

DESCRIPTION: This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6 and 13.106, as supplemented with additional information included in this notice. The Defense Security Cooperation Agency (DSCA) is releasing this combined synopsis/solicitation electronically only. This on-line version of the Request for Quote (RFQ) is the official version for this acquisition. This announcement constitutes the only solicitation; quotes are being requested and a written solicitation will not be issued. In cases of conflict between the electronic (on-line) version of this RFQ and any downloaded version of the RFQ, the on-line RFQ prevails. A copy of this combined synopsis/solicitation can be downloaded at the following DSCA website: <http://www.dsca.mil/programs/biz-ops/businessoperations.htm>. Offerors are encouraged to check both, the DSCA website and the Federal Business Opportunity (FEDBIZOPS) website at <http://www.fedbizops.gov> for any amendments to this combined synopsis/solicitation. All questions must be in writing and received by the DSCA Contracting Office not later than 3pm 24 Jul 2007. No telephonic request will be entertained. All responses to questions will be posted by way of an amendment to this combined synopsis/solicitation to the FEDBIZOPS and DSCA websites. The email address for submission of all questions is janet.szatmary@dsca.mil. All questions must be addressed to the Contracting Officer/Specialist only. Any other official may disqualify the offeror from submission of a quote. Any and all past performance surveys (survey attached) must be submitted to the Contracting Officer by the closing date and time (11AM 14 August). Any past performance surveys received after this date will not be accepted nor evaluated. NO EXCEPTIONS. Past performance surveys may be faxed to the Contracting Officer ONLY at (703) 602-1671. Solicitation Number HQ0013-07-T-0003 is issued as a request for quote (RFQ) and is 100% set aside for Service-Disabled Veteran-Owned Small Business. The award will be a Firm Fixed Price Blanket Purchase Agreement (BPA). Award date is expected to be not later than Aug 31, 2007. The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular (FAC) 2001-12. The NAICS code assigned to this project is 541930 "Translation and Interpretation Services" and the size standard is \$6,500,000. However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees. The requirement is for the Defense Institute of International Legal Studies (DIILS), Newport, Rhode Island.

PERFORMANCE WORK STATEMENT FOR TRANSLATION SERVICES

1.0 SCOPE: This Statement of Work (SOW) describes the requirements for translation services in support of the Defense Institute of International Legal Studies (DIILS) Newport, Rhode Island. The contractor shall provide qualified personnel to perform the tasks as delineated in the technical task section of this SOW.

1.2 BACKGROUND: The Defense Institute of International Legal Studies (DIILS) is a defense joint agency activity of the Defense Security Cooperation Agency. DIILS provides expertise in over 350 legal topics in Military Law, Justice Systems, and the Rule of Law, with an emphasis on the execution of Disciplined Military Operations through both resident courses and mobile education teams to international audiences throughout the world. Participants from 136 nations have taken part in DIILS Mobile Education, Resident, and Model Maritime Service Code programs.

1.2 PURPOSE: Annually training is provided to thousands of participants representing diverse cultures, utilizing various languages and a plethora of training requirements in more than 30 countries. Typically students receive a translated text, hear presentations that are interpreted by simultaneous or consecutive translators and have previously translated PowerPoint slides, and do practical exercises that are translated. Materials have been translated into 30 different languages thus far.

All content is unclassified.

1.3 Definitions.

Performance Requirements. This contract expresses performance requirements in the following manner: Each performance requirement may contain the three elements below. In each case, the elements taken together constitute a performance requirement.

Performance Objectives-are statements of the outcome or results expected of the contractor. Performance objectives specify what is to be done; they do not specify how it is to be done.

Performance Standards-are the targeted levels of required acceptable performance for determining the accomplishment of specific performance objectives.

Performance Measures-are the methods to be used by the Government to monitor or assess how well the contractor performs objectives.

