

**CRDF GLOBAL
REQUEST FOR PROPOSAL # RFP-01-UA-2021
Seeking Translation Service Provider to support CRDF Global, Ukraine Office**

Deadline: 14:00, Kyiv time, Thursday | February 18, 2021

RFP Estimated Timetable:

CRDF Global reserves the right to make changes to the RFP Timetable without providing explicit notification ahead of time.

February 11, 2021:	RFP Questions Due
February 12, 2021:	RFP Questions & Answers Released
February 18, 2021, 14:00 Kyiv time	RFP Submissions Due
Week of February 22, 2021:	Negotiate Contract

Summary:

CRDF Global seeks to engage a translation service provider (hereafter, “Contractor”) to provide quality language translation services for a period of 3 years. The selected Contractor will provide translation services for technical and administrative materials that will be utilized for CRDF Global programming; most of these documents contain highly technical content for government, scientific, and financial professionals.

- Subject areas for translation may include but are not limited to: cybersecurity, counterproliferation, global health, chemical security, biosecurity, financial sanctions, 2 CFR 200 compliant contractual language;
- Materials include PowerPoint presentations, technical reports, agreements, event materials (agendas, registration websites), official letters, and video files for transcription;
- CRDF Global current requirement is to find reliable contractor for translation to/from the following languages: English, Ukrainian, Russian.
- CRDF Global may, on occasion, also require translations to/from Belarusian, Macedonian, Bosnian, Montenegrin, Serbian, and Croatian.

Scope:

- The Contractor will provide translation services. Translation services will be required on an on-going, as-needed basis and will not be limited to a specific quantity or frequency.
- CRDF Global may prequalify the selected Contractor for a specific period time, as currently estimated 3 years period, requiring a general services agreement with a fixed pricing schedule during the period of performance. The Contractor will be subject to CRDF Global’s agreement terms and conditions throughout the agreement period of the performance.
- Translated materials should undergo a multi-step translation and review process. Per industry standards, translated materials must be edited, proofread, and formatted. Experience with localization will be considered an added value.
 - The Contractor will be able to provide transcription services, as needed.
 - The Contractor will be able to provide voice-over services, as needed.
- The Contractor will provide flexible turnaround times and work with CRDF Global staff to meet program deadlines.
- Close communication & coordination with CRDF Global staff is expected. This includes periodic check-ins to discuss performance and high-level issues, as well as responding to requests for remediation and/or revisions as necessary.
- The Contractor must accommodate customized billing requirements:

- CRDF Global expects invoices to be submitted monthly. Monthly invoices should include all the work that was completed that month.
- All expenses must be documented with appropriate receipt and invoices
- The final invoice for costs incurred is due to CRDF Global within thirty (30) days from invoice receipt or from the end of the reporting month, whichever happens later.
- CRDF Global may request a customized invoice template in excel/table format.
- Invoices must include certain key information that will be provided by CRDF Global staff at the time of request (e.g. charge codes, identifier numbers).
- CRDF Global expects the Contractor to have a working bank account that can receive wires in UAH; a working bank account that can also receive wires in USD is considered as advantage.

Contractor Selection Criteria:

CRDF Global will select the Contractor that provides the best value in terms of overall price and experience. The Contractor shall have proven experience based on:

- The quality of their Translation process based on industry best practices;
- The Contractor’s experience working with programs involving the U.S. government, United Nations, and/or similar organizations;
- The Contractor’s experience working with technical subject material outlined in Scope;
- Overall price: for the purpose of this RFP we will perform financial evaluation of (i) Main language pairs and (ii) additional services specified in the Price schedule.

Proposal Requirements:

Each submission must include:

1. Statement of Interest and Technical Capabilities which, at a minimum, must include:
 - Description of the services offered (i.e. document translation, Powerpoint translation, video transcription, video voice-overs);
 - List of languages for which translation, transcription, and voice-over services are offered;
 - Certifications or trade association memberships that the Contractor or its individual freelancers hold;
 - Detailed overview of the Contractor’s quality control process (Translation, Editing, Proofreading, Formatting, Localization, etc.);
 - List of recent experiences in subject areas as described in the Scope and applicable past performance;
 - Contractor’s policy regarding non-conforming deliverables and remediation.
2. List of three references (Name, email, phone number)
3. Translation Sample – English to Ukrainian. Please provide a formatted translation of [Attachment: Translation Sample](#).
4. Cost Proposal in the provided Price Schedule tables below. Contractor must provide their definition of normal and rush jobs in terms of quantity and time.

