Attachment 7

Pricing form

1. **Definitions and Pricing Structure of Services**
   1. **Translation.** For purposes of this Pricing Form, translation is defined as the rendering of a written English source document into another written language. Translations shall be billed at a per-word rate, according to the number of English words in the source document and in accordance with the agreed upon turnaround time. English word counts will be determined by using Microsoft Word’s word count feature. The turnaround times are set forth below.
   2. **Modifications.** For purposes of this Pricing Form, modification of a translation refers to in-language revisions and updating of a previously translated text. Modifications shall be billed by the hour, in accordance with the agreed upon turnaround time.
   3. **Formatting.** For purposes of this Pricing Form, formatting is defined as the production of a foreign language translation so that the finished product resembles the English version. Formatting shall be billed by the hour, in accordance with the agreed upon turnaround time.
   4. **Field Testing.** For purposes of this Pricing Form, field testing is defined as a structured process of sharing documents with potential end users and getting feedback on language, usability and user experience. This feedback is used to improve the documents.
   5. **Optional Services.** Proposer may but is not required to include hourly fees for additional services they may offer. Information in this optional section will not impact the evaluation of proposals. The additional services are defined as follows:
      1. Consultation - Providing review and consultation for outside translation performed by the JBE to ensure that the translation is competent. Consultation may be of the full document or to provide guidance to any in-house translator at the JBE regarding an approach to the translation or assistance with complicated language.
      2. Voice Talent - People who speak the target language clearly and fluently. They may be used for audio recording of documents such as instruction sheets or website content.
      3. Language Director - Person who directs the recording of an audio document into another language. They must understand the target language fluently and be able to identify any errors or points where the content should be rerecorded.
      4. Recording Studio Fees -These fees are for recordings of any audio translations such as instructional materials or website in order to deliver a professional level of recording.
      5. Community Review -This involves getting feedback from certified translators and others within a target language community about the most appropriate words to use or tone to take in a document or for web content directed to a specific community.
      6. Plain Language Editing – This work involves reviewing an English source text and revising the text in accordance with principles of plain language or plain English.
      7. Readability and Usability Review – This type of review involves feedback and revisions to the design and visual elements of a document and may also include a functional review of fillable form features.
2. **Turnaround Times for Services.**

Proposer must submit its fees for translation per word and hourly rates for formatting and modifications in accordance with the turnaround times set forth below for the initial two-year contract term. Turnaround times for field testing and translation projects of more than 25,000 words to be negotiated. The agreed upon turnaround time shall be stated on the Purchase Order.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Maximum turnaround times in days for translation, formatting and modifications** | | |
| **Number of English Words** | **Target Language** | **Regular**  **(Non-Rush)** | **Rush** | **Urgent** |
| <5,000 | Spanish | 7 | 5 | 2 |
| All Other Languages | 12 | 10 | 7 |
| 5,001 - 10,000 | Spanish | 11 | 8 | 4 |
| All Other Languages | 15 | 12 | 9 |
| 10,001 - 25,000 | Spanish | 15 | 12 | 7 |
| All Other Languages | 20 | 15 | 12 |
| > 25,000 | Spanish | Negotiated | Negotiated | Negotiated |
| All Other Languages | Negotiated | Negotiated | Negotiated |
| Field testing and other hourly services | All Languages | Negotiated | Negotiated | Negotiated |

1. **Per Word Pricing: Regular (Non-Rush)**

Proposer should provide their per word translation rate for the following languages, for the initial two-year contract term.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Regular (Non-Rush)** | | | |
| **Per English Source Word Into:** | <5,000 words | 5,001-10,000 words | 10,001-25,000 words | >25,000 words |
| Arabic | $ | $ | $ | $ |
| Armenian (Eastern) | $ | $ | $ | $ |
| Armenian (Western) | $ | $ | $ | $ |
| Chinese Simplified | $ | $ | $ | $ |
| Chinese Traditional | $ | $ | $ | $ |
| Farsi | $ | $ | $ | $ |
| Hmong | $ | $ | $ | $ |
| Khmer | $ | $ | $ | $ |
| Korean | $ | $ | $ | $ |
| Punjabi | $ | $ | $ | $ |
| Russian | $ | $ | $ | $ |
| Spanish | $ | $ | $ | $ |
| Tagalog | $ | $ | $ | $ |
| Vietnamese | $ | $ | $ | $ |