Use of Performance Measures and Standards

Not every performance objective in this solicitation has a related performance standard or measure. However, every performance objective is a contractual requirement. For those performance objectives that do not specify a performance standard or measure, the standard or measure is inferred to be in accordance with U.S. statutory provisions and DoD instructions, directives, and policy guidance. When specified, performance standards and measures may be used to achieve a variety of goals, including the collection of data to test the practicality of a performance standard, the identification of a performance standard of less than 100 percent compliance, emphasis on the most critical performance objectives, the collection of data to support quality assurance and remedies (including the evaluation of past performance and for discussions at appropriate meetings), and other similar goals. Task orders subsequently issued under the contracts resulting from this solicitation will include performance objectives, standards, and measures.

2.0 TECHNICAL DESCRIPTION:

Translate teaching materials from English into the language of countries for which training is being conducted. The tasks to be performed consist of translation of materials that are in MS Word, PowerPoint, and other popular software formats. Occasional translation from hard copy documents may be required, but in most cases materials are available in Word or PowerPoint electronically.

Formatting as required making the appearance of the materials consistent.

Occasional translation from source documents in a foreign language into English.

Translations must accurately reflect legal and military terminology, as well as any regional dialects. Work required would be described in individual delivery orders that will specify the materials to be translated and the deadline for translation. Deadlines must be met 100% of the time or mission failure will result.

DIILS anticipates document translation requirements to/from English to/from the following foreign languages: Albanian, Amharic, Arabic, Armenian, Azeri, Bosnian, Bulgarian, Croatian, Czech, Estonian, French, Georgian, Hungarian, Khmer, Latvian, Lithuanian, Macedonian, Mongolian, Polish, Portuguese, Romanian, Russian, Slovak, Slovenian, Spanish, Thai, and Ukrainian.

Translation requirements to/from languages not specifically identified above, will be negotiated as required.

3.0 SPECIFIC TASKS:

3.1 Translate Word documents that create a student text in 45 days or less. Exact time frame is dependent upon completion of materials at DIILS and availability of funding. Translations will accurately reflect legal and military terminology, as well as any regional differences in a country's language. Specific translation requirements will be described in the individual Delivery (task) orders.

Deliverable

Supply translations of materials in the same Word format as the English version electronically in the designated time frame

a. Objective Provide an accurately translated student text.

Standard Translations are 98% accurate for the designated country .

Measure Quality and accuracy of translation will be determined when the text is presented in the designated country and utilized by students and interpreters during the seminar.

b. Objective Provide translated student text by date identified in the task order.

Standard Translations will be delivered 100% on time.

Measure Translations are received at DIILS NLT 1000 on the date specific in the Delivery Order

3.2 Translate Word documents that are used for discussion 45 days or less. Exact time frame is dependent upon completion of materials at DIILS and availability of funding. Translations will accurately reflect legal and military terminology, as well as any regional differences in a country's language. Specific translation requirements will be described in the individual Delivery (task) orders

Deliverable

Supply translations of materials in the same Word format as the English version electronically in the designated time frame

a. Objective Provide accurately translated discussion materials.

Standard Translations are 98% accurate for the designated country and on time.

Measure Quality and accuracy of translation will be determined when the discussion materials are presented in the designated country and utilized by students and interpreters during the seminar.

b. Objective Provide translated discussion materials by date identified in the task order.

Standard Translations will be delivered 100% on time.

Measure Translations are received at DIILS NLT 1000 on the date specific in the task order

3.3 Translate PowerPoint that is used for instruction in 45 days or less. Exact time frame is dependent upon completion of materials at DIILS and availability of funding. Translations will accurately reflect legal and military terminology, as well as any regional differences in a country's language. Specific translation requirements will be described in the individual Delivery (task) orders

Deliverable

Supply translations of materials in the same PowerPoint format as the English version electronically so as to meet the deadline.

a. Objective Provide accurately translated PowerPoint materials.

Standard Translations are 98% accurate for the designated country and on time.

Measure Quality and accuracy of translation will be determined when the text is presented in the designated country and utilized by students and interpreters during the seminar.

b. Objective Provide translated PowerPoint materials by date identified in the task order.