Price Schedule:

Prices provided in Price schedule shall be all-inclusive and include proofreading, editing and internal certification. All prices shall include taxes and shall be provided in USD. If a Proposal is submitted in a currency other than USD, the price schedule will be calculated in USD in accordance with National Bank of Ukraine (NBU) exchange rate on the date of Proposal submission. If the winning Contractor is based in Ukraine, payment for services will be made in UAH at the rate of NBU on the date of invoice issue.

Language pair	Unit	Regular rate (USD)	Rush rate (USD)	Quantity of revisions in price	Round of Additional changes (USD)
Main language pairs:					
English – Russian	Word				
Russian – English	Word				
English – Ukrainian	Word				
Ukrainian - English	Word				
<i>Additional languages: Please, list below other languages available</i>					
	Word				
	Word				
<i>Please, feel free to add more lines, if needed</i>	Word				
Additional services					
Video/Audio Transcription	Hour/Minute				
Proofreading of document	Word				
Desktop publishing	Hour/Minute				
Subtitling	Hour/Minute				
<i>Please, list any additional services you provide</i>					

Delivery Times:

Translation volume (page)	Regular, quantity of days	Rush, quantity of days
<i>indicate pages range, e.g. 1-50 pages</i>		
<i>e.g. 51-100</i>		
<i>etc.</i>		

Submission:

All communication concerning this RFP should be directed to Anastasia Kurylenko (akurylenko@crdfglobal.org).

Proposals should be submitted no later than: **14:00, Kyiv time, Thursday | February 18, 2021.**

Proposals should be submitted as electronic documents in PDF, Word or Excel format. CRDF Global reserves the right to disqualify any proposal submitted after the submission deadline.

Delivery times for complex orders shall be agreed separately for each case.

Background:

Founded in 1995, CRDF Global is an independent nonprofit organization that promotes international scientific and technical collaboration through grants, technical resources, training, and services.

With offices in Arlington, VA; Kyiv, Ukraine; and Amman, Jordan, CRDF Global’s diverse staff and networks of local community and government stakeholders deliver tailored programs that meet specific regional needs in over 100 countries across the globe.

We specialize in bringing isolated scientific communities into the scientific mainstream through a variety of science engagement and capacity-building programs. CRDF Global encourages science cooperation between countries where official relations are strained.

More information is available at www.crdfglobal.org

Solicitation Terms & Conditions:

Right to Select Suppliers. CRDF Global reserves the right to negotiate with and select all qualified suppliers at its own discretion and is not obligated to inform suppliers of the methods used in the selection process. CRDF Global reserves the right to dismiss any and/or all suppliers from the bid process and reject any and/or all proposals.

Obligation. This RFP does not bind nor obligate CRDF Global in any way. CRDF Global makes no representation, either expressed or implied, that it will accept or approve in whole or in part any proposal submitted in response to this RFP. CRDF Global may reward, in whole or in part, the proposal at its sole discretion.

Binding Period. Following the due date of submission of this Proposal, the pricing included in this RFP shall be binding upon the supplier for the duration of the contract.

Hold Harmless. By submitting a response to the RFP, bidder agrees that CRDF Global has sole discretion to select any and/or all suppliers. During or following the conclusion of this process, bidders waive their rights to damages whatsoever attributable to the selection process, materials provided, supplier selection, or any communication associated with the RFP process and supplier selection.

Transfer to Final Contract. The terms and conditions of the RFP, including the specifications and the completed proposal, will become at CRDF Global's sole discretion, part of the final contract (the "Agreement") between CRDF Global and the selected bidder. In the event that responses to the terms and conditions will materially impair a bidder's ability to respond to the RFP, bidder should notify CRDF Global in writing of the impairment. If bidder fails to object to any condition(s) incorporated herein, it shall mean that bidder agrees with, and will comply with the conditions set forth herein.

Exceptions. Any exceptions to the terms and conditions or any additions, which bidder may wish to include in the RFP, should be made in writing and included in the form of an addendum to the applicable Section in the RFP.

CRDF Global Proprietary Information. Supplier agrees that all non-public information contained in this document and communicated verbally in reference to this RFP by CRDF Global shall be received for the sole discretion and purpose of enabling the supplier to submit an accurate response to this RFP. The information contained in this RFP and disclosed during the course of negotiations and communications are proprietary in nature and under no circumstances to be disclosed to a third party without prior written consent from CRDF Global.

Supplier Proprietary Information. Information contained in the response to this RFP will be considered proprietary in nature if marked "confidential" or "proprietary". Such marked documents will not be disclosed to third parties outside CRDF Global with the exception of retained consultants under contractual confidentiality agreements.