



EXHIBIT A – BIDDER’S CERTIFICATION

COMPETITIVE SOLICITATION:	No. 03824 – Translation Services – Written Word
Contract Categories for which Bidder is submitting a Bid: Check appropriate box(es)	☒ Category 1 – Forms ☒ Category 2 – Publications ☒ Category 3 – Auto Generated Text ☒ Category 4 – General Information Documents ☒ Category 5 – Client Specific or Locally Generated Documents ☒ Category 6 – Translations for Emergency and Urgent Situations ☐ Category 7 – System Generated Client Letters ☒ Category 8 – Legal Translation Services

Bidder, through the duly authorized undersigned, makes this certification as a required element of submitting a responsive bid. Bidder certifies, to the best of its knowledge and belief that the following Bidder information and Bidder certifications (collectively, “Bidder’s Certification”) are true, complete, correct, and made in good faith:

BIDDER INFORMATION

Bidders must provide Bidder information for Items A – I below.

ITEM A	___Accurate Translation Bureau, Inc._____ Type/print Bidder’s full legal name.
Bidder’s Name:	<i>Note:</i> ▪ If Bidder is a sole proprietor (<i>see Item C, below</i>), Bidder’s legal name is the name of the individual person who is doing business as a sole proprietor – e.g., Lynn A. Smith, a sole proprietor. ▪ If Bidder is an Entity/Organization (<i>see Item C, below</i>), Bidder’s name must match Bidder’s Entity/Organization name as filed in the state where the entity is formed and with the Washington Secretary of State – e.g., Innovative Supply, LLC, a Washington limited liability company.

ITEM B	<u>9700 197th St. Suite 102B, Mokena, IL 60448</u> Type/print the address for Bidder's principal office/place of business.		
Bidder's Address:	<i>Note:</i> Bidder's principal office or principal place of business is the Bidder's headquarters where business decisions are made and the location for the Bidder's books and records as well as the Bidder's senior management personnel. - If Bidder is a sole proprietor (<i>see Item C, below</i>), Bidder's address for its principal office/place of business typically will be the same address stated by Bidder on its U.S. Internal Revenue Service tax return. - If Bidder is an Entity/Organization (<i>see Item C, below</i>), Bidder's address for its principal office/place of business must match Bidder's address for its principal office/place of business as filed in the state where the entity is formed and as filed with the Washington Secretary of State.		
ITEM C	Corporation:	☒ Domestic	☐ Foreign
Bidder's Business Entity / Organization Type: Check appropriate box	Limited Liability Company (LLC):	☐ Domestic	☐ Foreign
	Limited Liability Partnership (LLP):	☐ Domestic	☐ Foreign
	Sole Proprietorship*:	☐	
	General Partnership:	☐	
	*If you are a Bidder who operates a business on your own, you automatically are a sole proprietor unless you have formed a separate business entity (e.g., corporation, LLC, LLP) and lawfully registered the same. A sole proprietorship is an unincorporated business owned and run by one individual or married couple alone with no distinction between the business and the owner. It is not a separate legal entity. It simply refers to a person who owns the business and is personally responsible for its debts and who pays personal income taxes on profits earned from the business. If Bidder is a corporation, LLC, or LLP, Bidder must check the applicable box for the entity – i.e., 'domestic' or 'foreign.' An entity is a domestic entity if it was organized under Washington law. If the entity was organized elsewhere, it is a foreign entity. The entity's organizational documents and filings with the Washington Secretary of State will state whether the entity is domestic or foreign.		
ITEM D	<u>Illinois</u> Type/print the state where Bidder's entity (e.g., corporation, LLC, LLP) is formed.		
State of Formation for Bidder's Business Entity:	- If Bidder is a sole proprietorship (<i>see Item C, above</i>), type/print 'N/A.' - If Bidder is an entity (<i>see Item C, above</i>), type/print 'Washington' if the corporation, LC, or LLP is domestic or the name of the applicable state if foreign (i.e., a state other than Washington).		

ITEM E Bidder Doing Business Under Another Name:	State whether Bidder has been doing business under another name during the five-year time period prior to the posting date of this Competitive Solicitation: Check applicable box. ☐ Bidder has NOT done business under another name ☒ Bidder HAS done business under another name* *If Bidder HAS done business under another name, provide the business name(s) and address(es): Acutrans 9700 197th St. Suite 102B, Mokena, IL
ITEM F Bidder's UBI Number:	Does Bidder have a Registration Number/Unified Business Identifier ("UBI") Number issued by the State of Washington*? *UBI Numbers are issued by either the Washington Secretary of State (for out of state businesses) or the Washington State Department of Revenue (for Washington businesses) Check applicable box. Yes ☐ No ☒ If yes, provide Bidder's nine-digit UBI Number: ____ If no, state whether Bidder promptly will obtain a UBI Number if Bidder is designated as an Apparent Successful Bidder: Yes ☒ No ☐ <i>Note: To be eligible for a Contract award, Bidders must have a UBI Number.</i>
ITEM G Bidder's Taxpayer Identification Number:	36-4138820 Type/print Bidder's Taxpayer Identification Number* ("TIN"). *Bidder's TIN will be either a number issued by the U.S. Internal Revenue Service (e.g., Employer Identification Number, Federal Tax Identification Number) or a number issued by the U.S. Social Security Administration (i.e., Bidder's Social Security Number ("SSN")). If Bidder's TIN is a SSN, do NOT provide the SSN; simply state 'TIN is Bidder's SSN.'
ITEM H WEBS Registration:	Is Bidder registered in Washington's Electronic Business Solution (WEBS)? Check applicable box. Yes ☒ No ☐ If yes, Bidder must ensure that Bidder's WEBS information is correct prior to submitting a Bid. If no, state whether Bidder will register in WEBS if designated as an Apparent Successful Bidder: N/A Yes ☐ No ☐ <i>Note: To be eligible for a Contract award, Bidders must register in WEBS prior to Contract Award.</i>

ITEM I	For purposes of bid clarification, if applicable, Bidder designates the following as Bidder's authorized representative:
Bidder	Type/print contact information for Bidder's authorized representative.
Contact for	Name: <u>James Jones</u>
Bid	Email: <u>jamesj@acutrans.com</u>
Clarification:	Phone: <u>708-430-6995</u>

Bidders must provide the information identified in the table below which will be used by Enterprise Services if Bidder is awarded a Contract:

BIDDER'S	INFORMATION TO BE PROVIDED BY BIDDER
Designated Contract Administrator:	Name: <u>Andrew Pudymaitis</u> Email: <u>andrew@acutrans.com</u> Phone: <u>708-430-6995</u>
Personnel for Contract Sales Reporting:	Contract Sales Reporting Representative: Name: <u>James Jones</u> Email: <u>jamesj@acutrans.com</u> Phone: <u>708-430-6995</u> Alternate Contract Sales Reporting Representative: Name: <u>Estefania Morgado</u> Email: <u>estefaniam@acutrans.com</u> Phone: <u>708-430-6995</u>
Personnel for Vendor Management Fee Matters:	Contract Vendor Management Fee("VMF") Representative: Name: <u>James Jones</u> Email: <u>jamesj@acutrans.com</u> Phone: <u>708-430-6995</u> Alternate VMF Representative: Name: <u>Estefania Morgado</u> Email: <u>estefaniam@acutrans.com</u> Phone: <u>708-430-6995</u>
Contact Information for Enterprise Services to send VMF invoices:	Bidder name: <u>Accurate Translation Bureau, Inc.</u> Attn: <u>Cari Strepka</u> Address: <u>9700 197th St, Suite 102B</u> City/State/Zip: <u>Mokena, IL 60448</u> Email: <u>caris@acutrans.com</u>
Contact Information for legal notices:	Bidder name: <u>Accurate Translation Bureau, Inc.</u> Attn: <u>Andrew Pudymaitis</u> Address: <u>9700 197th St, Suite 102B</u> City/State/Zip: <u>Mokena, IL 60448</u> Email: <u>andrew@acutrans.com</u>

BIDDER'S	INFORMATION TO BE PROVIDED BY BIDDER
Contract Signature Authority:	If Bidder is awarded a Contract, the following individual will sign the Contract on behalf of Bidder: Name: <u>Andrew Pudymaitis</u> Title: <u>CEO</u>