Standard Translations will be delivered 100% on time.

Measure Translations are received at DIILS NLT 1000 on the date specific in the task order

3.4 Translate hard copy documents in 45 days or less. Exact time frame is dependent upon completion of materials at DIILS and availability of funding. Translations will accurately reflect legal and military terminology, as well as any regional differences in a country's language. Specific translation requirements will be described in the individual Delivery (task) orders

Deliverable

Supply translations of hard copy document in Word or PowerPoint that match the English version electronically in the designated time frame

a. Objective Provide an accurately translated student text.

Standard Translations are 98% accurate for the designated country and on time

Measure Quality and accuracy of translation will be determined when the text is presented in the designated country and utilized by students and interpreters during the seminar.

b. Objective Provide translations of hard copy documents identified in the task order.

Standard Translations will be delivered 100% on time.

Measure Translations are received at DIILS NLT 1000 on the date specific in the task order

3.5 Translate Word documents from the host country language into English in 45 days or less. Exact time frame is dependent upon completion of materials at DIILS and availability of funding. Translations will accurately reflect legal and military terminology, and be in standard English. Specific translation requirements will be described in the individual Delivery (task) orders.

Deliverable

Supply translations into English of translated materials in Word or PowerPoint format electronically in the designated time frame

a. Objective Provide an accurately translated student text.

Standard Translations are 98% accurate for the designated country on time

Measure Quality and accuracy of translation will be determined when the text is presented in the designated country and utilized by students and interpreters during the seminar.

b. Objective Provide translations of hard copy documents identified in the task order.

Standard Translations will be delivered 100% on time.

Measure Translations are received at DIILS NLT 1000 on the date specific in the task order

4.0 PLACE OF PERFORMANCE: Contractor will provide all office space and equipment necessary to accomplish the translation of materials. No Government facilities or equipment will be used. Work is to be performed off-site. Materials will be sent and received through an agreed upon electronic system that might include email, CDs, DVD, memory sticks, web based systems, or other efficient means agreed to by the Government and the contractor.

5.0 CONTRACT TYPE- Blanket Purchase Agreement (BPA)

6.0 PERIOD OF PERFORMANCE: The base period for this PWS shall be from 1 November 2007 to 31 October 2010. 7.0 Contracting Point of Contact:

Janet Szatmary, Contract Specialist

Defense Security Cooperation Agency (DSCA)

201 12th Street South, Suite 203

Arlington, VA 22202-5408

Phone: (703)601-3728

Fax: (703)602-1671

janet.szatmary@dscamail

8. Orders

a. Calls that fall under the Government Purchase Card (GPC) limit (currently \$3,000), may be paid using a DIILS GPC as long as the contractor accepts credit card payments.

b. In order for Contractor to receive payment, calls over the GPC limit (currently \$3,000) will require coordination for formal task orders through the DSCA Contracting Office. The Contractor will need this order in order to receive payment from DFAS.

The contract line items are: CLIN 0001 AA-BC/ FFP – per word translated for the languages identified.

Item No	Supplies/Services	Unit	Unit Price	Amount
0001	Translation services	per word		
0001AA	Albanian	per word		
0001AB	Amharic	per word		
0001AC	Arabic	per word		
0001AD	Armenian	per word		
0001AE	Azeri	per word		
0001AF	Bosnian	per word		
0001AG	Bulgarian	per word		
0001AH	Croatian	per word		
0001AJ	Czech	per word		
0001AK	Estonian	per word		
0001AL	French	per word		
0001AM	Georgian	per word		
0001AN	Hungarian	per word		
0001AP	Khmer	per word		
0001AQ	Latvian	per word		
0001AR	Lithuanian	per word		
0001AS	Macedonian	per word		
0001AT	Mongolian	per word		
0001AU	Polish	per word		
0001AV	Portuguese	per word		
0001AW	Romanian	per word		
0001AX	Russian	per word		
0001AY	Slovak	per word		
0001AZ	Slovenian	per word		
0001BA	Spanish	per word		
0001BB	Thai	per word		
0001BC	Ukrainian	per word		

Translation requirements for languages not identified herein, will be negotiated as required. Inspection and acceptance shall be made by Government at Government.

