



Small Business

Quote for

U.S. Election Assistance Commission

EAC 0905D – Bilingual Form & Instructions Translation

Contact: Ms. Juliana Milhofer

October 21, 2009

BPA: USEAC-09-G0009

GSA: GS-10F-0185S

Estimate based on the information provided by client. For further information or questions contact: Leo Brenninkmeyer at leo@compasslanguages.com or call 410 451 4297.

Summary of request:

- Translation of the 2 page NVRA form and all instructions (general, application, and state) into the following languages:
 - Chinese
 - Japanese
 - Vietnamese
 - Tagalog
 - Korean
- To ensure the readability, usability, and accessibility of the NVRA instructions and forms, our translation team will be comprised of linguists throughout the United States to create a universal dialect that is easily and widely understood.
- Bilingual form layout requiring redesign to accommodate for both languages and variations in word length and applicable fields
- Bilingual instruction layout to be determined with EAC.
- All rates are based off of our GSA schedule, GS-10F-0185S

Turn-around Times:

- Estimated time:
 - Bilingual NVRA Form & Monolingual Instructions 10 business days
 - Bilingual NVRA Form & Bilingual Instructions 12 business days

If you need the translations faster, let us know. We will work to meet your deadline.

Quality Standards:

1. Each language will be reviewed by 2 separate language experts.
2. Each document will pass through a 7-step quality review.
3. Each translator is a native speaker.
4. Each translator has a minimum 10 years translation experience.
5. ISO 9001:2000 Certified

Translation Process:

1. Onboarding call to confirm all instructions.
2. Use of EAC election terminology glossaries to maintain consistency.
3. Translation of materials by a native-speaking linguist.
4. Proofreading by independent linguist.
5. Final review by project manager prior to delivery.
6. Discussion with EAC about layout changes for form and instructions.
7. Layout, graphics and text resizing of materials.
8. Review of restructured instructions and form by native speakers.
9. Final review by project manager prior to delivery.

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Cost :

Bilingual Form with Monolingual Instructions per Language		
Service	# of Languages	Rate
NVRA Form Translation & Graphic Design Layout in Print-Ready Format	1	\$800
NVRA Instructions Translation & Graphic Design Layout in Print-Ready Format	1	\$3,505
Total		\$4,305

Bilingual Form with Bilingual Instructions per Language		
Service	# of Languages	Rate
NVRA Form Translation & Graphic Design Layout in Print-Ready Format	1	\$800
NVRA Instructions Translation & Graphic Design Layout in Print-Ready Format	1	\$3,960
Total		\$4,760

- Total Cost for Bilingual Form & Monolingual Instructions: \$4,305 x 5 Languages = \$21,525.00
- Total Cost for Bilingual Form & Bilingual Instructions: \$4,760 x 5 Languages = \$23,800.00

Terms and Conditions:

1. This document will serve as the contract for services. To initiate the project the client must reply "yes I agree" to the e-mail used to send this quotation. All rates are according to GSA Schedule GS-10F-0185S.
2. The Client Name (as specified in this quotation) is acting on behalf of the Company (as specified in this quotation) and confirms to having the authority to enter in to this agreement.
3. A client has the opportunity to review and suggest changes within 5 days of project delivery.
4. The client accepts that if any of the assumptions of the project change as described in this quote that costs and delivery dates may be affected.
5. Compass Languages aims to satisfy every customer and is obsessive about its quality standards. If an error is found then Compass Languages will correct and quality control the document a 2nd time. An error refers to a mis-translation where the reader will be misled or confused in comparison with the meaning of the original text. This means accuracy and grammatical issues. Style is not considered a basis for an error. Client may not refuse payment due to quality if quality issue was resolved.
6. The client is responsible for the use of the translated materials and Compass Languages is not responsible for any direct or indirect costs that may result from undetected or detected errors in a translation.
7. Should a payment be late then Compass Languages reserves the right to apply a monthly charge of 1.5% until the account is settled.
8. Turnaround Times => The stated time begins once all clarifications about the project have been gathered from the client. Also any projects received after 4pm EST will start the following business day.
9. Any additional requests will be subject to our minimum fee of \$100.

Client Name: Ms. Juliana Milhofer
Company Name: U.S. Election Assistance Commission
Date: October 21, 2009

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