BIDDER CERTIFICATIONS

- 1. UNDERSTANDING.** Bidder certifies that Bidder has read, thoroughly examined, and fully understands all of the provisions in the above-referenced Competitive Solicitation (including all exhibits) and the terms and conditions of the Contract and any amendments or clarifications to the above-referenced Competitive Solicitation and agrees to abide by the same. Bidder further certifies that Bidder has read, thoroughly examined, and fully understands the [Contracting Guide](#), which is referenced in the Competitive Solicitation and includes useful information regarding the procurement process pertaining to competitive solicitations for goods/services. Bidder further certifies that, in the event that Bidder has any questions or concerns regarding the Competitive Solicitation (including all exhibits and any referenced materials), Bidder timely shall raise such questions and/or concerns during the Question & Answer Period specified in the Competitive Solicitation.
- 2. ACCURACY.** Bidder certifies that Bidder has carefully prepared and reviewed its bid and fully supports the accuracy of the same. Bidder further understands and acknowledges that Enterprise Services shall not be responsible for any errors or omission on the part of Bidder in preparing its bid. Bidder further certifies that the facts declared here are true and accurate. Bidder further understands and acknowledges that the continuing compliance with these statements and all requirements of the above-referenced Competitive Solicitation are conditions precedent to the award or continuation of the resulting Contract.
- 3. NO COLLUSION, ANTI-COMPETITIVE PRACTICES, OR SHARING BID INFORMATION.** Bidder certifies that Bidder has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the above-referenced Competitive Solicitation. Bidder further certifies that Bidder's bid prices have been arrived at independently, without engaging in collusion, bid rigging, or any other illegal activity, and without for the purpose of restricting competition any consultation, communication, or agreement with any other bidder or competitor relating to (a) those prices, (b) the intention to submit a bid, or (c) the methods or factors used to calculate the prices offered. Bidder further certifies that Bidder has not been and shall not knowingly disclose its bid prices, directly or indirectly, to any other bidder or competitor before award of a Contract, unless otherwise required by law. Bidder further certifies that Bidder has made no attempt and shall not make any attempt to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition. Bidder, however, freely may join with other persons or organizations for the purpose of presenting a joint bid. Whether done directly or indirectly, communicating bid information with other bidders, collusion, or anti-competitive actions among bidders are prohibited. If there is evidence of such communication, collusion, or anti-competitive activities among bidders, Enterprise Services reserves the right to disqualify such bidders.

4. **FIRM OFFER.** Bidder certifies that its bid pertaining to the above-referenced Competitive Solicitation is a firm offer which cannot be withdrawn for a time period of ninety (90) days from and after the bid due date specified in the above-referenced Competitive Solicitation. Enterprise Services may accept such bid, with or without further negotiation, at any time within such period. In the event of a protest, Bidder's bid shall remain valid for such time period or until the protest and any related court action is resolved, whichever is later.
5. **CONFLICT OF INTEREST.** Bidder certifies that, in preparing its bid, Bidder has not been assisted by any current or former employee of the State of Washington whose duties relate (or did relate) to the above-referenced Competitive Solicitation or prospective Contract and who was assisting in other than the employee's official, public capacity. Bidder further certifies that no such current or former public employee nor any member of such person's immediate family have any financial interest in the outcome of Bidder's bid.
6. **NO REIMBURSEMENT.** Bidder certifies that Bidder understands that the State of Washington will not reimburse Bidder for any costs incurred in the preparation of Bidder's bid. All bids become the property of the State of Washington, and Bidder claims no proprietary right to the ideas, writings, items, or samples unless so stated in the bid.
7. **PERFORMANCE.** Bidder certifies that Bidder understands that its submittal of a bid and execution of this Bidder's Certification certifies Bidder's willingness to comply with the Contract, if awarded such. By submitting this bid, Bidder hereby offers to furnish the goods and/or services solicited pursuant to the above-referenced Competitive Solicitation in compliance with all terms, conditions, and performance requirements contained in the above-referenced Competitive Solicitation and the resulting Contract or, if applicable, as detailed on a Contract Issues List, if permitted, in the above-referenced Competitive Solicitation.
8. **INSURANCE.** Enterprise Services requires all awarded Bidders to have certain required insurance coverages. Bidders who do not have insurance coverages as specified in the Contract included with the Competitive Solicitation shall not be awarded a Contract. Accordingly, Bidder certifies as follows (*must check one*):

☒ **BIDDER HAS THE REQUIRED INSURANCE.** Bidder has attached a current, valid Certificate of Insurance for each and all of the required insurance coverages as specified in the Contract included with the Competitive Solicitation (*Note: Bidder must attach the Insurance Certificate*).

OR

☐ **BIDDER WILL OBTAIN THE REQUIRED INSURANCE.** Bidder does not have a current, valid Certificate of Insurance for each and all of the required insurance coverages as specified in the Contract included with the Competitive Solicitation but, if Bidder is designated as an Apparent Successful Bidder, Bidder shall provide such a Certificate of Insurance for each and all of the required insurance coverages as specified in the Contract included with the Competitive Solicitation, without exception of any kind, to Enterprise Services within five (5) business days of such designation or notification by Enterprise Services. Bidder further certifies that Bidder understands that, if for any reason, Bidder does not timely provide such Certificate of Insurance to Enterprise Services, Bidder shall be disqualified from Contract award.

Note: The Contract requires that any awarded Contractor, unless exempt, must have the specified Workers' Compensation Insurance and Employer's Liability Insurance. Pursuant to Washington law,

certain entities are not required to have Workers' Compensation Insurance (e.g., entities with no employees). If, under Washington law, Bidder is not required to have Workers' Compensation Insurance, Bidder must check the box below and provide the lawful basis as to why Bidder is not required to have Workers' Compensation Insurance:

- ☐ **BIDDER IS NOT REQUIRED TO HAVE WORKERS' COMPENSATION INSURANCE.** Pursuant to Washington law, Bidder is not required to have Workers' Compensation Insurance because:

Bidder must state a lawful basis as to why Bidder is NOT required to have Workers' Compensation Insurance.

9. **DEBARMENT.** Except as detailed in the attached explanation (*Bidder to provide and, in such case, check the box below*), Bidder certifies that neither Bidder nor its principals presently are nor ever have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from contracting with any federal, state, or local governmental entity within the United States.

N/A ☐ **BIDDER EXPLANATION.** Bidder has attached an explanation.
Check box if applicable.

10. **CRIMINAL OFFENSE.** Except as detailed in the attached explanation (*Bidder to provide and, in such case, check the box below*), Bidder certifies that Bidder has not, within the three (3) year period preceding the date of the above-referenced Competitive Solicitation, been convicted or had a civil judgment rendered against Bidder for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a governmental contract; violation of any federal or state antitrust statute; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Bidder further certifies that Bidder is not presently indicted or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in this paragraph.

N/A ☐ **BIDDER EXPLANATION.** Bidder has attached an explanation.
Check box if applicable.

11. **CIVIL RIGHTS.** Bidder certifies that Bidder complies with all applicable legal requirements prohibiting discrimination against individuals based on their race, color, religion, sex, sexual orientation, gender identity, national origin, or their status as protected veterans or as individuals with disabilities.

12. **WASHINGTON STATE WAGE THEFT PREVENTION.** Except as detailed in the attached explanation (*Bidder to provide and, in such case, check the box below*), Bidder certifies that Bidder has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), any provision of [RCW 49.46](#), [49.48](#), or [49.52](#) within the three (3) year period preceding the date of the above-referenced Competitive Solicitation.

☐ **BIDDER EXPLANATION.** Bidder has attached an explanation.
Check box if applicable.

13. **WASHINGTON STATE STATUTORY NONDISCRIMINATION CLAUSES FOR STATE CONTRACTS.** Except as detailed in the attached explanation (*Bidder to provide and, in such case, check the box below*), Bidder certifies that, if, pursuant to the above-referenced Competitive Solicitation, Bidder is awarded a Contract, Bidder, including any subcontractor, during the term of such Contract, shall not discriminate on the bases enumerated in [RCW 49.60.530\(3\)](#). Bidder further certifies that Bidder, including any

subcontractor, also shall give written notice of this nondiscrimination requirement to any labor organizations with which Bidder, or subcontractor, has a collective bargaining or other agreement. In addition, Bidder, including any subcontractor, shall cooperate with any Washington state agency investigation regarding any allegation that Bidder, including any subcontractor, engaged in prohibited discrimination set forth in [RCW 49.60.530\(3\)](#).

☐ **BIDDER EXPLANATION.** Bidder has attached an explanation.

Check box if applicable.

14. **WASHINGTON STATE WORKERS' RIGHTS.** Washington State's Office of the Governor requires Enterprise Services to seek to contract with qualified entities and business owners who can demonstrate or will certify that their employees are not required to sign, as a condition of employment, mandatory individual arbitration clauses and class or collective action waivers. See [EXECUTIVE ORDER 18-03 – Supporting Workers' Rights To Effectively Address Workplace Violations](#). Accordingly, except as detailed in the attached explanation (*Bidder to provide and, in such case, check the box below*), Bidder certifies that Bidder does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

☐ **BIDDER EXPLANATION.** Bidder has attached an explanation.

Check box if applicable.

15. **WASHINGTON STATE PAY EQUALITY FOR 'SIMILARLY EMPLOYED' INDIVIDUALS.** The Washington State Legislature requires Enterprise Services to contract with Bidders who satisfy a 'pay equality' contractual provision. See [Laws of 2023, ch. 475](#), § 919. Accordingly, Bidder certifies that Bidder's 'similarly employed' individuals are compensated as equals. For purposes of this certification, employees are 'similarly employed' if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed. Bidder may allow differentials in compensation for its workers based in good faith on any of the following: a seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels. A bona fide job-related factor or factors may include, but is not limited to, education, training, or experience that is consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential. A bona fide regional difference in compensation level must be consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential.

