



U.S. Translation
C O M P A N Y®

A PASSION FOR INDUSTRIAL & GOVERNMENT LANGUAGE SERVICES.

Since 1995, US Translation has served the public and private sectors with our distinctive white glove service and exacting quality standards.

- Dedicated project manager for each client gives one point of contact and high accessibility.
- Rapid turnaround.
- Flexible approach allows us to work with each client on their own terms, and to approach each project with an open mind.
- Project managers carefully selects the right translator or interpreter for each project, based on their background & expertise in the relevant subject matter.
- Experienced interpreters & state-of-the-art equipment.
- 98% client retention.

QUALITY

- ISO 9001:2015 certified and ISO 17100 Compliant.
- Strict linguist selection.
- Meticulous quality assurance from our desktop publishing team.

WHITE GLOVE SERVICE

- Quick email response.
- Phone pick-up in 2 rings.
- Partnership-based approach to service. Your success is our success.
- Empowered employees that go above and beyond.



Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.GSAAdvantage.gov>.

FEDERAL SUPPLY SCHEDULE

Government Services Administration

Schedule For:

Professional Services Schedule (PSS)
Industrial Group: 00CORP Class:
R608

Contract Number:

GS10F0110Y

Contact Information:

U.S. Translation Company
320 West 200 South
Third Floor
Salt Lake City, UT 84101
(p) 801.393.5300 (f) 801.393.5500
www.ustranlation.com

Business Size/Classification:

Small Minority Owned Business (SBA)

Contract Administration:

Kathy Sprouse, Director of Operations
(p) 801.456.8660
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Contact Period:

December 13, 2016 through December 15, 2021



TABLE OF CONTENTS

1.	Contract Information	3
2.	Document Translation Process	5
3.	Document Translation: Languages & Pricing	6
4.	Simultaneous and Consecutive Interpretation	7
5.	Interpretation Languages & Equipment, Pricing	8
6.	Language Instruction Languages and Pricing	9
7.	SCA MATRIX	10
8.	SCA Service Descriptions	11

CONTRACT INFORMATION:

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: - 382-1/1RC
- 382-2/2RC
- 382-3/3RC
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$100.00
4. Geographic Coverage (delivery Area): Domestic and Overseas
5. Point(s) of production (city, county, and state or foreign country): Same as company address
6. Discount from list prices or statement of net price: None offered but may be given at the task order level depending on project.
7. Quantity discounts: None Offered
8. Prompt payment terms: Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will accept over \$3,000
10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor
12. F.O.B Points(s): Destination
- 13a. Ordering Address(es): Same as Contractor
- 13b. 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).

CONTRACT INFO, cont...

14. Payment address(es): Same as company address
15. Warranty provision: Contractor's 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): Contact Contractor
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. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 24b. If applicable, indicate that 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/.
25. Data Universal Numbering System (DUNS) number: 96-0930600
26. Notification regarding registration in the System for Award Management (SAM) database: Registered

DOCUMENT TRANSLATION - SIN 382 - 1/1RC

U.S. Translation Company provides precision technical translation services in specific industry sectors. These include defense, government, aerospace and the life sciences.

- Military
- Mechanical
- Engineering Nuclear
- Science
- Government Admin
- Int'l Development
- Machinery & Tools
- Medical Technology
- Mining/Resources
- Int'l Trade
- Training/Coaching
- Travel & Tourism

PROCESS:

Every project goes through a 5-Step Process to eliminate any mistranslations on your project. Our 5-step translation process allows for the precision language services companies require.

- 1: Translation by native linguists in their field of expertise.
- 2: Proofreading by translators using the TM Tool.
- 3: Quality Assurance according to customized checklists for each project.
- 4: Desktop Publishing by software specialists
- 5: Final Quality Assurance and acceptance by the client

FORMATTING / DESKTOP PUBLISHING:

Our translators and in-house desktop publishers ensure that the final product is meticulously up to your standards. All details will match your layout specifications.