10. Blanket Purchase Agreement Schedule Clauses

In accordance with FAR 13.303-3(a), the following terms and conditions are included:

a. DESCRIPTION OF AGREEMENT

(1) Translation of teaching materials from English into the language of countries for which training is being conducted. The tasks to be performed consist of translation of materials that are in MS Word, PowerPoint, and other popular software formats when requested by the Contracting Officer or his/her authorized representative during the period specified in the clause below entitled "Effective Period." Purchases (which may be referred to as calls) made hereunder may be written or oral. The purchases shall reference this agreement. Such calls shall include a description of the services being ordered.

(2) Services will be identified on individual purchases issued in accordance with paragraph (a) above. Supplies and services purchased under this agreement shall be limited to document translation service in accordance with the attached Performance Work Statement (PWS).

b. EXTENT OF OBLIGATION

The Government is obligated only to the extent of authorized calls actually placed against this Blanket Purchase Agreement (BPA).

c. CALL LIMITATION

No individual call under this agreement shall exceed \$3,000.00 without issuance of formal task order by DSCA Contracting.

d. CALL PAYMENT

(1) Calls that fall under the Government Purchase Card (GPC) limit (currently \$3,000), may be paid using a DIILS GPC as long as the contractor accepts credit card payments.

(2) Payment for calls over the current \$3,000.00 GPC limit will require coordination of formal task orders through DSCA's Contracting Office. Payment for these formal task orders will be processed through DFAS. The Contractor will need the executed order in order to receive payment from DFAS.

e. NOTICE OF INDIVIDUALS AUTHORIZED TO PLACE CALLS AND DOLLAR LIMITATIONS UNDER THIS BPA

A list of names of individuals authorized to place calls under this agreement will be identified upon award.

f. DELIVERY TICKETS

All services under this agreement, shall be accomplished by delivery tickets or sales slips which shall contain the following minimum information:

- (i) Name of supplier
- (ii) Blanket Purchase Agreement (BPA) number
- (iii) Date of purchase (call)
- (iv) Purchase (call) number
- (v) Itemized list of supplies or services furnished
- (vi) Quantity, unit price and extension of each item, less applicable discounts (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show this information) and,
- (vii) Date of delivery or shipment

g. INVOICES

A summary invoice shall be submitted at least monthly or upon expiration of this BPA, whichever occurs first, for all deliveries made during a billing period and for which payment has not been received. Copies or delivery tickets need not support these invoices.

h. EFFECTIVE PERIOD

This Blanket Purchase Agreement (BPA) is effective from 1 November 2007 through 31 October 2010.

CLAUSES: FAR 52-212-1, Instructions to Offerors-Commercial is incorporated by reference and applies to this acquisition. FAR 52.212-2, Evaluation-Commercial Items apply to this acquisition. Fill-ins are as follows: 1. 52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 1999)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

- (i) technical capability of the item offered to meet the Government requirement;
- (ii) price;
- (iii) past performance;

All factors are of equal importance.

(b) Evaluation of Factors:

(i) Technical capability of the offeror to meet the Government's requirement;

In order to help determine the technical ability of the offerors, 2 sample documents requiring translation are attached as "Sample Word Document for Translation" and "Sample PowerPoint Document for Translation". The sample documents consist of a Word document (2 pages and 530 Words) and 3 PowerPoint slides (85 words). Offerors shall translate both the Word documents and PowerPoint slides into both French and Spanish. Formatting of the translated documents should match the English language version. The PowerPoint slides should have the English words in a text box to the lower right of the slide that match the translated Words. These are used to provide the presenter with an English version as the translated version is projected. The translated documents shall be included in the Offeror's proposal.

