

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 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. **For Lots 6 where a background check is not automatically required the Authorized User should inform the Contractor at this time if one must be performed.** Please be sure to include all necessary information related to the title you are requesting within the RFQ. Attach additional sheets, with more detailed information, if 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/ Due Date

Work required to be done within the United States: Yes No

MWBE Goals: Yes or No If Yes, Goals%

SDVOB Goals: Yes or No If Yes, Goals%

Region (if applicable)	
Lot:	Lot 6 Translation and Interpretation Services
Duration:	
List Location(s) by County for Services Requested (if applicable)	

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)

Contractor Name:

Contract # PS

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

Additional Skill Level, Experience Qualifications or Other Requirements or Terms and Conditions:
(Authorized User should include as much information as possible; attach additional sheets if necessary.)

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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.

Please forward all questions and quotes to:

Authorized User Contact Name:	
Authorized User Email:	
Authorized User Phone #:	