Graphic capabilities include:

- MAC or PC
- Adobe products: InDesign, Illustrator, Photoshop, FrameMaker, PageMaker
- Quark
- Interleaf
- MS Office: Word, Excel, Publisher, PowerPoint
- AutoCad
- Web environments like .html, .xml, .sgml

QUALITY ASSURANCE:

Quality is established in our ISO guidelines and includes:

1. Pre-approval of linguists
2. Proper project Assessment
3. 5-Step Translation Process
4. Review & Feedback

DOCUMENT TRANSLATION

LANGUAGES OFFERED UNDER SIN 382-1/1RC

Level 1	
Minimum Fee	\$45.00
Chinese – Traditional, Chinese - Simplified, Italian, Portuguese, Slovenian, Spanish	\$0.14
Level 2	
Minimum Fee	\$45.00
Arabic, Bengali, Danish, Dari, Dutch, Estonian, Farsi, Finnish, French, Georgian, German, Greek, Hindi, Hungarian, Japanese, Korean, Nepali, Norwegian, Panjabi, Persian, Polish, Pushto, Russian, Slovak, Swedish, Tagalog, Tamil, Thai, Tigrinya, Urdu, Vietnamese	\$0.17
Level 3	
Minimum Fee	\$58.50
Afrikaans, Byelorussian, Bosnian, Bulgarian, Burmese, Catalan, Creole, Croatian, Czech, Haitian Creole, Hebrew, Icelandic, Indonesian, Irish, Javanese, Kurdish, Laotian, Latvian, Lithuanian, Macedonian, Maltese, Moldavian, Mongolian, Nepali, Romanian, Serbian, Tibetan, Turkish, Ukranian	\$0.20
Level 4	
Minimum Fee	\$58.50
Albanian, Amharic, Armenian, Assyrian, Azerbaijani, Cambodian (Khmer), Hmong, Kazakh, Latin, Malay, Marshallese, Nigerian, Samoan	\$0.25
SPECIAL SERVICES	
Desktop Publishing, Proofreading, Editing, Subtitling, Websites	\$45.00
Voice-Over (Price includes linguist studio, recording, editing, audio file formatting)	\$201.51
RUSH SERVICE	
Rush Same Business Day for Delivery up to 500 Words	50% additional
Rush Next Business Day for Delivery between 500 up to 1500 Words	50% additional
Rush Jobs that are not for Next Business Day Delivery that consist of translating more than 1,500 Words per day.*	100% additional
<p>*Rush Jobs that require more translation time than the next business day are charged at 100% additional for translation in blocks of 1,500 words per day. Example: A rush job of 5,000 words requires 3.3 business work days and will be delivered on the 4th business day. In this example, the charge per word is increased from \$0.14 to \$0.28 per word and this 100% premium charge applies to all language levels. Customers who increase the number of delivery days may have the premium charge reduced and the rate per word to be charged will be determined at the task order level.</p>	

INTERPRETATION SERVICES - SIN 382 - 2/2RC

Our certified interpretation services focus on conventions, meetings or conferences. You will receive an all-inclusive quote for translation equipment, support, logistics and linguists.

U.S. Translation Company is committed to provide you with linguistic specialists, project coordinators and industry-leading equipment to ensure each audience member receives the same memorable experience!

Convention | Simultaneous Interpreting

From walking tours to international conferences, we can handle any event, any size:

- World-Class Interpreters working in over 100 Languages
- Industry-Leading Translation Equipment: Booths, FM Receivers & Transmitters
- On-Site Technicians
- Project Coordinators that handle everything from first contact to invoice
- On-Site Customer Service to assist your clients

Consecutive Interpretation

Consecutive interpreters are typically used in courts, small meetings and consultations where the speaker pauses allowing the linguist to speak in short intervals.

Knowledge of professional protocol and great interpersonal skills coupled with precision timing and experience in sensitive and intimate settings are the hallmark of a great consecutive interpreter.

Every aspect of your interpretation event is backed by our Project Management System, and our project coordinators are ready to tackle anything that arises.

