



**Request for Quotation**  
**Preferred Document Translation Vendor**  
**November 15, 2021 – November 15, 2022**

**1. Description of Services Requested**

Meridian International Center's IVLP Team is seeking quotes for document translation services for any non-English speaking IVLP groups that may require documents translated into English. Meridian International Center intends to sign a non-exclusive preferred vendor agreement with the selected vendor for the period November 15, 2021 – November 15, 2022, with a two-year option for extension based on good performance. The selected vendor may work simultaneously with multiple program teams across the approximately 35-person division. Negotiation of any further agreements will be contingent upon satisfactory performance.

The U.S. Department of State's (DOS) International Visitor Leadership Program (IVLP) seeks to build mutual understanding between the United States and other nations through short-term visits to the U.S. for current and emerging international leaders in a variety of fields. Each year approximately 5,000 International Visitors come to the U.S. on the IVLP. With the help of a dedicated network of community-based non-profit organizations, the IVLP has introduced more than 225,000 International Visitors to communities throughout the United States. More than 500 IVLP participants have become chiefs of state or heads of government. Currently, most IVLP exchanges are occurring virtually.

**2. Technical and Functional Requirements**

The ideal translation company will fulfill the following requirements:

- Provide document translation services between English and a variety of languages, including, but not limited to Arabic, Chinese, French, Russian, and Spanish
- Translate various types of materials on a variety of topics (refer to “deliverables and timing” for more)
- Submit accurate translations within often short timeframes
- Accurately track and separately bill sometimes overlapping translation needs of different program teams
- Communicate to each Meridian IVLP programming team a preferred method of noting updates to program material, e.g. additions, deletions, etc. to IVLP National Program Books
- Communicate in a timely manner and consistent fashion with each programming team

**3. Deliverables and Timing**

- Accurate, formatted translations of submitted materials within timeframes agreed upon between the respective Meridian program team and the vendor
- Formal invoices clearly denoting the materials translated with accurate word counts and price breakdowns within 10 business days of translation submission and/or within an alternate timeframe agreed upon between the vendor and the respective Meridian program team



A sample of the typical tasks and timelines for a virtual IVLP project is the following:

- Adhere to a 3-5 day turnaround for first, second, and final draft translations of a program's National Program Book (typically 40-70 pages)
- Translate other supplementary materials or content within 3 business days of receipt. These will typically include technical PowerPoint presentations, detailed program books, logistical information, participant surveys and responses, etc.
- A formal invoice of the final breakdown of costs (including word counts and fixed fees for documents, if appropriate) within 10 days of the final translation request.

#### **4. Fees and Expenses**

- Proposed fees must be listed per word or per another standard unit of measure, and the proposal must denote whether the standard unit of measure applies to the source or target language.
- The quote must be valid for the duration of the approximately 1-year agreement period. Meridian International Center may, at its discretion, consider quotes containing graduated price increases over the course of the proposed agreement period and/or a shorter agreement period. Any such arrangements desired by the vendor must be explicitly noted in the vendor's proposal.

#### **5. Awarding the Quote**

Meridian International Center will select a preferred vendor based on the competitiveness of the quote provided and ability to meet the technical requirements. With your quote, please list some of your clients/references and the physical location(s) where your translators work. Any questions regarding this RFQ should be submitted to email address [orange@meridian.org](mailto:orange@meridian.org) by Friday, October 29, 2021, and **all quotes must be received by Friday, November 5, 2021.**

Meridian International Center intends to select a vendor by Friday, November 12, 2021.

#### **6. General Terms**

- a) Your quote must remain valid for a period not less than 90 days after November 5, 2021.
- b) Meridian reserves the right to accept or reject any quotations, cancel the bidding process and to reject all quotations at any time prior to the award of the contract.
- c) Selected contractors will adhere to Data Processing Agreement terms and to prohibition on use of certain telecommunication and Video surveillance services or equipment as defined in Section 889(a)(1) of the National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) and as more specifically defined in Federal Acquisition Regulation (FAR) clause 52.204-25 "Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.
- d) All potential offerors/vendors agree to adhere to Meridian's following privacy policy:  
<https://www.meridian.org/meridian-privacy-policy>