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**Request For Quotes (RFQ):  
TRANSLATION AND INTERPRETATION SERVICES FOR  
SELECT LANGUAGES:  
Arabic, French, and Spanish**

**World Learning**

***Quotes should be sent via email in a PDF or Word document to  
[carina.rivera@worldlearning.org](mailto:carina.rivera@worldlearning.org) by 5:00 pm on Friday, May 3, 2024***

**World Learning's Corporate Profile**

World Learning is a nonprofit organization advancing leadership in more than 60 countries. We envision a just world, driven by engaged citizens and thriving communities. Our mission is to empower people and strengthen institutions through education, sustainable development, and exchange programs. World Learning is a 501(c)3 corporation incorporated in the state of Vermont and co-headquartered in Washington, DC and Vermont.

**World Learning's RFQ Objective**

World Learning is issuing this Request for Quotes (RFQ) to companies or individual translators or interpreters in the Greater Washington, DC metropolitan area to be included on our Preferred Provider List for **translation and/or interpretation services in Arabic, French, and Spanish**.

The objective of this RFQ is for World Learning to develop long-term partnerships with translators and interpreters who will be able to reliably deliver services throughout the year on projects of varying scope.

This RFQ does not obligate World Learning to accept or contract for any expressed or implied services, nor does it obligate the translator/interpreter to accept or contract for any expressed or implied services. Any commitment for service will be outlined in a subsequent contract. World Learning reserves the right to reject any or all quotes and to waive irregularities and informalities in the submission process. World Learning will notify all applicants whether their quotes have been successfully received and logged into our system for potential future contracting purposes.

**World Learning's Current Overview**

Translation and interpretation in Arabic, French, and Spanish are currently provided by several entities on our Preferred Provider List. The Preferred Provider List is renewed every

five (5) years. Services in other languages are procured on an as-needed basis. The Preferred Provider List does not establish an exclusive relationship or guarantee future contracts

Translation will be needed on short notice (generally no more than two months' notice, sometimes as short as 48 hours) and may be focused on specific subjects or areas related to U.S. foreign policy. Interpretation may be consecutive or simultaneous and may require traveling in the United States with groups participating in U.S-Government funded exchange programs that vary in duration from a few days up to four weeks at a time. Groups may include youth or adult participants, and may be focused on specific subjects or areas related to U.S. foreign policy. Interpretation may also include simultaneous or consecutive interpretation on virtual platforms such as Zoom.

### **Description of Required Services**

World Learning is seeking rates for translation and consecutive/simultaneous interpretation in order to create a Preferred Provider list in anticipation of potential needs for 2024 and beyond. World Learning's programs, funded primarily by the U.S. Department of State and USAID, may require translation and/or interpretation services in a variety of languages and technical fields, as indicated below.

### **RFQ Submission Instructions**

World Learning is requesting service providers to submit a written response. **Please submit your quote via email in a PDF or Word document to [carina.rivera@worldlearning.org](mailto:carina.rivera@worldlearning.org) by 5:00 pm on Friday, May 3, 2024.** Please use the following subject line in your email: Response to RFQ – Translation and/or Interpretation, [Cite Language(s)].

Submissions should include a brief description of the company or a resume of the individual, details on services provided, rates of service, the primary point of contact, a reference from a prior client, and demonstrated capability and willingness to perform the required services described above. Submissions for this RFQ should also indicate whether the applicant is offering interpretation, translation, or both services. See below for a detailed list of required information.

### **Information Required in RFQs**

#### ***Translation***

- Per-word rate for translation; minimum charge
- Rate for proofreading or reviewing translated documents
- Language(s) provided: Arabic, French, and/or Spanish. Other languages are not included in this procurement.
- Preferred timeframe /notice required for translating documents; any rush rates
- Qualifications, certifications, professional association memberships, and/or experience (listed or submitted via a resume)
- Specific subject areas in which you have experience (not required)
- Professional reference (name, company, email address, telephone number) of someone who can discuss prior performance

### ***Interpretation***

- Daily rate for consecutive interpretation
- Daily rate for simultaneous interpretation
- Language(s) provided (Arabic, French, and/or Spanish), and any specialty in a regional or country dialect. Other languages are not included in this procurement.
- Are you (your interpreters) available for domestic (U.S.) travel?
- Where is your (your interpreters') home base?
- Preferred timeframe/notice required for on-site interpretation
- Experience or comfort level traveling with groups
- Experience or comfort level with virtual interpreting (e.g. on Zoom or other virtual platform)
- Qualifications, certifications, professional association memberships, and/or experience (listed or submitted via a resume)
- Specific subject areas in which you have experience (not required)
- Professional reference (name, company, email address, telephone number) of someone who can discuss prior performance

*World Learning encourages the participation of small, minority, veteran-owned, and women-owned businesses or individuals. Prospective bidders are requested to indicate if they fall into any of these categories during the submission process.*

### **Selection Criteria**

After receipt of your proposal, World Learning will conduct client reference checks. The Selection Team will then evaluate all of the information presented and select up to five (5) individuals or companies per language for our Preferred Provider List. Providers will be asked to sign a contract for services on a per-project basis; the contract will formalize the provisions (see below).

All valid RFQ responses will be evaluated on several qualitative and quantitative criteria:

- Capability and willingness to perform the Required Services (listed above)
- Quality, flexibility, and reliability of services
- Competitive rates
- Small, Minority, Veteran-owned, Women-owned businesses or individuals preferred, but not limited to

### **Selection**

Successful bidders will be notified by World Learning no later than 5:00 pm on May 17, 2024 and will be added to the Preferred Provider List. Upon addition to the Preferred Vendor List, the vendor will be given immediate consideration for business. World Learning reserves the right to use multiple or different vendors from this RFQ if it is in the best interest of the organization's needs.

## **World Learning Schedule of Events – Key Dates**

- March 28, 2024 – World Learning’s publication of RFQ
- May 3, 2024 at 5 pm ET – Due date for all RFQ responses to World Learning
- Week of May 6, 2024 – Evaluation of RFQs
- Week of May 13, 2024 - Any follow-up questions will be sent to bidders
- May 17, 2024 by 5 pm – World Learning notifies bidders

## **Questions**

For questions about this RFQ, contact [Carina.Rivera@worldlearning.org](mailto:Carina.Rivera@worldlearning.org).

## **Provisions Included in All Agreements**

All providers must agree to incorporate the following provisions into their operations. These provisions are required for all federally funded contractors.

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, Department of Labor.”
2. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352): For all contracts or subgrants of \$100,000 or more, World Learning 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, World Learning shall provide such certifications in all situations in which it acts as a subrecipient of a subgrant 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), World Learning 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.