INTERPRETATION SERVICES: SIN 382-2/2RC

Level 1	Full Day* (Escort, Simultaneous**, Consecutive)	Half Day* (Escort, Simultaneous**, Consecutive)
Albanian, Byelorussian, Creole, Czech, French, Georgian, Haitian - Creole, Hungarian, Italian, Lithuanian, Portuguese - Brazilian, Portuguese - European, Romanian, Russian, Serbian, Serbo-Croatian, Slovak, Slovenian, Spanish, Ukrainian	\$806.05	\$403.02
<i>Full Day - Between 4 to 8 Consecutive Hours & are Billed at 8 hours</i>		
<i>Half Day - 4 or Fewer Consecutive Hours are billed at 4 hours</i>		
<i>Simultaneous - Pricing for Contiguous U.S. Only (CONUS)</i>		
Level 2 & 3	Full Day* (Escort, Simultaneous**, Consecutive)	Half Day* (Escort, Simultaneous**, Consecutive)
Level 2: Arabic, Creole, German, Georgian, Haitian Creole Level 3: Bosnian, Bulgarian, Croatian, Polish, Serbian	\$906.80	\$453.40
<i>Full Day - Between 4 to 8 Consecutive Hours & are Billed at 8 hours</i>		
<i>Half Day - 4 or Fewer Consecutive Hours are billed at 4 hours</i>		
<i>Simultaneous - Pricing for Contiguous U.S. Only (CONUS)</i>		
Level 4	Full Day* (Escort, Simultaneous**, Consecutive)	Half Day* (Escort, Simultaneous**, Consecutive)
Chinese - Cantonese, Danish, Dutch, Chinese - Mandarin, Hmong, Japanese, Korean, Norwegian, Swedish, Thai, Vietnamese	\$1,027.21	\$513.85
<i>Full Day - Between 4 to 8 Consecutive Hours & are Billed at 8 hours</i>		
<i>Half Day - 4 or Fewer Consecutive Hours are billed at 4 hours</i>		
<i>Simultaneous - Pricing for Contiguous U.S. Only (CONUS)</i>		
SERVICE/PRODUCTS	GSA PRICE (including IFF)	
Portable Interpreting Equipment: (1)		
FM Transmitter	\$70.53	
FM Receivers	\$6.05	
FM Interpreting Equipment: (2)		
Table Top Booth Kit	\$236.78	
Full Size Booth Kit	\$443.32	
Table Top Booth	\$95.72	
Full Size Booth	\$302.27	
Interpreting Station	\$70.53	
FM Receivers	\$6.05	
FM Transmitter	\$70.53	
Technicians:		
Technicians*	\$403.02	
<i>(1) Used for groups of 20 or less</i>		
<i>(2) Used for groups of 1000 or less</i>		

LANGUAGE INSTRUCTION - SIN 382 - 3/3RC

Because of our unique understanding of language acquisition and maintenance, our focus is on tailor-made courses to deliver improved DLPT (Defense Language Proficient Testing) scores.

Depending on client requirements, we provide instruction that may include skills learning for: .

- Reading
- Listening
- Writing
- Speaking
- Cultural instruction

From beginners to the most advanced, classes can be held at our classrooms in our Salt Lake City, Utah headquarters, or at the facility of your choice, including over-seas immersion.

LANGUAGE INSTRUCTION - rate sheet & languages – discounts may be offered at the task order level

SIN 382-3/3RC, TRAINING AND EDUCATIONAL MATERIALS
LANGUAGE LIST AWARDED UNDER SIN 382-3/3RC

Level 1	Foreign Language Instruction
Czech, French, Hungarian, Italian, Portuguese - Brazilian, Portuguese - European, Spanish, Ukrainian	\$85.64
Level 2	Foreign Language Instruction
Arabic, German, Haitian Creole, Romanian, Russian, Serbo-Croat, Slovenian	\$95.72
Level 3	Foreign Language Instruction
Bosnian, Bulgarian, Croatian, Polish, Serbian	\$107.00
Level 4	Foreign Language Instruction
Chinese - Cantonese, Danish, Dutch, Chinese - Mandarin, Hmong, Japanese, Korean, Norwegian, Swedish, Thai, Vietnamese	\$120.91

SERVICE CONTRACT ACT (SCA) MATRIX

The Service Contract Act (SCA) applies to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix and above. The prices offered are based on 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.

SCA MATRIX		
SCA Eligible Contract Labor Category	SCA EQUIVALENT CODE TITLE	WAGE DETERMINATION NUMBER
Translator	Foreign Language Translator – 31330	1987-0989
Technician	Electronics Technician Maintenance - 23180	2005-2531

Language Instructors:

Description - Language instructors are subcontractors of U.S. Translation Company and are paid by the hour for both classroom and preparation time.

Education - A bachelor’s degree from an accredited college or university is the minimum educational requirement. Language instructors must certify that they have teaching experience at a high school or university level with at least 2 years teaching experience. They must be a native speaker of the target language and have near native English fluency.

Skills - They must have the ability to organize a language instruction course that is focused on increasing student Defense Language Proficiency Scores (DLPT) that is achieved by student proficiency assessment and then designing and developing the appropriate curriculum. They must develop their own lesson plans and instructional materials, i.e., websites, newspapers, magazines, games, and exercises.