16. **CONTRACT TERMINATION FOR DEFAULT OR CAUSE.** Except as detailed in the attached explanation (*Bidder to provide and, in such case, check the box below*), Bidder certifies that Bidder has not, within the three (3) year period preceding the date of the above-referenced Competitive Solicitation, had one (1) or more federal, state, or local governmental contracts terminated for cause or default.

☐ **BIDDER EXPLANATION.** Bidder has attached an explanation.

Check box if applicable.

17. **TAXES.** Except as detailed in the attached explanation (*Bidder to provide and, in such case, check the box below*), Bidder certifies that, except as validly contested, Bidder is not delinquent and has paid or has arranged for payment of all taxes due to the State of Washington and has filed all required returns and reports as applicable.

☐ **BIDDER EXPLANATION.** Bidder has attached an explanation.

Check box if applicable.

18. **FINANCIALLY SOLVENT.** Except as detailed in the attached explanation (*Bidder to provide and, in such case, check the box below*), Bidder certifies that Bidder is financially stable and solvent, has adequate cash reserves to meet all financial obligations, has not commenced bankruptcy proceedings voluntarily or otherwise, and is not subject to any judgments, liens, or encumbrances of any kind affecting title to any Goods and/or Services that are the subject of the above-referenced Competitive Solicitation.

☐ **BIDDER EXPLANATION.** Bidder has attached an explanation.

Check box if applicable.

19. **LAWFUL REGISTRATION.** Bidder certifies as follows (*must check one*):

☒ **CURRENT LAWFUL REGISTRATION.** Bidder is registered and in good standing in the jurisdiction (state) where Bidder is organized, including having timely filed all required annual reports.

OR

☐ **BIDDER IS A SOLE PROPRIETOR OR GENERAL PARTNERSHIP.** Bidder, as indicated below (*Bidder must check applicable box*) is a sole proprietor or general partnership and therefore not required to register in the state where Bidder's principal place of business is located:

☐ **SOLE PROPRIETOR.** Bidder is a sole proprietor.

☐ **GENERAL PARTNERSHIP.** Bidder is a general partnership.

20. **REGISTRATION WITH THE WASHINGTON SECRETARY OF STATE.** Except for sole proprietors and general partnerships which are exempt from registration, Enterprise Services requires all awarded Bidders (including Washington firms and out of state firms) to be registered with the Washington Secretary of State. Bidders other than sole proprietors or general partnerships who are not registered with the Washington Secretary of State shall not be awarded a Contract. Accordingly, Bidder certifies as follows (*must check one*):

☐ **BIDDER IS REGISTERED WITH THE WASHINGTON SECRETARY OF STATE.** Bidder is registered with the Washington Secretary of State, is in good standing, and has the following Unified Business Identifier (UBI) number: _____. Bidder must provide its nine-digit UBI number.

OR

☒ **BIDDER WILL REGISTER WITH THE WASHINGTON SECRETARY OF STATE.** Bidder currently is not registered with the Washington Secretary of State but, if designated as an Apparent Successful Bidder, Bidder shall register with the Washington Secretary of State to obtain a UBI number and provide proof of such registration satisfactory to Enterprise Services within five (5) business days of such designation or notification by Enterprise Services. Bidder further certifies that Bidder understands that, if for any reason, Bidder is not timely registered with the Washington Secretary of State and has not timely provided a valid UBI number for Bidder to Enterprise Services, Bidder shall be disqualified from Contract award. (IN PROCESS)

OR

☐ **BIDDER IS A SOLE PROPRIETOR OR GENERAL PARTNERSHIP.** Bidder, as indicated below (*Bidder must check applicable box*) is a sole proprietor or general partnership and therefore

exempt from the requirement to register with the Washington State Secretary of State:

- ☐ *SOLE PROPRIETOR.* Bidder is a sole proprietor.
- ☐ *GENERAL PARTNERSHIP.* Bidder is a general partnership.

21. **REGISTRATION WITH THE WASHINGTON STATE DEPARTMENT OF REVENUE.** Enterprise Services requires all awarded Bidders (including Washington firms and out of state firms) to be registered with the Washington State Department of Revenue. Bidders who are not registered with the Washington State Department of Revenue shall not be awarded a Contract. Accordingly, Bidder certifies as follows (*Bidder must check one*):

- ☐ *BIDDER IS REGISTERED WITH THE WASHINGTON STATE DEPARTMENT OF REVENUE.* Bidder is registered with the Washington State Department of Revenue, has a business license to do business in Washington, and has the following Unified Business Identifier (UBI) number: _____.

Bidder must provide its nine-digit UBI number.

OR

- ☒ *BIDDER WILL REGISTER WITH THE WASHINGTON STATE DEPARTMENT OF REVENUE.* Bidder currently is not registered with the Washington State Department of Revenue but, if designated as an Apparent Successful Bidder, Bidder shall register with the Washington State Department of Revenue for a business license and provide proof of such registration satisfactory to Enterprise Services within five (5) business days of such designation or notification by Enterprise Services. Bidder further certifies that Bidder understands that, if for any reason, Bidder is not timely registered with the Washington State Department of Revenue and has not timely provided a valid UBI number for Bidder to Enterprise Services, Bidder shall be disqualified from Contract award.

22. **NO SUBCONTRACTORS.** Bidder certifies as follows (*Bidder must check one*):

- ☒ *NO SUBCONTRACTORS.* If, pursuant to the above-referenced Competitive Solicitation, Bidder is awarded a Contract, Bidder shall NOT utilize subcontractors to perform the Contract.

OR

- ☐ *SUBCONTRACTORS.* As detailed in the attached explanation (*Bidder to provide*), if, pursuant to the above-referenced Competitive Solicitation, Bidder is awarded a Contract, Bidder will utilize subcontractors to perform the Contract. In such event, Bidder further certifies that, as to the State of Washington and eligible Purchasers who utilize the Contract, Bidder shall be fully responsible for its subcontractors, including, without limitation, liability for any subcontractor's acts or omissions. *Note:* Bidder must provide the precise legal name (including state of organization), business address, and federal tax identification number (TIN) for each subcontractor and state which portions and amount of the Contract that Bidder, if awarded a Contract, would subcontract to each identified subcontractor. *Note:* If a subcontractor's TIN is a SSN, do not provide the SSN; rather, state that the TIN is a SSN.

- ☐ **BIDDER EXPLANATION.** Bidder has attached an explanation.
Check box if applicable.

23. **WASHINGTON SMALL BUSINESS.** Bidder certifies as follows (*Bidder must check all applicable boxes*):

- ☐ **WASHINGTON SMALL BUSINESS.** Bidder is a Washington Small Business as defined in [RCW 39.26.010\(13\) and \(22\)\(a\)](#). To qualify as a Washington Small Business, Bidder must meet three (3) requirements:
- ☐ **Location.** Bidder's principal office/place of business must be located in and identified as being in the State of Washington. A principal office or principal place of business is a firm's headquarters where business decisions are made and the location for the firm's books and records as well as the firm's senior management personnel.
 - ☐ **Size.** Bidder must be owned and operated independently from all other businesses and qualify as one of the following:
 - ☐ Bidder Qualifies as a Small Business – i.e.,
 - ☐ Bidder has fifty (50) or fewer employees; or
 - ☐ Bidder has an annual gross revenue of less than \$7,000,000 as reported on Bidder's federal income tax return or its return filed with the Washington State Department of Revenue over the previous three (3) consecutive years.
 - ☐ Bidder Qualifies as a Minibusiness – i.e., Bidder has an annual gross revenue of less than \$3,000,000, but \$1,000,000 or more, as reported on Bidder's federal income tax return or its return filed with the Washington State Department of Revenue.
 - ☐ Bidder Qualifies as a Microbusiness – i.e., Bidder has an annual gross revenue of less than \$1,000,000 as reported on Bidder's federal income tax return or its return filed with the Washington State Department of Revenue.
 - ☐ **WEBS Certification.** Bidder must have certified its Washington Small Business status in Washington's Electronic Business Solution ([WEBS](#)).

OR

- ☒ **NOT A WASHINGTON SMALL BUSINESS.** Bidder does not qualify as a Washington Small Business as set forth above.

24. **CERTIFIED VETERAN-OWNED BUSINESS.** Bidder certifies as follows (*Bidder must check one and, if stating that Bidder is a Certified Veteran-Owned Business, provide Bidder's WDVA certification number in the space provided below*):

- ☐ **CERTIFIED VETERAN-OWNED BUSINESS.** Bidder is a Certified Veteran-Owned Business under [RCW 43.60A.190](#). To qualify as a Certified Veteran-Owned Business, Bidder must meet four (4) requirements:
- **51% Ownership.** Bidder must be at least fifty-one percent (51%) owned and controlled by:
 - (a) A veteran as defined as every person who at the time he or she seeks certification has received a discharge with an

honorable characterization or received a discharge for medical reasons with an honorable record, where applicable, and who has served in at least one of the capacities listed in [RCW 41.04.007](#);

- (b) A person who is in receipt of disability compensation or pension from the department of veterans affairs; or
- (c) An active or reserve member in any branch of the armed forces of the United States, including the national guard, coast guard, and armed forces reserves.

