

## REQUEST FOR QUOTES (RFQ)

<b>RFQ #:</b>	<b>RFQ-FY21-287-USA-001 BPA for Simultaneous Translations</b>
<b>Purpose:</b>	<b>Establishing Blanket Purchase Agreement (BPA) for Simultaneous Translation Services</b> <i>(For one year with possibility of extension for additional one year)</i>
<b>Issue Date:</b>	<b>September 29, 2021</b>
<b>Closing Date:</b>	<b>October 15, 2021 (12:00 pm) EST</b>
<b>Questions Due:</b>	<b>October 5, 2021 (12:00 pm) EST</b>
<b>Anticipated Award Date:</b>	<b>October 25, 2021</b>
<b>Anticipated Award Type:</b>	<b>BPA</b>

**Corus Procurement Ethics**

Corus International and its family of organizations are committed to a transparent and ethical procurement process aiming to achieve the best value for money, fairness, integrity, and doing business in compliance with the US government regulations, the beneficiaries, donors, and partners' interests.

Corus does not allow accepting any monetary transaction, gratuity, or compensation of any type from current or potential vendors or suppliers in exchange for or as a reward for a business. Therefore, all potential vendors and suppliers taking part in this solicitation must not offer fraud, bribery, or kickback to an employee or staff of Corus. Any vendor or supplier violating these standards will be automatically disqualified for doing business with Corus in the future.

A comprehensive list of Corus's ethical standards as well as information on how to report any violation pertaining to this solicitation (Corus's Integrity and Ethics Reporting Hotline) is found here: <https://corusinternational.org/ethics-and-policies-corus-international>.

**INTRODUCTION:**

Founded in 1945, Lutheran World Relief (LWR) is a U.S.-based 501(c)3 organization with a mission to end poverty, injustice, and human suffering. LWR focuses its work on humanitarian assistance and long-term development, laying a foundation for resilience, sustainable adaptation to climate change, and the strengthening of value chains.

Headquartered in Baltimore, Maryland, LWR has an annual operating budget of \$50 million, with funding from Lutheran individual and congregational donors, U.S. Agency for International Development (USAID), the United States Department of Agriculture (USDA), the Bill & Melinda Gates Foundation, the Margaret A. Cargill Philanthropies, and others. LWR’s programmatic approaches promote collaboration between public and private institutions to achieve shared impact. In the past 10 years, LWR has successfully executed more than \$60 million in restricted funding from the U.S. government, foundations, and the private sector.

IMA is a global, faith-based nonprofit that helps developing communities overcome their public health challenges. Founded in 1960 as Interchurch Medical Assistance, today's IMA works alongside governments, non-governmental organizations, faith-based and secular agencies to bring the best in science and public health programming to some of the world's most challenging environments. With offices in six countries and more than \$100 million in annual revenue, IMA is a vibrant, growing agency working to achieve health, healing and well-being for all.

IMA offers sustainable and efficient solutions to health-related problems that are far too common in the developing world. IMA believes all people are children of God and thus deserve to lead healthy and productive lives. The founding members of IMA World Health, Protestant Churches and church-based organizations chose to be intentionally ecumenical to provide health services and to build healthy communities around the world. We can do more together than alone; that spirit of joint action remains foundational to IMA today.

IMA World Health and Lutheran World Relief combined in 2020 to create Corus International. Corus International is the parent organization of Lutheran World Relief and IMA World Health, two brands that operate as a single organization.

**REQUIREMENT:**

Corus invites qualified suppliers to submit offers in accordance with the requirements and specifications listed in this document. Quotes must be received by Corus no later than the Date and Time indicated in the following table.

<i>Complete Description of Need/Scope of Work/Specifications</i>		
Item	Technical specifications/SoW	Period
1	Establishing BPA for Simultaneous translation services – for one year with possibility of extension for one additional year.	1 Year
<b>Submit offers via email to</b>		<a href="mailto:Procurement@corusinternational.org">Procurement@corusinternational.org</a>
<b>Payment Terms:</b>		<i>Corus’ preferred payment term is NET 30. Any other payment terms proposed will be subject to negotiation.</i>

**In order to be considered, quotes must be valid for at least 90 days and must include all of the following:**

- Complete vendor contact information – including vendors physical address and full legal name.
- The price offered for the needed r services, including associated costs such as shipping or installation.

- Current contact information for at least 3 past customer references.
- All information relevant to demonstrating the vendor’s ability to meet Corus ’s Evaluation Criteria (see below).