Functional Responsibilities - Language instructors are teachers of a foreign language (non-English) to United States Military personnel. They are responsible for the course instruction; lesson plan development and must utilize teaching aids or materials. Courses are most always taught on-site at company headquarters or at a military installation.

Audio Technicians:

Description - Audio technicians are subcontractors of U.S. Translation Company and are paid by the hour. Hours worked include the set up and take down of interpreting equipment, and hours spent monitoring interpreting equipment during interpreting sessions.

Education - A High School diploma is the minimum acceptable education. Advanced training in the use of sound equipment used during simultaneous interpreting events is also required along with one-years paid experience.

Skills - Audio technicians must demonstrate their ability to set up audio equipment for simultaneous interpreting events. The equipment used are FM or IFR transmitters, transmission antennas, sound mixers, interpreter switching equipment, and radio receivers. They must have the ability to adjust to client programming changes, the ability to manage around equipment failures, and have the ability to set up transmission equipment for multiple target languages.

U.S. Translation Company 320 W 200 S, Third Floor, SLC, UT 84101 ustranslation.com **800.595.4648**

Functional Responsibilities - Technicians are an integral part of a simultaneous interpreting team. They are responsible for the management of interpreting equipment at various interpreting events and may be expected to coordinate a small interpreting event.

Desktop Publishers:

Description - They are U.S. Translation Company employees and provide desktop publishing services within the Desktop Publishing Department.

Education - A High School education is the minimum acceptable. A Bachelors or Associates Degree with an emphasis on graphic design is preferred. Two years' experience working in the desktop publishing industry may be substituted for education where knowledge of producing press ready documents is demonstrated.

Skills - Must have the ability to manage several projects simultaneously. Typing skills of 50 WPM or greater. Must have the ability to organize complex projects. Must have thorough knowledge of MS Office programs, MAC, PC, InDesign, FrameMaker, Photoshop, and other DTP and pagination programs.

Functional Responsibilities - Duties include formatting foreign language text into its original source documents. Uses MemoQ software preparing documents for translation and uses MemoQ as part of desktop publishing. Coordinates client projects, provides quotes, and prepares documents for translation. Manages project workflow to assure client deadlines are met. Responsible to interpret or follow company policies and procedures and to integrate all functions performed by company staff. Must maintain client confidentiality by not sharing Information about clients, client projects with anyone not having a need to know. Must maintain a working knowledge of the Project Management Department's activities and coordinate with them for project work assignments. They are a major stakeholder to the Company's Quality Assurance program by working with clients and linguists when non-conforming translations exist.

Translators:

Description - Translators are sub-contractors of U.S. Translation Company and are paid by the source or target language word counts. Translators include translators, proofreaders, editors, and linguistic experts.

Education - Minimum education required is a high school diploma. Required to provide curriculum vitae showing their experience to be minimum of 5 years paid professional. Must document certifications/accreditations, education, and industry affiliations, and pass a written test demonstrating capabilities with source and target languages they translate.

Skills - Must use translation memory software and have own proofreaders. Translators also moved to Approved status within the Quality Program when translations receive favorable critiques from a second or third party proofreader assigned to critique their work. Must be able to write in clear and concise language that accurately reflects the source material in the target language. Must be able to write syntactically correct and convey the cultural and ethnic nuances of the target language.

Functional Responsibilities - Translators are expected to translate technical and non-technical material to meet their contracted turnaround times. Translators are expected to use MemoQ memory software for the languages MemoQ supports. Translators are required to proofread their material and send it to a qualified translator for secondary proofreading.

Interpreters:

Description - Interpreters are sub-contractors of U.S. Translation Company and are paid by the day or half-day. Interpreters are considered either simultaneous or consecutive interpreters

Education - Minimum education required: Associates Degree. All interpreter sub-contractors of interpreting services are required to provide us with their curriculum vitae (CV) showing their experience that must be 5 years paid professional experience as a minimum, certifications or accreditations, university education, industry organization affiliations, or be certified by either Federal, State, or Local courts.

Skills - They must demonstrate their ability to verbally convey source subject material with little or no hesitation and without omitting source material. Simultaneous interpreters must be familiar with the use of interpreting equipment and be prepared to work in a confined space.

Functional Responsibilities - Interpreters interpret spoken source material into their native target language. Their interpretations must accurately convey the source material as to meaning and be syntactically correct, while assuring that idioms or ethnic idiosyncrasies are properly used so that the correct meaning is conveyed.