- **Washington Incorporation/Location.** Bidder must be either an entity that is incorporated in the State of Washington as a Washington domestic corporation or, if not incorporated, an entity whose principal place of business is located within the State of Washington.
- **WEBS Certification.** Bidder must have certified its Veteran-Owned Business status in Washington's Electronic Business Solution ([WEBS](#)).
- **WDVA Certification.** Bidder must have provided certification documentation to the Washington Department of Veterans' Affairs (WDVA) and be certified by WDVA and listed as such on WDVA's website (WDVA – Veteran-Owned Businesses). Bidder's WDVA certification no.: _____

OR

- ☒ **NOT A CERTIFIED VETERAN-OWNED BUSINESS.** Bidder does not qualify as a Certified Veteran-Owned Business as set forth above.

25. **REFERENCES.** Bidder certifies that the references provided below (*Bidder must provide*) have worked with Bidder pertaining to contracts in which Bidder provided goods/services similar in scope to the goods/services described in the above-referenced Competitive Solicitation and that such references have full permission, without any additional requirement or release, to provide references and information to Enterprise Services pertaining to Bidder. Bidder hereby authorizes Enterprise Services (or its agent) to contact Bidder's references and others who may have pertinent information regarding Bidder's prior experience and ability to perform the Contract, if awarded. Bidder hereby authorizes such individuals and firms to provide such references and release to Enterprise Services information pertaining to the same.

Reference 1: Provide information in the space provided	Business Name: <u>Northwestern Memorial HealthCare</u> Contact Name at Business: <u>Kris Luedtke</u> Phone: <u>630.913.6425</u> Email: <u>kristen.luedtke@nm.org</u>
Reference 2: Provide information in the space provided	Business Name: <u>Metro Nashville Public Schools</u> Contact Name at Business: <u>Manuel Diaz de Leon</u> Phone: <u>629.224.9038</u> Email: <u>manuel.diazdleon@mnps.org</u>
Reference 2: Provide information in the space provided	Business Name: <u>State of Oregon</u> Contact Name at Business: <u>Samantha Hird</u> Phone: <u>971-345-1131</u> Email: <u>samantha.s.hird@employ.oregon.gov</u>

Note: It is Bidder's obligation to ensure that the contact information for Bidder's references is accurate and current. Bidders should alert their references to respond promptly to reference checks.

26. **DATA SECURITY.** Bidder certifies as follows (*must check one*):

- ☒ **NO DATA SECURITY BREACH IN THE LAST FIVE (5) YEARS.** Bidder certifies that in the last five (5) years Bidder has not had any data security breaches.

OR

- ☐ **DATA SECURITY BREACH(ES) IN THE LAST FIVE (5) YEARS.** Bidder certifies that in the last five (5) years Bidder has had one or more data security breaches. If you select this box, please explain the nature of the data security breach(es), the steps taken to resolve the breach(es), and the steps taken to prevent future breaches.

27. **SECURE PORTAL FOR DOCUMENT TRANSMISSION.** Bidder certifies as follows (*must check one*):

- ☒ **BIDDER HAS A SECURE PORTAL FOR DOCUMENT TRANSMISSION.** Bidder certifies that it has a portal capable of securely sending, receiving, and storing documents that contain confidential or protected information compliant with National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) approved encryption for the confidentiality and integrity of data at rest and data in transit.
- ☐ **BIDDER DOES NOT HAVE A SECURE PORTAL FOR DOCUMENT TRANSMISSION.** Bidder certifies that it does not have a portal capable of securely sending, receiving, and storing documents that contain confidential or protected information compliant with NIST FIPS approved encryption for the confidentiality and integrity of data at rest and data in transit.

Note that Bidder's certification that it has a secure portal does not guarantee that the portal may be used under a Contract, if awarded. All portals must complete a security design review before being used under any resulting Contract.

Bidder further certifies that Bidder shall provide immediate written notice to Enterprise Services if, at any time prior to a Contract award pursuant to the above-referenced Competitive Solicitation or anytime during the Contract term, if awarded, Bidder learns that any Bidder certifications set forth herein were erroneous when submitted or have become erroneous by reason of changed circumstances.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the Bidder certifications herein are true and correct and that I am duly authorized to make these certifications on behalf of the Bidder stated herein.

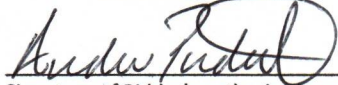
BIDDER NAME: Accurate Translation Bureau, Inc.

Print Name of Bidder

Note:

- If Bidder is a corporation, LLC, etc., print full legal entity name of the firm submitting the Bid.
- If Bidder is a sole proprietor, print the full legal name of the individual who is the Bidder submitting the Bid.

BY:


Signature of Bidder's authorized person

Andrew Pudymaitis

Print Name of person making certifications for Bidder

TITLE:

CEO
Title of person signing Bidder's Certification

PLACE:

Mokena, IL
Print city and state where signed

DATE:

May 8th, 2025

Return this Bidder's Certification to Procurement Coordinator at:
DESLanguageAccess@des.wa.gov

EXHIBIT B – SCORED NON-COST FACTORS

Competitive Solicitation:	03824 – Translation Services – Written Word
Bidder:	Accurate Translation Bureau, Inc. Type/print full legal name of bidder company

Instructions:

Note: Bidders must follow the instructions outlined in this Exhibit. Unless Enterprise Services, at its discretion, determines that a bidder’s variance from these instructions is immaterial or timely corrected, Bids that do NOT follow these instructions will be deemed to be nonresponsive and rejected.

1. Add bidder’s business name above and follow the instructions below.
2. Review and respond to all required questions. ALL bidders must respond to REQ ID 1. Bidders submitting a bid for Category 7 must also respond to REQ ID 2.
3. Provide a written response that addresses how the bidder meets or exceeds each requirement in the *Written Response* column.
 - a. **Supporting Information.** Please make sure to include references in *Exhibit A – Bidder’s Certifications* that align with the information provided in this exhibit. Enterprise Services may request additional information or references to help verify the information provided by the bidder in this exhibit. A bidder’s failure to provide requested information to Enterprise Services within five (5) business days may result in disqualification.
 - b. **Bidder’s Commitments.** Please note that, if bidder is awarded a contract, the bidder’s responses to some of the performance requirements below (e.g., customer service) will be incorporated to the resulting contract. Accordingly, bidder is cautioned to state only commitments that bidder can meet throughout the term of the contract. An awarded bidder (i.e., contractor) who is not able to meet such commitments throughout the contract term will be subject to contract termination for breach of contract and damages. Please see *Exhibit D – Contract*.
 - c. **Response Limit.** Bidder’s responses must demonstrate knowledge of the subject matter. Limited responses may receive lower scores than those demonstrating knowledge of the subject matter. Each written response must be complete and will be evaluated on its own merits. Bidders cannot include links to external content or embedded documents; such additional materials will not be evaluated.
 - i. Each REQ ID has a page-count limit stated in the written response section for the corresponding REQ ID. One page is defined as one .docx Legal 8.5” x 14” page with size 11 Calibri font, with “Narrow” margins, meaning 0.5” on all sides.
 - ii. Any text in excess of the stated page count limit be deleted prior to forwarding the submittals to the evaluation team.
4. Bidders written response to the Performance Requirements will be assessed as follows:

Score	Rating	Definition
100%	Excellent added value	Bidder's response provides outstanding added value for the state across all aspects of the performance requirement. The response demonstrates clear and extraordinary technical or business efficiencies and advantages compared to the stated business need.
70%	Significant added value	Bidder's response provides major added value across all aspects of the performance requirement or provides outstanding added value in some aspects of the stated business need. The response demonstrates clear and substantial technical or business efficiencies and advantages as compared to the stated business need.
30%	Sufficient added value	Bidder's response provides minor added value across all aspects of the performance requirement or significant added value in some aspects of the stated business need. The response demonstrates vague or limited technical or business efficiencies and advantages as compared to the stated business need.
0%	Meets minimum acceptable standard	Bidder's response meets the specified minimum acceptable standard for each performance requirement. Note: Bidder must meet the minimum acceptable standard to provide a responsive bid.
DOES NOT MEET	Does Not Meet Minimum acceptable standard	The bidder does not meet the specified minimum acceptable standard for the performance requirement and stated business need.

5. Submit the exhibit as a Microsoft Word document without modifying the formatting. If you need to print out this document for any reason, please note this document is sized Legal 8.5" x 14".

