dari	<input type="checkbox"/> Other: Please specify
<input type="checkbox"/> French	
<input type="checkbox"/> Georgian	
<input type="checkbox"/> Indonesian	
  
2. What is your preferred timeframe for translating documents (i.e. How long do you need per 1,000 or 10,000 words)?

3. For which languages do you provide interpretation services?

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Arabic   | <input type="checkbox"/> Indonesian            |
| <input type="checkbox"/> Armenian | <input type="checkbox"/> Russian               |
| <input type="checkbox"/> Azeri    | <input type="checkbox"/> Spanish               |
| <input type="checkbox"/> Dari     | <input type="checkbox"/> Turkmen               |
| <input type="checkbox"/> French   | <input type="checkbox"/> Other: Please specify |
| <input type="checkbox"/> Georgian |  |

4. Are you available for domestic travel? For international travel?

5. Where is your home base?

6. What are your notice requirements for on-site interpretation?

7. Are you able to provide interpretation equipment if needed?

If so, please describe capabilities and associated costs:

8. Do you have any standard expectations for travel (i.e. rate for travel days)?

9. What is your experience and comfort level traveling with participant groups?

10. Do you have a specialty in a regional or country dialect? If so, please indicate here:

11. Please describe your experience working on U.S. government-sponsored programs?

PLEASE INDICATE IF YOU HAVE EXPERIENCE IN THE FOLLOWING SUBJECT AREAS

- Border Security
- International Law Enforcement
- U.S. Government and Civics
- U.S. Domestic and Foreign Policy
- Civil Society
- Additional areas of expertise (please specify) \_\_\_\_\_

## CRITERIA FOR INCLUSION ON THE PREFERRED VENDORS LIST

Evaluation of the quotes will be based on the criteria listed below:

1. Capability and willingness to perform the Required Quote of Service (listed above)
2. Quality of Services
3. Competitive Rates

If your business qualifies in any of the following SBA-designated categories, please indicate it here:

- Historically Under-Utilized Business (HUB) Zone Located,
- Minority Business Enterprise, Small Business – Self Certified,
- Small/Disadvantaged Business SBA 8(a) – Certified,
- Service Disabled Veteran-Owned Business,
- Veteran-Owned Business, and
- Women-Owned Business.

## SUBMISSION INSTRUCTIONS

Submission should be submitted in electronic format with the following subject line: WL Procurement – Translation and Interpretation Preferred Vendor List. Please include Required Quote of Service, a resume/CV, relevant certifications, and no less than two references that we may contact to verify capability and willingness to perform the Required Services.

Quotes should be emailed to [karen.shatin@worldlearning.org](mailto:karen.shatin@worldlearning.org) by **5:00 p.m. on Friday, September 14, 2018**.

## PREVIOUSLY BOOKED WL PROJECTS

All prior agreements and bookings between World Learning and potential bidders, which predate this RFQ or subsequent selection, will be honored.

## QUESTIONS

Questions regarding this RFQ may be directed to Karen Shatin at [karen.shatin@worldlearning.org](mailto:karen.shatin@worldlearning.org).

## NOTIFICATION

Successful bidder(s) will be notified following evaluation of all quotes – likely in October 2018 – and will be included on World Learning’s Preferred Vendor List for up to 5 years. Upon addition to the Preferred Vendor List, successful bidder(s) may be given immediate consideration for business. WL reserves the right to utilize multiple or different vendors from this RFQ if it is in the best interest of the program.

## PROVISIONS INCLUDED IN ALL AGREEMENTS

All vendors must agree to incorporate the following provisions into their operations.

1. Equal Employment Opportunity: All agreements shall contain a provision requiring compliance with E.O. 11246, “Equal Employment Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, and Department of Labor.”

2. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352): For all contracts or sub-grants of \$100,000 or more, WL shall obtain from the vendor a certification that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an

employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Likewise, since each tier provides such certifications to the tier above it, WL shall provide such certifications in all situation in which it acts as a sub-recipient of a sub-grant of \$100,000 or more.

3. Debarment and Suspension (E.O.s 12549 and 12689): For all agreements in excess of the small purchase threshold fixed at 41 U.S.C. 403(11) (currently \$100,000), WL shall obtain from the vendor a certification that neither the vendor nor any of its principal employees are listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs.