

REQUEST FOR QUOTES (RFQ)

RFQ #:	FY24-878-USA-581 - Simultaneous and Transcript Translation Services
Purpose:	Long Term Agreement (12 months) of Simultaneous and Document Language Translation Services. With an option to extend to year 2.
Issue Date:	May 17, 2024 (12:00 pm) EST
Closing Date:	June 14, 2024 (12:00 pm) EST
Questions Due:	May 31, 2024 (12:00 pm) EST
Anticipated Award Date:	June 28, 2024
RFQ Contents and Attachments	<ol style="list-style-type: none"> 1. Corus Procurement Ethics 2. Introduction 3. Scope of Work/Background <p>Attachment A: Vendor Certification B: Quote Cover Sheet C: Bid Form Simultaneous Translation D: Bid Form Document Translation E: Past Performance</p>

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:

Corus International combines over 150 years of experience of our non-profit and for-profit subsidiary organizations – IMA World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Together, the organizations take a systematic approach to grow rural economies, eliminate extreme poverty, ensure access to quality healthcare, and respond to urgent humanitarian needs in fragile settings.

Corus leads an ensemble of social impact organizations working together in the world’s most fragile settings to deliver the holistic, lasting solutions needed to overcome the interconnected challenges of poverty, health care access and climate change. Corus is a new model in the international space, creating a consortium of specialized non-profit and for-profit entities for greater impact. Our annual budgets have ranged between \$110-130 million a year. Additional growth is expected.

Scope of Work/Background

Corus International seeks to engage one or more translation firms that can provide written translation services for documents and separately provide simultaneous translation services for selected audiences related to Corus’ business (international development and relief). We are seeking to establish a long-term agreement with one or more firms that can translate documents from English into French (African audience) or Spanish (Latin American audience) and potentially other languages. Firms that can also provide French to English or Spanish to English services are preferred, though the anticipated volume of those translations is very small. Additionally, the firm (awardee) is expected to provide simultaneous language translations to a selected audience on high-quality online platform (preferably Zoom video calls.)

Bidders may opt to submit proposals for both options (document translations) and (simultaneously- live translations) or one of the two independently. Bidders be evaluated on pricing and quality of services rendered

Documents requiring translation will most commonly include internal policies and procedures, presentations and correspondence. Contracted translators will be expected to provide high quality translations in the same format of the original document (Word, PowerPoint, Excel). Corus estimates requiring the translation of English documents totaling 100,000 words per 12-month period.

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 bidder’s physical address and full legal name.
- The price offered for required services,
- 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:

Ability to Meet Scope of Work
Price Value, and Turnaround Time
Acceptable Past Performance
Quality of Translation Services

- *Quotes submitted after the deadline has passed or that do not include all the information requested may be rejected.*
- *Corus’ preferred payment terms are net-60, all other payment terms will be subject to negotiations.*
- *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 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.*

An open period for submitting questions will begin on the issuance date of the RFQ. All questions MUST be submitted to the RFQ contact email address procurement@corusinternational.org with subject line: **RFQ- BPA- FY24-878-USA-581 - Simultaneous and Transcript Translation Services** to the designated email address no later than close of business on **May 31, 2024 (12:00 pm) EST**.

All RFQ must be in the English language, signed and dated by an authorized employee of the Bidder. In addition to the required documents requested, RFQ can include additional items such, i.e., templates, brochures, media, etc.

ATTACHMENT A. VENDOR CERTIFICATION

CHECK HERE IF NON-US BUSINESS PROCEED TO ATTACHMENT B
CHECK HERE IF US SMALL OR TRADITIONALLY UNDERREPRESENTED BUSINESS¹- MARK BELOW ALL THAT APPLIES

VENDOR NAME:

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: _____?

¹ **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: Simultaneous Translation Bid Form

The offeror can use their own format for the quote; however, all information from this template must be included.

Company Name:

Translation capacities:

English to French YES ___ NO ___

French to English YES ___ NO ___

English to Spanish YES ___ NO ___

Spanish to English YES ___ NO ___

Simultaneous (Live) Translation Capabilities:

	USD Pricing			
Description	Number of Interpreter (s)	Rate (USD)	Total Rate (USD)	Remarks
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 licenses for services described.)

Signature of authorized representative and official company stamp:

Printed name and title date: _____

ATTACHMENT D: Document Translation Bid Form

Offeror can use their own format for the quote; however, all information from this template has to be included.

Company Name:

Translation capacities:

English to French YES ___ NO ___

French to English YES ___ NO ___

English to Spanish YES ___ NO ___

Spanish to English YES ___ NO ___

Transcript (document content) Translation/ USD Pricing			
Description (Written Transcript)	Quantity (Words)	Price per word	Leadtime
English to Spanish (Latin American) and contrariwise	1 – 1,000		
English to Spanish (Latin American) and contrariwise	1,000 – 2,000		
English to Spanish (Latin American) and contrariwise	2,000 – 5,000		
English to Spanish (Latin American) and contrariwise	> 5,000		
English to French (African) and contrariwise	1 – 1,000		
English to French (African) and contrariwise	1,000 – 2,000		
English to French (African) and contrariwise	2,000 – 5,000		
English to French (African) and contrariwise	> 5,000		

Price for Rush Jobs (within 24 -48 Hrs turnaround time)			
Description	Quantity (Words)	Price per word	Leadtime
English to Spanish (Latin American) and contrariwise	1 – 1,000		
English to Spanish (Latin American) and Contrariwise	1,000 – 2,000		
English to Spanish (Latin American) and Contrariwise	2,000 – 5,000		

English to Spanish (Latin American) and Contrariwise	> 5,000		
English to French (African) and Contrariwise	1 – 1,000		

Offeror must submit (one full page) sample of:

an English Transcript translated into Spanish.

an English Transcript translated into French.

Signature of authorized representative and official company stamp:

Printed name and title date: _____

(Please attach your industry certifications or license for services described.)

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