REQ ID	Performance Requirement and Stated Business Need	Available Points	Written Response
1.	All Categories: Customer Service. The state is seeking to award contracts to bidders who can provide excellent and timely customer support and communications. <i>To meet the <u>minimum acceptable standard</u> [0%]:</i> Bidder, as specified in <i>Exhibit D – Contract</i>, Section 8.6, must provide: (a) Customer/purchaser support via telephone and email from 8 AM to 5 PM Pacific Time, (b) Response Time Commitments: a. respond to customer/purchaser routine requests within 8 business-hours. b. respond to quote requests within 2-business hours for Three-Day and One-Day Orders; within 4-business hours for Six-Day orders; and within 8-business hours for Ten-Day Orders. Business hours are defined as the hours between 8 AM and 5 PM Pacific Time.	300	Written Response Required. Provide as much information as needed to address the Performance Requirement and Stated Business Need. Response Limit: Up to one page. (a) Customer Service Hours (in PST): 7 am – 5 pm (b) Response Time Commitment: • For customer routine questions. This response time is the time for a resolution/answer to a routine question. Routine questions are questions about the scope of work, process of work, status of current projects, invoicing, or reporting.: 1 hour • For quote requests: ○ One-Day Orders 2 business hours ○ Three-Day Orders 2 business hours ○ Six-Day Orders 4 business hours ○ Ten-Day Orders Within 8 business hours ○ Greater Than Ten Day Orders Within 8 business hours

REQ ID	Performance Requirement and Stated Business Need	Available Points	Written Response
	(c) Have an escalation process for any customer service issue that is not resolved within five (5) business days. Business days are defined as Monday through Friday from 8:00 AM to 5:00 PM, excluding any Washington state observed holidays. (d) An ongoing customer feedback process demonstrating bidder’s approach to proactively seek, collect, and resolve any negative customer feedback. Bidders who do not meet this <u>minimum acceptable standard</u> will be disqualified from further consideration. <i>Added value:</i> In the written response, demonstrate added value to the state by offering excellent and timely customer support, communication, response time, escalation, and customer feedback processes that provide added value over the minimum acceptable standard above.		For complex quote requests, i.e. multi-service requests including multimedia and estimates requiring file recreation, the customer would be notified when to expect the estimate, usually the estimate can be provided within 2-3 days (c)An escalation is submitted to the dedicated project manager, who confirms the receipt and initiates the issue investigation. RCA is created and shared with the client within 1 day of the escalation. QA review and corrections are completed within 3 business days and confirmed to the client by the Project manager. If escalations are repeated and or pertaining to the team performance the escalation is raised to the Account manager and the Ops Director, COO is also informed. The Account manager follows up with the Client on the resolution within the same day. (d)All of our team members’ signatures contain a link to our Customer Satisfaction Survey, through which the customers can communicate feedback on specific projects or overall satisfaction with our services. Based on the State of Washington customers’ needs, we provide regular customized data reports, dashboards, monthly and or quarterly business reviews and assign a dedicated account manager who would be the main point of contact Acutrans is a Technology first, client centric Language Service Provider. We take pride in development of efficiency solutions to support our clients. Acutrans recently launched a centralized Business Management platform, COGO, that brings many advantages, new efficiencies and makes working with our team easy. More information can be found in this press release by Slator.
2.	<u>Category 7 Only:</u> IBM MQ Experience The State is seeking to award contracts to bidders who have experience with either IBM MQ Server or IBM MQ Client. <i>To meet the <u>minimum acceptable standard</u> [0%]:</i> Bidder’s personnel who would implement and manage the IBM MQ services under a contract, if awarded, must have: • Three (3) years of either IBM MQ Server or IBM MQ Client experience (depending on which service Bidder would implement if awarded); • Three (3) years of .NET or other programming experience (as an example may include C#; C; C++ or Java capability); and • Three years of DOS Scripting or PowerShell experience.	100	Our team has experience working with similar clients and materials; One of our clients is the State of Oregon, for which we work on diverse materials for various departments like the Office of Administrative Hearings, the Employment Department, Department of Fish and Wildlife, Legal Cannabis Commission amongst others. Materials include manuals, presentations, letters, forms, publications, announcements and legal documents. Similar work is carried out for other Government entities like Dakota County, Milwaukee County, Chicago Public Library, Chicago Police Department, Chicago Convention & Tourism Bureau, Chicago Board of Education and many others. We confirm that the minimum charge for all projects is \$0, and we will charge on a per-word basis (for written translation) Key Personnel 3 Role/Title: ○ Years of IBM MQ Server or IBM MQ Client experience: ○ Years of .NET or other programming experience: ○ Years of DOS Scripting or PowerShell experience:

REQ ID	Performance Requirement and Stated Business Need	Available Points	Written Response
	Bidders who do not meet this <u>minimum acceptable standard</u> will be disqualified from further consideration. <i>Added value:</i> In the written response, demonstrate added value to the state by: • listing additional years of experience beyond the minimum acceptable standard above • describing the current, if any, IBM MQ Channel installations including date of implementation, experience and background of staff supporting IBM MQ Channel installation (including, but not limited to, years of supporting IBM MQ Channel, programming languages proficient in, hours of operational support provided and off-hours support/incident management); • If Bidder is not currently managing an IBM MQ Channel, added value can be demonstrated by providing the following information: ○ Project plan including a high-level outline of activities, dates and resources that will be responsible for implementation of the Bidder’s IBM MQ Channel, if awarded; ○ Provide Bidder’s approach to acquiring resources necessary to implement, manage and maintain an IBM MQ Channel installation. Include how Bidder will validate the qualifications of the resources to ensure they meet the minimum requirements; ○ Outline of Bidder’s disaster recovery and continuity of operations plan regarding Bidder’s IBM MQ Channel system; and ○ Hours of operational support for the IBM MQ Channel along with off hours support and incident management.		(b) If applicable, describe any current, IBM MQ Channel installations including date of implementation, experience and background of staff supporting IBM MQ Channel installation (including, but not limited to, years of supporting IBM MQ Channel, programming languages proficient in, hours of operational support provided and off-hours support/incident management. (c) If you are not currently managing an IBM MQ Channel: ○ Describe your project plan including a high-level outline of activities, dates and resources that will be responsible for implementation of the IBM MQ Channel: ○ Describe your approach to acquiring resources necessary to implement, manage and maintain an IBM MQ Channel installation. Include how you will validate the qualifications of the resources to ensure they meet the minimum requirements: ○ Describe your disaster recovery and continuity of operations plan regarding their IBM MQ Channel system: ○ Provide your hours of operational support for the IMB MQ Channel: ○ Provide your off hours support: Provide your incident management hours:

Return this exhibit to Procurement Coordinator at:
DESLanguageAccess@des.wa.gov

Exhibit C: Price Sheet

03824 Translation Services - Written Word

Bidder Name:

Bidder Instructions: This Price Sheet contains 8 categories.

- Bidders may bid on one or more categories. Bidders must provide their Unit Price for all items within the category, or categories, on which they submit a bid.
- Enter your bid pricing in the green-highlighted cells for the categories you select.
All pricing must be the not-to-exceed (NTE) rate bidder will charge to perform the services as described in the solicitation. The NTE rate must include all costs or expenses necessary to perform the services, using the units of measure provided, and will be the maximum allowable rate used in the contract, if awarded.

Word Count:

Bidder shall use English as the base language for calculating per word translation costs. Additionally, numerical characters (i.e., 1, 15) are considered words, symbols (e.g., &) are considered words, and dates written in numerical format will be treated as one word, (i.e., 3/20/1998 or 3-20-1998).

Scoring Methodology is described in the Competitive Solicitation document

			Primary Languages Machine and Human Translation Primary Languages Purely Human Translation Secondary Languages Purely Machine Translation Secondary Languages Purely Human Translation All Other Languages Purely Machine Translation All Other Languages Purely Human Translation Total Points								
Category 1	Forms										
Item	Description	Unit	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Points	
1	Translation Services - Ten-Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23	\$ 0.20		
2	Translation Services - Six-Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23	\$ 0.20		
3	Translation Services - Three-Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23	\$ 0.20		
4	Translation Services - One-Day Order	Price per English Word	\$ 0.14	\$ 0.16	\$ 0.22	\$ 0.25	\$ 0.22	\$ 0.25	\$ 0.22		
5	Translation Services - Greater Than Ten Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23	\$ 0.20		
6	Translation Services Cost Subtotal	Price per English Word	\$ 0.62	\$ 0.72	\$ 1.02	\$ 1.17	\$ 1.02	\$ 1.17	\$ 1.02		
7	Translation Services Points Subtotal	Points Possible	70	75	55	60	45	50	50	355	
8	Project Minimum - Ten-Day Order [Minimum charge per project]	Price	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word		
9	Project Minimum - Six-Day Order [Minimum charge per project]	Price	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word		
10	Project Minimum - Three-Day Order [Minimum charge per project]	Price	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word		
11	Project Minimum - One-Day Order [Minimum charge per project]	Price	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word		
12	Project Minimum - Greater Than Ten Day Order [Minimum charge per project]	Price	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word		
13	Project Minimum Cost Subtotal	Price	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
14	Project Minimum Points Subtotal	Points Possible	30	35	20	25	10	15	15	135	
15	Desktop Publishing - Ten-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00		
16	Desktop Publishing - Six-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00		
17	Desktop Publishing - Three-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00		
18	Desktop Publishing - One-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00		
19	Desktop Publishing - Greater Than Ten Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00		
20	Desktop Publishing Cost Subtotal	Hourly Rate	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00		
21	Desktop Publishing Points Subtotal	Points Possible	25	30	15	20	5	10	10	105	
22	Proof Reading - Ten-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.04	\$ 0.04	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05		
23	Proof Reading - Six-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.04	\$ 0.04	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05		
24	Proof Reading - Three-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.04	\$ 0.04	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05		
25	Proof Reading - One-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.05	\$ 0.05	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.06		
26	Proof Reading - Greater Than Ten Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.04	\$ 0.04	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05		
27	Rekeying [Process of entering text provided by customer into any language into a new or existing document]	Price per English Word	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02		
28	Proof Reading and Rekeying Cost Subtotal	Price per English Word	\$ 0.23	\$ 0.23	\$ 0.28	\$ 0.28	\$ 0.28	\$ 0.28	\$ 0.28		
29	Proof Reading and Rekeying Points Subtotal	Points Possible	25	30	15	20	5	10	10	105	
TOTAL POINTS POSSIBLE			150	170	105	125	65	85	700		