Submissions of translated materials will be matched against current translations for the following:

- (a) Accuracy of translation with an emphasis on unique military and legal terminology
- (b) Quality of formatting compared to original materials

Applicable ratings for Technical Capability are as follows:

Acceptable - Meets Government's requirement

Unacceptable - Does not meet the Government's requirement.

(ii) Price - offeror's proposed pricing will be evaluated for price reasonableness in accordance with FAR 13.106-3.

(iii) Past Performance - Offeror must submit 3 completed surveys (survey attached). The Offeror is responsible for ensuring the submission of the Past Performance Questionnaires to the Contract Specialist designated on the survey by the closing date of the solicitation.

Exceptional - no doubt exists that the Offeror will successfully perform the required effort.

Very Good - little doubt exists that the Offeror will successfully perform the required effort.

Satisfactory - some doubt exists that the Offeror will successfully perform the required effort.

Marginal - substantial doubt exists that the Offeror will successfully perform the required effort.

Unsatisfactory - extreme doubt exists that the Offeror will successfully perform the required effort.

Neutral - based on no identifiable performance record, unable to provide a score.

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) In accordance with FAR 52.212-1(g), the Government intends to award without discussions.

(d) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Offerors shall include a completed copy of the provision at 52.212-3, Offeror Representation and Certifications – Commercial Items, with its offer. The FAR Clause 52.212-4 Contract Terms and Conditions – Commercial Items applies to this acquisition and will be incorporated into any resulting contract. The BPA will be prepared IAW FAR Part 13.303-3. The clauses at FAR 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Items apply to this acquisition, specifically the following cited clauses and provisions are applicable: 52.222-21, Prohibition of Segregated Facilities; 52.222-22 Previous Contracts and Compliance Reports; 52.222-25 Affirmative Action Compliance; 52.222-26, Equal Opportunity; 52.222-36, Affirmative Action for Workers with Disabilities; 52.232-33, Payment by Electronic Funds Transfer-Central Contractor Registration; 52.232-37, Multiple Payment Arrangements; 52.204-7, Central Contractor Registration; 52.219-27, Notification of Total Service-Disabled Veteran-Owned Small Business Set-Aside; 52.252-2, Clauses Incorporated By Reference; 52.232-36, Payment By Third Party; and 52.222.41, Service Contract Act. The following DFAR clauses and provisions apply to this solicitation and are incorporated by reference: 252.212-7001, Contract Terms and Conditions Required to Implement Statutes Applicable to Defense Acquisitions of Commercial Items; and 252.204-7004 Alt A, Central Contractor Registration (52.204-7) Alternate A. The contractor must be registered in the Central Contractor Registration (CCR) database to be eligible for award. Contractors can register at www.ccr.gov. Full text versions of clauses and provisions may be viewed at <http://farsite.hill.af.mil>. Solicitation closing date is 14 August, 2007. All quotes must be received by 11:00 a.m. Eastern Standard Time. Offerors are reminded to insure your FEDEX or DHL package arrives on time. The DSCA DBO-CON Office is open from 730AM - 500PM Monday through Friday. Any questions pertaining to this solicitation must be addressed to: janet.szatmary@dscamil. All Past Performance Questionnaires must be submitted to the identified Contracting Officer/Contracting Specialist by the closing date and time. Any Past Performance Surveys received after this date will not be accepted or evaluated. No exceptions. The Government reserves the right to award the contract without holding discussions. Offerors shall submit two copies of their quote and the Representations and Certifications (FAR 52.212-3) in person or by mail to the following address:

The Defense Security Cooperation Agency

Attn: Janet Szatmary

201 12th Street South, Ste 203

Arlington, VA 22202

Commercial: (703) 601-3728

Fax: (703) 602-1671

PAST PERFORMANCE QUESTIONNAIRE

HQ0013-07-T-0003

Defense Institute of International Legal Studies (DIILS)