**Quotes will be evaluated based on the following evaluation criteria:**

<b>Ability to meet the Description/Scope of Work</b>	
<b>Price Value, and turnaround time</b>	
<b>Acceptable Past Performance</b>	
<b>Quality of Translation Services</b>	
<b>Other Factors (if any):</b>	<b>if you are receiving this RFQ, you have previously responded with an expression of interest.</b>

- *Quotes submitted after the deadline has passed or that do not include all of the information requested may be rejected.*
- *By responding with a quote you are accepting the requirements as outlined above, including any delivery requirements and payment terms*
- *This RFQ is non-binding and in no way obligates Corus to award any contract. Corus reserves the right to purchase any or all of the items requested, to adjust quantities if necessary, or to make no purchase. Firm commitment to purchase is not established until a written order is issued by Corus. Corus will not pay for a vendor’s quote preparation costs.*
- *Corus procurement staff are instructed not to request or accept any commission relating to this order, and Corus has procedures in place to detect such payments. Please do not offer or pay any such commission, as this could result in your quotation being rejected. Please report any Corus representative asking for such a payment to the following email address [procurement@corusinternational.org](mailto:procurement@corusinternational.org).*

**ATTACHMENT A. VENDOR CERTIFICATION**

**CHECK HERE  IF NON-US BUSINESS PROCEED TO ATTACHMENT B**

**CHECK HERE  IF US SMALL OR TRADITIONALLY UNDERREPRESENTED BUSINESS<sup>1</sup>- MARK BELOW ALL THAT APPLIES**

VENDOR NAME:

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1. Vendor  is or  is not a U.S. based small business? (If “no” – go to question 9, and answer question 9. If “yes” – continue with question 2.)
2. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more veterans, AND are the management and daily operations controlled by one or more veterans?  YES  NO
3. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more service-disabled veterans, AND are the management and daily operations controlled by one or more service-disabled veterans?  YES  NO
4. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more LGBTQ, AND are the management and daily operations controlled by one or more minority?  YES  NO
5. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more women, AND are the management and daily operations controlled by one or more women?  YES  NO
6. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more minority (Hispanic, Black or African American, American Indian or Alaska Native, Asian, or Native Hawaiian or Other Pacific Islander people), AND are the management and daily operations controlled by one or more minority?  YES  NO
7. Is your company a SBA certified small, disadvantaged business?  YES  NO
8. Is your company a SBA certified HUBZone small business concern?  YES  NO
9. Are you, is your company, or any one of its principal officers presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Agency?  
 YES  NO
10. What is your company’s DUNS#: \_\_\_\_\_?
11. When does your SAM (System for Award Management) registration expire: \_\_\_\_\_?

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<sup>1</sup> **Traditionally Underrepresented Business** (definition applicable in the United States): A business whose ownership (defined as having 51 percent or more of the stock or equity in the business) is composed of traditionally underrepresented groups including veterans, women, LGBTQ+, and Hispanic, Black or African American, American Indian or Alaska Native, Asian, or Native Hawaiian or Other Pacific Islander people.

**ATTACHMENT B. QUOTE COVER SHEET**

Vendor Name: \_\_\_\_\_

Physical address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Authorized Official to Sign Contract: \_\_\_\_\_

Title of Authorized Official: \_\_\_\_\_

Certification: I certify that information provided is true and correct. The offer is valid for a minimum of 90 days.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT C: Bid Form**

*Offeror can use his own format for the quote; however, all information from this template must be included.*

Company Name:

Simultaneous Translation capacities:

<b>Price as applicable USD</b>				
<b>Description</b>	<b>Number of Interpreter</b>	<b>Rate (USD)</b>	<b>Total Rate (USD)</b>	<b>Remarks</b>
Half-day English into Spanish				
Full-day English to Spanish				
Half-day English to French				
Full-day English to French				
Half-day Spanish to English				
Full-day Spanish to English				
Half-day French to English				
Full-day French to English				
Recording Fees				
Additional Charges if any				
Half-day all other languages				
Full-day all other languages				

*Please list all additional details including whether prices for other languages are the same or different, discounts, and any other extras. Please attach your industry certifications or licences for services described*

**Signature of authorized representative and official company stamp:**

Printed name and title date: \_\_\_\_\_

**ATTACHMENT D. PAST PERFORMANCE**

Complete the table below. Please include contact information for past customers that can provide professional references for your organization.

**VENDOR NAME:** \_\_\_\_\_

#	Reference Contact Name	Organization Name	Telephone	Email	Date Services Performed	Type of Services Performed