Exhibit C: Price Sheet

03824 Translation Services - Written Word

Bidder Name:

Bidder Instructions: This Price Sheet contains 8 categories.

- 1 Bidders may bid on one or more categories. Bidders must provide their Unit Price for all items within the category, or categories, on which they submit a bid.
- 2 Enter your bid pricing in the green-highlighted cells for the categories you select.
All pricing must be the not-to-exceed (NTE) rate bidder will charge to perform the services as described in the solicitation. The NTE rate must include all costs or expenses necessary to perform the services, using the units of measure provided, and will be the maximum allowable rate used in the contract, if awarded.
- 3

Word Count:

Bidder shall use English as the base language for calculating per word translation costs. Additionally, numerical characters (i.e., 1, 15) are considered words, symbols (e.g., &) are considered words, and dates written in numerical format will be treated as one word, (i.e., 3/20/1998 or 3-20-1998).

Scoring Methodology is described in the Competitive Solicitation document

			Primary Languages Machine and Human Translation Primary Languages Purely Human Translation Secondary Languages Machine and Human Translation Secondary Languages Purely Human Translation All Other Languages Machine and Human Translation All Other Languages Purely Human Translation Total Points						
Category 2	Publications								
Item	Description	Unit	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Points
1	Translation Services - Ten-Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23	
2	Translation Services - Six-Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23	
3	Translation Services - Three-Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23	
4	Translation Services - One-Day Order	Price per English Word	\$ 0.14	\$ 0.16	\$ 0.22	\$ 0.25	\$ 0.22	\$ 0.25	
5	Translation Services Cost Subtotal	Price per English Word	\$ 0.50	\$ 0.58	\$ 0.82	\$ 0.94	\$ 0.82	\$ 0.94	
6	Translation Services Points Subtotal	Points Possible	70	75	55	60	45	50	355
7	Project Minimum - Ten-Day Order [Minimum charge per project]	Price	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	
8	Project Minimum - Six-Day Order [Minimum charge per project]	Price	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	
9	Project Minimum - Three-Day Order [Minimum charge per project]	Price	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	
10	Project Minimum - One-Day Order [Minimum charge per project]	Price	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	
11	Project Minimum Cost Subtotal	Price	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12	Project Minimum Points Subtotal	Points Possible	30	35	20	25	10	15	135
13	Desktop Publishing - Ten-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	1200.00
14	Desktop Publishing - Six-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	1200.00
15	Desktop Publishing - Three-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	1200.00
16	Desktop Publishing - One-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	1200.00
17	Desktop Publishing Price Subtotal	Hourly Rate	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	9600.00
18	Desktop Publishing Points Subtotal	Possible Points	25	30	15	20	5	10	105
19	Proof Reading - Ten-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.04	\$ 0.04	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	40.00
20	Proof Reading - Six-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.04	\$ 0.04	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	40.00
21	Proof Reading - Three-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.04	\$ 0.04	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	40.00
22	Proof Reading - One-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.05	\$ 0.05	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.06	40.00
23	Rekeying [Process of entering text provided by customer into any language into a new or existing document]	Price per English Word	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	40.00
24	Proof Reading and Rekeying Cost Subtotal	Price per English Word	\$ 0.19	\$ 0.19	\$ 0.23	\$ 0.23	\$ 0.23	\$ 0.23	160.00
25	Proof Reading and Rekeying Points Subtotal	Points Possible	25	30	15	20	5	10	105
TOTAL POINTS POSSIBLE			150	170	105	125	65	85	700

Exhibit C: Price Sheet

03824 Translation Services - Written Word

Bidder Name:

Bidder Instructions: This Price Sheet contains 8 categories.

- 1 Bidders may bid on one or more categories. Bidders must provide their Unit Price for all items within the category, or categories, on which they submit a bid.
- 2 Enter your bid pricing in the green-highlighted cells for the categories you select.
- 3 All pricing must be the not-to-exceed (NTE) rate bidder will charge to perform the services as described in the solicitation. The NTE rate must include all costs or expenses necessary to perform the services, using the units of measure provided, and will be the maximum allowable rate used in the contract, if awarded.

Word Count:

Bidder shall use English as the base language for calculating per word translation costs. Additionally, numerical characters (i.e., 1, 15) are considered words, symbols (e.g., &) are considered words, and dates written in numerical format will be treated as one word, (i.e., 3/20/1998 or 3-20-1998).

Scoring Methodology is described in the Competitive Solicitation document

										Primary Languages Machine and Human Translation	Primary Languages Purely Human Translation	Secondary Languages Machine and Human Translation	Secondary Languages Purely Human Translation	All Other Languages Machine and Human Translation	All Other Languages Purely Human Translation	Total Points
Category 3	Auto Generated Text									Points						
Item	Description	Unit	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price								
1	Translation Services - Ten-Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23								
2	Translation Services - Six-Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23								
3	Translation Services - Three-Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23								
4	Translation Services - One-Day Order	Price per English Word	\$ 0.14	\$ 0.16	\$ 0.22	\$ 0.25	\$ 0.22	\$ 0.25								
5	Translation Services Cost Subtotal	Price per English Word	\$ 0.50	\$ 0.58	\$ 0.82	\$ 0.94	\$ 0.82	\$ 0.94								
6	Translation Services Points Subtotal	Points Possible	70	75	55	60	45	50	355							
7	Project Minimum - Ten-Day Order [Minimum charge per project]	Price	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word								
8	Project Minimum - Six-Day Order [Minimum charge per project]	Price	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word								
9	Project Minimum - Three-Day Order [Minimum charge per project]	Price	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word								
10	Project Minimum - One-Day Order [Minimum charge per project]	Price	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word								
11	Project Minimum Cost Subtotal	Price	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
12	Project Minimum Points Subtotal	Points Possible	30	35	20	25	10	15	135							
13	Desktop Publishing - Ten-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00								
14	Desktop Publishing - Six-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00								
15	Desktop Publishing - Three-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00								
16	Desktop Publishing - One-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00								
17	Desktop Publishing Cost Subtotal	Hourly Rate	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00								
18	Desktop Publishing Points Subtotal	Points Possible	25	30	15	20	5	10	105							
19	Proof Reading - Ten-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.04	\$ 0.04	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05								
20	Proof Reading - Six-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.04	\$ 0.04	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05								
21	Proof Reading - Three-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.04	\$ 0.04	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05								
22	Proof Reading - One-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.05	\$ 0.05	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.06								
23	Rekeying [Process of entering text provided by customer into any language into a new or existing document]	Price per English Word	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02								
24	Proof Reading and Rekeying Cost Subtotal	Price per English Word	\$ 0.19	\$ 0.19	\$ 0.23	\$ 0.23	\$ 0.23	\$ 0.23								
25	Proof Reading and Rekeying Points Subtotal	Points Possible	25	30	15	20	5	10								
TOTAL POINTS POSSIBLE			150	170	105	125	65	85		700						

Exhibit C: Price Sheet

03824 Translation Services - Written Word

Bidder Name:

Bidder Instructions: This Price Sheet contains 8 categories.

- Bidders may bid on one or more categories. Bidders must provide their Unit Price for all items within the category, or categories, on which they submit a bid.
- Enter your bid pricing in the green-highlighted cells for the categories you select.
- All pricing must be the not-to-exceed (NTE) rate bidder will charge to perform the services as described in the solicitation. The NTE rate must include all costs or expenses necessary to perform the services, using the units of measure provided, and will be the maximum allowable rate used in the contract, if awarded.

Word Count:

Bidder shall use English as the base language for calculating per word translation costs. Additionally, numerical characters (i.e., 1, 15) are considered words, symbols (e.g., &) are considered words, and dates written in numerical format will be treated as one word, (i.e., 3/20/1998 or 3-20-1998).