1. **Per Word Pricing: Rush**

Proposer should provide their per word translation rate for the following languages, for the initial two-year contract term.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Rush** | | | |
| **Per English Source Word Into:** | <5,000 words | 5,001-10,000 words | 10,001-25,000 words | >25,000 words |
| Arabic | $ | $ | $ | $ |
| Armenian (Eastern) | $ | $ | $ | $ |
| Armenian (Western) | $ | $ | $ | $ |
| Chinese Simplified | $ | $ | $ | $ |
| Chinese Traditional | $ | $ | $ | $ |
| Farsi | $ | $ | $ | $ |
| Hmong | $ | $ | $ | $ |
| Khmer | $ | $ | $ | $ |
| Korean | $ | $ | $ | $ |
| Punjabi | $ | $ | $ | $ |
| Russian | $ | $ | $ | $ |
| Spanish | $ | $ | $ | $ |
| Tagalog | $ | $ | $ | $ |
| Vietnamese | $ | $ | $ | $ |

1. **Per Word Pricing: Urgent**

Proposer should provide their per word translation rate for the following languages, for the initial two-year contract term.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Urgent** | | | |
| **Per English Source Word Into:** | <5,000 words | 5,001-10,000 words | 10,001-25,000 words | >25,000 words |
| Arabic | $ | $ | $ | $ |
| Armenian (Eastern) | $ | $ | $ | $ |
| Armenian (Western) | $ | $ | $ | $ |
| Chinese Simplified | $ | $ | $ | $ |
| Chinese Traditional | $ | $ | $ | $ |
| Farsi | $ | $ | $ | $ |
| Hmong | $ | $ | $ | $ |
| Khmer | $ | $ | $ | $ |
| Korean | $ | $ | $ | $ |
| Punjabi | $ | $ | $ | $ |
| Russian | $ | $ | $ | $ |
| Spanish | $ | $ | $ | $ |
| Tagalog | $ | $ | $ | $ |
| Vietnamese | $ | $ | $ | $ |

1. **Per Hour Pricing**

Proposer should provide their hourly rates for the following services, for the initial two-year contract term. Field testing turnaround times to be negotiated.

|  |  |  |  |
| --- | --- | --- | --- |
| **Hourly Rate for:** | Regular  (Non-Rush) | Rush | Urgent |
| Modifications | $ | $ | $ |
| Formatting | $ | $ | $ |
| Field Testing | $ |  |  |

1. **Optional Services Pricing**

Proposer may provide hourly rates for any of the following additional services they offer, for the initial two-year contract term. Turnaround times for each of these services to be negotiated.

|  |  |
| --- | --- |
| **Hourly Rate for:** | Regular  (Non-Rush) |
| Consultation | $ |
| Voice Talent | $ |
| Language Director | $ |
| Recording Studio Fees | $ |
| Community Review | $ |
| Plain Language Editing | $ |
| Readability and Usability Review | $ |

1. **Minimum Fees.**

Provide a description of any applicable minimum charges for the initial two-year contract term.

| **Translations from English to:** | **Regular**  **(Non-Rush)** | **Rush** | **Urgent** |
| --- | --- | --- | --- |
| Arabic | $ | $ | $ |
| Armenian (Eastern) | $ | $ | $ |
| Armenian (Western) | $ | $ | $ |
| Chinese Simplified | $ | $ | $ |
| Chinese Traditional | $ | $ | $ |
| Farsi | $ | $ | $ |
| Hmong | $ | $ | $ |
| Khmer | $ | $ | $ |
| Korean | $ | $ | $ |
| Punjabi | $ | $ | $ |
| Russian | $ | $ | $ |
| Spanish | $ | $ | $ |
| Tagalog | $ | $ | $ |
| Vietnamese | $ | $ | $ |
| **Hourly Services:** | **Regular**  **(Non-Rush)** | **Rush** | **Urgent** |
| Modifications | $ | $ | $ |
| Formatting | $ | $ | $ |
| Field Testing | $ |  |  |
| Consultation | $ |  |  |
| Voice Talent | $ |  |  |
| Language Director | $ |  |  |
| Recording Studio Fees | $ |  |  |
| Community Review | $ |  |  |
| Plain Language Editing | $ |  |  |
| Readability and Usability Review | $ |  |  |

1. **Fees for Additional Services**

Describe any additional services and pricing for the Initial Term, including:

1. Additional languages
2. Per word and per hour rates for work in additional languages, in accordance with the stated turnaround times. Include maximum translation fee for languages not listed in the proposal.
3. Pricing structure and rates for additional services not included in this Pricing List.