

**CRDF GLOBAL
REQUEST FOR PROPOSAL**

Translation Service Providers

Deadline: 5:00 PM EST Friday | October 2, 2020

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. Based in Arlington, Virginia with offices in the Europe & Eurasia and MENA regions, CRDF Global works with more than 40 countries in the Middle East, North Africa, Europe, Eurasia, and Asia. 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.

RFP Summary:

CRDF Global seeks to engage contractors to provide quality language translation services. CRDF Global's work involves distribution of highly technical material to government and industry audiences around the world.

RFP Timetable:

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

September 8, 2020:	RFP Posted & Live
September 15, 2020:	RFP Questions Due
September 22, 2020:	RFP Questions & Answers Released
October 2, 2020:	RFP Submission Due
October 23, 2020:	Selected Contractor(s) Notified
Week of October 26, 2020:	Negotiate Agreement & Start Date

Scope:

The 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.
- Materials include PowerPoint presentations, technical reports, event materials (agendas, registration websites), official letters, and video files for transcription
- CRDF Global may request translation services into any language.

- Presently, most of our requests involve the [Official United Nations languages](#), particularly Arabic and French.
- CRDF Global also frequently requires Turkish and Indonesian translation services.
- As the work in our Europe & Eurasia regional hub expands, there may be increased translation requests involving the following languages:
 - Slavic Languages, such as:
 - Ukrainian, Belarusian, Macedonian, Bosnian, Montenegrin, Serbian, Croatian
 - Indo-European Languages, such as:
 - Albanian, Armenian, Romanian
 - Georgian

Tasks and Deliverables:

- The Contractor will provide translation services.
 - Document 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 a vendor for a specific period time, requiring a general services agreement with a fixed pricing schedule during the period of 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 provide transcription services, as needed.
- The Contractor will 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.
 - 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 USD.

Contractor Requirements & Selection Criteria:

CRDF Global will select contractor(s) based on:

1. The quality of their Translation process based on industry best practices
2. The quality of their Transcription and Voice-over services
3. The Contractor's experience working with programs involving the U.S. government, United Nations, and/or similar organizations
4. The Contractor's experience working with technical subject material outlined in Scope

5. Overall cost

Contractor(s) that meet the above criteria and standards may be placed on a General Services Agreement with a fixed pricing schedule during the period of performance.

Proposal Requirements:

Each proposal 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. Cost Proposal
 - Translation Services
 - List of languages for which translation services are offered; for a language to be listed, services must include both *Language* to English and English to *Language* translations
 - Normal and rush job rate per word for each language (if different), including the contractor's definition of normal and rush jobs in terms of quantity and time
 - Outline of cost structure (please indicate how charges are calculated; based on the time it takes to perform the translation, the complexity of the documents being translated, quantitatively, per word/page, and/or other factors)
 - Number of revisions CRDF Global will be permitted before additional fees apply
 - Transcription & Voice-Over Services (If Offered)
 - List of languages for which transcription & voice-over services are offered
 - Normal and rush job rates for each language (if different)
 - Additional considerations, factors, and fees as requested under Translation Service
 - Any other fees or costs not described above
3. List of three references (Name, email, phone number)
4. Translation Sample – English to Arabic
 - Please provide a formatted translation of [Attachment A: Translation Sample](#).
5. *[Required for US-based orgs only]*:
 - Any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Businesses)
 - [NAICS Codes](#):
 - 541620 Environmental Consulting Services- Small Business Threshold \$15 million
 - 541690 Other Scientific and Technical Consulting Services – \$15 million

Proposal Submission:

All communication concerning this RFP should be directed to this designated CRDF Global contact:

Dan Mahoney
1776 Wilson Blvd. Floor 300
Arlington, VA 22209
procurement@crdfglobal.org

Proposals must be submitted as electronic documents in PDF, Word or Excel format. Proposals should be submitted to procurement@crdfglobal.org, no later than: 5:00 PM EST Friday October 2, 2020. CRDF Global reserves the right to disqualify any proposal submitted after the submission deadline.

The subject line of the email must read:

CRDF Global RFP Submission_Translation [Insert name of submitter]

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.

Notification. CRDF Global will notify bidders following completion of the evaluation process, as to whether or not bidders have been awarded the contract. The only information regarding the status of the evaluation of proposals that will be provided to any inquiring bidder shall be whether or not the inquiring bidder has been awarded the contract. CRDF Global may, at its sole discretion, inform any inquiring bidder of the reason(s) as to why it was not awarded the contract

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 or as negotiated.

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, the 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.

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.