

ATTACHMENT #14 REQUEST FOR QUOTE
LOT 6 – Translation and Interpretation Services

Instructions for Authorized Users

Please save this PDF document to your computer and fill out using Adobe Reader.

Authorized Users (AUs) **must** use the Request for Quote (RFQ) form to obtain temporary personnel under Administrative Services Award #23057 and must send the RFQ to all Contractors in the applicable Lot/Region. Please be sure to include all necessary information related to the title you are requesting within the RFQ. **For Lot 6, where a background check is not automatically required, the Authorized User should inform the Contractor at this time if one must be performed.** Attach additional sheets, with more detailed information, as necessary. All documentation with regard to this RFQ should be kept for the Procurement Record.

Quotation Issue Date	Closing Date for Questions	Date for Responses to Questions	Quotation Closing Date
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Work required to be done within the U.S.: Yes No

MWBE Goals: Yes No **Goals %:** **SDVOB Goals:** Yes No **Goals %:**

Bid remains valid for: 60 Days 120 Days 180 Days

Region	Lot	Duration
	Lot 6 Translation and Interpretation Services	

List Location(s) by County for Services Requested (if applicable)

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Please check the type of service needed. If more than one service is needed, please complete a separate form for each service required.

***Please note: Only Written Translation and Over the Phone Interpreters can be combined. (See configurator)**

***Over the Phone Interpreters (non-regional)**

In-Person Consecutive Interpreters

***Written Translation (non-regional)**

In-Person Simultaneous Interpreters

In-Person American Sign Language Interpreters

Video Remote Interpreters (non-regional)

Must be completed by Authorized User

Please forward all questions, resumes and quotes to:

Authorized User Contact Name	Authorized User Email Address	Authorized User Phone #

Contractor's bid response should be entered on Page 2.

Additional Skill Level, Experience or Other Requirements

Authorized User should include as much information as possible, such as additional skill level, experience, qualifications or other requirements, terms or conditions. Attach additional sheets, as necessary. The following should be included in order to fully explain the AUs needs:

- Job description
- Basis for award, such as low price or best value (interview/past performance) or a combination of both.

Contractor Bid Information

Contractor (Vendor) Name	Contractor PS #
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Completed by Contractor

Estimated Hours of Service Required Per Week	Bill Rate Per Hour Per Word or Per Minute	Overtime Bill Rate Per Hour (if applicable)

TERMS OF QUOTATION:

1. Contractors interested in responding to this request for temporary personnel, please note that all quotes should be received by the Quotation Closing/Due Date. Time for closing is by 5:00 pm EST unless otherwise stated in the requirements.
2. Quotes cannot be greater than the posted not-to-exceed rates on the Centralized Contract. Contractors should provide your proposed rates for all services requested in the RFQ.
3. All proposed rates must meet minimum wage, prevailing wage, living wage or any other applicable local laws for the Lot/ Regions.
4. Contractors requiring additional information in order to provide quotes, should submit their request prior to the closing date for questions.
5. Quotes and resumes submitted in response to this RFQ should be complete and timely as quotations received after the closing date will not be considered.
6. All Contractor responses to RFQs must remain open and vailed for at least 60 days from the RFQ Response Closing/Due Date, unless the time for selection is extended by mutual consent of the Authorized User and the Contractor.