Translation Services

Attention: DSCA, DBO-CON
DUE: 11AM 14 August 2007

(Note: Complete questionnaire and fax to the attention of Janet Szatmary @ 703-602-1671, no cover sheet required)

I. Evaluation of Offeror:

Company/Division Providing Services: _____

Address: _____

Description of Services Provided: _____

Contract Number: _____ Dollar Value (Annual): _____

Performance Period: _____ Performance Location: _____

Type of Contract:

Check One:

Fixed Price _____ Cost Reimbursement _____ Other (Please Specify) _____

Check One:

Negotiated _____ Sealed Bid _____ Competitive _____ Non-Competitive _____

Basis of Payment:

Commodity _____ Labor/Equipment Hours _____ Other (specify) _____

Type & Extent of Subcontracting: _____

II. Evaluated by:

Company/Organization/Address: _____

Name & Title: _____

Signature: _____ Date: _____

Telephone: _____ FAX: _____

III. Evaluation:

Please answer questions 1 through 14 using the following criteria. Circle only one response per question. For elements rated "unsatisfactory", please comment on the specific problem(s) or performance failure(s) that prompted this rating.

4 - Exceptional: Performance met and exceeded many of the contractual requirements to the organization's benefit. The contractual performance of the element being evaluated was accomplished with few minor problems for which corrective actions were highly effective.

3 - Very Good: Performance met and exceeded some to the contractual requirements to the organization's benefit. The contractual performance of the element being evaluated was accomplished with some minor problems for which corrective actions were effective.

2 - Satisfactory: Performance met contractual requirements. The contractual performance of the element being evaluated was accomplished with some minor problems for which corrective actions were satisfactory.

1 - Marginal: Performance barely met contractual requirements. The contractual performance of the element being evaluated reflects a serious problem for which corrective actions have not yet been identified, appear only marginally effective or were not fully implemented.

0 - Unsatisfactory: Performance did not meet some contractual requirement and recovery is not likely in a timely manner. The contractual performance of the element being evaluated reflects serious problems for which corrective actions were ineffective.

N/A: Not Applicable or not observed.

1. Evaluate the contractor's overall commitment to quality performance and customer satisfaction.

4 3 2 1 0 N/A

Comment:

2. Evaluate the contractor's overall technical competence.

4 3 2 1 0 N/A

Comment:

3. Evaluate the contractor's cooperation and willingness to work as a team (with your personnel, other contractors, etc.).

4 3 2 1 0 N/A

Comment:

4. Evaluate the contractor's compliance with contractual requirements.

4 3 2 1 0 N/A

Comment:

5. Evaluate the contractor's responsiveness to contract, program and/or schedule changes.

4 3 2 1 0 N/A

Comment:

6. Evaluate the effectiveness of the contractor's overall quality control procedures.

4 3 2 1 0 N/A

Comment:

7. Evaluate the effectiveness of the contractor's safety program or efforts.

4 3 2 1 0 N/A

Comment:

8. Evaluate the effectiveness of the contractor's on-site management and supervision.

4 3 2 1 0 N/A

Comment:

9. Evaluate the contractor's ability to overcome technical problems, labor issues, and/or other performance difficulties.

4 3 2 1 0 N/A

Comment:

10. Evaluate the contractor's ability to plan and conduct operations in the most cost effective manner.

4 3 2 1 0 N/A

Comment:

11. Evaluate the contractor's ability to adhere to schedules and complete work on time.

4 3 2 1 0 N/A

Comment:

12. Evaluate the quality and stability of the contractor's workforce.

4 3 2 1 0 N/A

Comment:

13. Evaluate the availability, adequacy and suitability of the contractor's staffing for the work required.

4 3 2 1 0 N/A

Comment:

14. Evaluate the availability, adequacy and suitability of the contractor's gear and equipment for the work required.

4 3 2 1 0 N/A

Comment:

NOTE: SEND COMPLETED PAST PERFORMANCE QUESTIONNAIRES TO JANET SZATMARY,
FAX: (703) 602-1671.