Scoring Methodology is described in the Competitive Solicitation document

			Primary Languages Machine and Human Translation Primary Languages Proof Human Translation Secondary Languages Machine and Human Translation Secondary Languages Proof Human Translation All Other Languages Machine and Human Translation All Other Languages Proof Human Translation Total Points						
Category 4	General Information Documents								
Item	Description	Unit	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Points
1	Translation Services - Ten-Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23	
2	Translation Services - Six-Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23	
3	Translation Services - Three-Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23	
4	Translation Services - One-Day Order	Price per English Word	\$ 0.14	\$ 0.16	\$ 0.22	\$ 0.25	\$ 0.22	\$ 0.25	
5	Price per English Word Cost Subtotal	Price per English Word	\$ 0.50	\$ 0.58	\$ 0.82	\$ 0.94	\$ 0.82	\$ 0.94	
6	Price per English Word Points Subtotal	Points Possible	70	75	55	60	45	50	355
7	Project Minimum - Ten-Day Order [Minimum charge per project]	Price	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	
8	Project Minimum - Six-Day Order [Minimum charge per project]	Price	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	
9	Project Minimum - Three-Day Order [Minimum charge per project]	Price	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	
10	Project Minimum - One-Day Order [Minimum charge per project]	Price	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	Charged per-word	
11	Project Minimum Cost Subtotal	Price	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12	Project Minimum Points Subtotal	Points Possible	30	35	20	25	10	15	135
13	Desktop Publishing - Ten-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	
14	Desktop Publishing - Six-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	
15	Desktop Publishing - Three-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	
16	Desktop Publishing - One-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	
17	Desktop Publishing Cost Subtotal	Hourly Rate	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	
18	Desktop Publishing Points Subtotal	Points Possible	25	30	15	20	5	10	105
19	Proof Reading - Ten-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.04	\$ 0.04	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	
20	Proof Reading - Six-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.04	\$ 0.04	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	
21	Proof Reading - Three-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.04	\$ 0.04	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	
22	Proof Reading - One-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.05	\$ 0.05	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.06	
23	Rekeying [Process of entering text provided by customer into any language into a new or existing document]	Price per English Word	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	
24	Proof Reading and Rekeying Cost Subtotal	Price per English Word	\$ 0.19	\$ 0.19	\$ 0.23	\$ 0.23	\$ 0.23	\$ 0.23	
25	Proof Reading and Rekeying Points Subtotal	Points Possible	25	30	15	20	5	10	105
TOTAL POINTS POSSIBLE			150	170	105	125	65	85	700

\$ 0.19

Exhibit C: Price Sheet

03824 Translation Services - Written Word

Bidder Name:

Bidder Instructions: This Price Sheet contains 8 categories.

- 1 Bidders may bid on one or more categories. Bidders must provide their Unit Price for all items within the category, or categories, on which they submit a bid.
- 2 Enter your bid pricing in the green-highlighted cells for the categories you select.
- 3 All pricing must be the not-to-exceed (NTE) rate bidder will charge to perform the services as described in the solicitation. The NTE rate must include all costs or expenses necessary to perform the services, using the units of measure provided, and will be the maximum allowable rate used in the contract, if awarded.

Word Count:

Bidder shall use English as the base language for calculating per word translation costs. Additionally, numerical characters (i.e., 1, 15) are considered words, symbols (e.g., &) are considered words, and dates written in numerical format will be treated as one word, (i.e., 3/20/1998 or 3-20-1998).

Scoring Methodology is described in the Competitive Solicitation document

			Primary Languages Machine and Human Translation Priority Languages Priority Human Translation Secondary Languages Machine and Human Translation Secondary Languages Priority Human Translation All Other Languages Machine and Human Translation All Other Languages Priority Human Translation Total Points						
Category 5	Client Specific or Locally Generated Documents								
Item	Description	Unit	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Points
1	Fill-In Translation Per Word - Ten-Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23	
2	Fill-In Translation Per Word - Six-Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23	
3	Fill-In Translation Per Word - Three-Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23	
4	Fill-In Translation Per Word - One-Day Order	Price per English Word	\$ 0.14	\$ 0.16	\$ 0.22	\$ 0.25	\$ 0.22	\$ 0.25	
	Fill-In Translation Per Word - Greater Than Ten Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23	
5	Fill-In Translation Per Word Cost Subtotal	Price per English Word	\$ 0.62	\$ 0.72	\$ 1.02	\$ 1.17	\$ 1.02	\$ 1.17	
6	Fill-In Translation Per Word Points Subtotal	Points Possible	40	45	30	35	20	25	195
7	Full Translation Per Word - Ten-Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23	
8	Full Translation Per Word - Six-Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23	
9	Full Translation Per Word - Three-Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23	
10	Full Translation Per Word - One-Day Order	Price per English Word	\$ 0.14	\$ 0.16	\$ 0.22	\$ 0.25	\$ 0.22	\$ 0.25	
	Full Translation Per Word - Greater Than Ten Day Order	Price per English Word	\$ 0.12	\$ 0.14	\$ 0.20	\$ 0.23	\$ 0.20	\$ 0.23	
11	Full Translation Per Word Cost Subtotal	Price per English Word	\$ 0.62	\$ 0.72	\$ 1.02	\$ 1.17	\$ 1.02	\$ 1.17	
12	Full Translation Per Word Points Subtotal	Points Possible	40	45	30	35	20	25	195
7	Fill-In Translation Per Page - Ten-Day Order	Price per Page	\$ 30.00	\$ 35.00	\$ 50.00	\$ 57.50	\$ 50.00	\$ 57.50	
8	Fill-In Translation Per Page - Six-Day Order	Price per Page	\$ 30.00	\$ 35.00	\$ 50.00	\$ 57.50	\$ 50.00	\$ 57.50	
9	Fill-In Translation Per Page - Three-Day Order	Price per Page	\$ 30.00	\$ 35.00	\$ 50.00	\$ 57.50	\$ 50.00	\$ 57.50	
10	Fill-In Translation Per Page - One-Day Order	Price per Page	\$ 35.00	\$ 40.00	\$ 55.00	\$ 62.50	\$ 55.00	\$ 62.50	
	Fill-In Translation Per Page - Greater Than Ten Day Order	Price per Page	\$ 30.00	\$ 35.00	\$ 50.00	\$ 57.50	\$ 50.00	\$ 57.50	
11	Fill-In Translation Per Page Cost Subtotal	Price per Page	\$ 155.00	\$ 180.00	\$ 255.00	\$ 292.50	\$ 255.00	\$ 292.50	
12	Fill-In Translation Per Page Points Subtotal	Points Possible	25	30	15	20	5	10	105
7	Full Translation Per Page - Ten-Day Order	Price per Page	\$ 30.00	\$ 35.00	\$ 50.00	\$ 57.50	\$ 50.00	\$ 57.50	
8	Full Translation Per Page - Six-Day Order	Price per Page	\$ 30.00	\$ 35.00	\$ 50.00	\$ 57.50	\$ 50.00	\$ 57.50	
9	Full Translation Per Page - Three-Day Order	Price per Page	\$ 30.00	\$ 35.00	\$ 50.00	\$ 57.50	\$ 50.00	\$ 57.50	
10	Full Translation Per Page - One-Day Order	Price per Page	\$ 35.00	\$ 40.00	\$ 55.00	\$ 62.50	\$ 55.00	\$ 62.50	
	Full Translation Per Page - Greater Than Ten Day Order	Price per Page	\$ 30.00	\$ 35.00	\$ 50.00	\$ 57.50	\$ 50.00	\$ 57.50	
11	Full Translation Per Page Cost Subtotal	Price per Page	\$ 155.00	\$ 180.00	\$ 255.00	\$ 292.50	\$ 255.00	\$ 292.50	
12	Full Translation Per Page Points Subtotal	Points Possible	25	30	15	20	5	10	105
13	Proof Reading - Ten-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.04	\$ 0.04	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	
14	Proof Reading - Six-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.04	\$ 0.04	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	
15	Proof Reading - Three-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.04	\$ 0.04	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	
16	Proof Reading - One-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.05	\$ 0.05	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.06	
	Proof Reading - Greater Than Ten Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.04	\$ 0.04	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	
17	Rekeying [Process of entering text provided by customer into any language into a new or existing document]	Price per English Word	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	
18	Proof Reading and Rekeying Cost Subtotal	Price per English Word	\$ 0.23	\$ 0.23	\$ 0.28	\$ 0.28	\$ 0.28	\$ 0.28	
19	Proof Reading and Rekeying Points Subtotal	Points Possible	25	30	10	20	5	10	100
TOTAL POINTS POSSIBLE			155	180	100	130	55	80	700

Exhibit C: Price Sheet

03824 Translation Services - Written Word

Bidder Name:

Bidder Instructions: This Price Sheet contains 8 categories.

- 1 Bidders may bid on one or more categories. Bidders must provide their Unit Price for all items within the category, or categories, on which they submit a bid.
- 2 Enter your bid pricing in the green-highlighted cells for the categories you select.
- 3 All pricing must be the not-to-exceed (NTE) rate bidder will charge to perform the services as described in the solicitation. The NTE rate must include all costs or expenses necessary to perform the services, using the units of measure provided, and will be the maximum allowable rate used in the contract, if awarded.

Word Count:

Bidder shall use English as the base language for calculating per word translation costs. Additionally, numerical characters (i.e., 1, 15) are considered words, symbols (e.g., &) are considered words, and dates written in numerical format will be treated as one word. (i.e., 3/20/1998 or 3-20-1998).

Scoring Methodology is described in the Competitive Solicitation document

			Primary Languages Machine and Human Translation	Primary Languages Purely Human Translation	Secondary Languages Machine and Human Translation	Secondary Languages Purely Human Translation	All Other Languages Machine and Human Translation	All Other Languages Purely Human Translation	Total Points
Category 6	Translations for Emergency and Urgent Situations								
Item	Description	Unit	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Points
1	Translation Services	Price per English Word	\$ 0.15	\$ 0.17	\$ 0.24	\$ 0.28	\$ 0.24	\$ 0.28	
5	Translation Services Cost Subtotal	Price per English Word	\$ 0.15	\$ 0.17	\$ 0.24	\$ 0.28	\$ 0.24	\$ 0.28	
6	Translation Services Points Subtotal	Points Possible	65	75	50	60	30	45	325
7	Project Minimum [Minimum charge per project]	Price per Project	Charger per-word	Charger per-word	Charger per-word	Charger per-word	Charger per-word	Charger per-word	
11	Project Minimum Cost Subtotal	Price per Project	Charger per-word	Charger per-word	Charger per-word	Charger per-word	Charger per-word	Charger per-word	
12	Project Minimum Points Subtotal	Points Possible	25	30	15	20	5	10	105
14	Desktop Publishing [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00	
18	Desktop Publishing Cost Subtotal	Hourly Rate	\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00	
19	Desktop Publishing Points Subtotal	Points Possible	25	30	15	20	5	10	105
13	Proof Reading [Reviewing existing translated work]	Price per English Word	\$ 0.05	\$ 0.05	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.06	
17	Rekeying [Process of entering text provided by customer into any language into a new or existing document]	Price per English Word	\$ 0.03	\$ 0.03	\$ 0.03	\$ 0.03	\$ 0.03	\$ 0.03	
18	Proof Reading and Rekeying Cost Subtotal	Price per English Word	\$ 0.08	\$ 0.08	\$ 0.09	\$ 0.09	\$ 0.09	\$ 0.09	
19	Proof Reading and Rekeying Points Subtotal	Points Possible	35	40	25	30	15	20	165
TOTAL POINTS POSSIBLE			150	175	105	130	55	85	700

03824 Translation Services - Written Word	
Bidder Name:	
Bidder Instructions: This Price Sheet contains 8 categories.	
1	Bidders may bid on one or more categories. Bidders must provide their Unit Price for all items within the category, or categories, on which they submit a bid.
2	Enter your bid pricing in the green-highlighted cells for the categories you select.
3	All pricing must be the not-to-exceed (NTE) rate bidder will charge to perform the services as described in the solicitation. The NTE rate must include all costs or expenses necessary to perform the services, using the units of measure provided, and will be the maximum allowable rate used in the contract, if awarded.
Word Count:	
Bidder shall use English as the base language for calculating per word translation costs. Additionally, numerical characters (i.e., 1, 15) are considered words, symbols (e.g., &) are considered words, and dates written in numerical format will be treated as one word, (i.e., 3/20/1998 or 3-20-1998).	
Scoring Methodology is described in the Competitive Solicitation document	

			Primary Languages Machine and Human Translation	Primary Languages Purely Human Translation	Secondary Languages Machine and Human Translation	Secondary Languages Purely Human Translation	All Other Languages Machine and Human Translation	All Other Languages Purely Human Translation	Total Points
Category 7	System Generated Client Letters								
Item	Description	Unit	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Points
1	Translation Services - Ten-Day Order	Price per English Word	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2	Translation Services - Six-Day Order	Price per English Word	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3	Translation Services - Three-Day Order	Price per English Word	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4	Translation Services - One-Day Order	Price per English Word	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Translation Services - Greater Than Ten Day Order	Price per English Word	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5	Translation Services Cost Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
6	Translation Services Points Subtotal		90	100	75	85	55	70	475
7	Keying-in and formatting of previously transcribed "Client Letters" [Charge per Client Letter]	Price per Client Letter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11	Keying-in Cost Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12	Keying-in Points Subtotal		45	50	30	40	25	35	
TOTAL POINTS POSSIBLE			135	150	105	125	80	105	700

Exhibit C: Price Sheet

03824 Translation Services - Written Word

Bidder Name:

Bidder Instructions: This Price Sheet contains 8 categories.

- Bidders may bid on one or more categories. Bidders must provide their Unit Price for all items within the category, or categories, on which they submit a bid.
- Enter your bid pricing in the green-highlighted cells for the categories you select.
All pricing must be the not-to-exceed (NTE) rate bidder will charge to perform the services as described in the solicitation. The NTE rate must include all costs or expenses necessary to perform the services, using the units of measure provided, and will be the maximum allowable rate used in the contract, if awarded.
-

Word Count:

Bidder shall use English as the base language for calculating per word translation costs. Additionally, numerical characters (i.e., 1, 15) are considered words, symbols (e.g., &) are considered words, and dates written in numerical format will be treated as one word, (i.e., 3/20/1998 or 3-20-1998).

Scoring Methodology is described in the Competitive Solicitation document

Category 8		Legal Translation Services				Points
Item	Description	Unit	Unit Price	Unit Price	Unit Price	
1	Translation Services - Ten-Day Order	Price per English Word	\$ 0.16	\$ 0.25	\$ 0.25	100
2	Translation Services - Six-Day Order	Price per English Word	\$ 0.16	\$ 0.25	\$ 0.25	100
3	Translation Services - Three-Day Order	Price per English Word	\$ 0.16	\$ 0.25	\$ 0.25	100
4	Translation Services - One-Day Order	Price per English Word	\$ 0.18	\$ 0.27	\$ 0.27	100
	Translation Services - Greater Than Ten Day Order	Price per English Word	\$ 0.16	\$ 0.25	\$ 0.25	100
5	Translation Services Cost Subtotal	Price per English Word	\$ 0.82	\$ 1.27	\$ 1.27	500
6	Translation Services Points Subtotal	Points Possible	95	75	55	225
7	Project Minimum - Ten-Day Order [Minimum charge per project]	Price	\$ 50.00	\$ 50.00	\$ 50.00	150.00
8	Project Minimum - Six-Day Order [Minimum charge per project]	Price	\$ 50.00	\$ 50.00	\$ 50.00	150.00
9	Project Minimum - Three-Day Order [Minimum charge per project]	Price	\$ 50.00	\$ 50.00	\$ 50.00	150.00
10	Project Minimum - One-Day Order [Minimum charge per project]	Price	\$ 65.00	\$ 65.00	\$ 65.00	150.00
	Project Minimum - Greater Than Ten Day Order [Minimum charge per project]	Price	Charged per-word	Charged per-w	Charged per-word	150.00
11	Project Minimum Cost Subtotal	Price	\$ 215.00	\$ 215.00	\$ 215.00	600
12	Project Minimum Points Subtotal	Points Possible	85	65	45	195
13	Desktop Publishing - Ten-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	90.00
14	Desktop Publishing - Six-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	90.00
15	Desktop Publishing - Three-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	90.00
16	Desktop Publishing - One-Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	90.00
	Desktop Publishing - Greater Than Ten Day Order [For work on translations not related to translating, such as publishing, imaging, etc.]	Hourly Rate	\$ 30.00	\$ 30.00	\$ 30.00	90.00
17	Desktop Publishing Cost Subtotal	Hourly Rate	\$ 150.00	\$ 150.00	\$ 150.00	450.00
18	Desktop Publishing Points Subtotal	Points Possible	70	50	30	150
19	Proof Reading - Ten-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.05	\$ 0.06	\$ 0.06	150
20	Proof Reading - Six-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.05	\$ 0.06	\$ 0.06	150
21	Proof Reading - Three-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.06	\$ 0.06	\$ 0.06	150
22	Proof Reading - One-Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.06	\$ 0.07	\$ 0.07	150
	Proof Reading - Greater Than Ten Day Order [Reviewing existing translated work]	Price per English Word	\$ 0.06	\$ 0.06	\$ 0.06	150
23	Rekeying [Process of entering text provided by customer into any language into a new or existing document]	Price per English Word	\$ 0.02	\$ 0.02	\$ 0.02	150
24	Proof Reading and Rekeying Cost Subtotal	Price per English Word	\$ 0.30	\$ 0.33	\$ 0.33	450
25	Proof Reading and Rekeying Points Subtotal	Points Possible	60	45	25	130
TOTAL POINTS POSSIBLE			310	235	155	700