



GSA Language Schedule
Contract # XXXXXXXXXXXXXXXX

Contractor: Interpreters Associates, Inc.
Address: 529 Main Street, Suite 231, Power House Building
Charlestown, MA 02129

Phone: (617) 886-5110
Fax: (781) 629-2699

Email: aliebl@interpretersassociates.com
Website: www.interpretersassociates.com

Schedule Number: 00CORP
SIN: 382.1, 382.2, 382.3
DUNS: 051996128
CAGE CODE: 7GT20

Members of: IMIA, ATA

**Socioeconomic Status
in Commonwealth
of MA:** Woman-owned business, Minority-owned

Forms of payment: All major credit cards, check, EFT
Pricing reflects all discount for US Government and
MHEC clients

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Interpreters Associates Company Overview

Interpreters Associates, Inc. started out as Interpretes Brasil in 2005 with a strong focus on business in the private and public sector in both the United States and Brazil. We grew quickly as our fame for quality service became well known among Brazilian and American companies. In August of 2010 we incorporated Interpreters Associates Inc. that turned our focus not away from Latin America but included a strong focus on American businesses, principally in the medical field. Once again we quickly grew and have worked with great international companies both here in the United States as well as Latin America. We are proud to have international partners such as Reebok, Harvard University, MIT, Babson College, Brigham and Women's Hospital, MGH, LASPAU, Harvard Law School as well as our international partners which include: La Asociación Civil de Investigación y Desarrollo en Salud (ACINDES), IPEMED, SEMESP, UNISAL, Intercambio Global, various departments of Brazilian government and EXPERTISE Educacao.

Our motto is that: "excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly." Aristotle.

Experience and the passion to act right are what produce professionals in the field. Both Interpreters Associates, Inc. and Interpretes Brasil have been built on this simple but effective premise: passionately provide quality services over and over again. We drive this philosophy into each and every one of our staff...passion and delivery, passion and delivery. As a result, our team brings sterling results to the client.

In 2010 we became state vendors for the Commonwealth of Massachusetts and in 2015 became federal vendors. We have quickly become known as a solid company that not only delivers what is promised, but many times goes above and beyond to please the client.

As VP in charge of sales, my door is always open and you always have my attention. We look forward to how we can be an asset to whatever project you may be involved in whether that be big or small.

Arthur Liebl
VP, Sales and Special Projects

Why Choose Interpreters Associates, Inc.

- We have worked on thousands of translation and interpreter projects for some of the biggest corporations and industries in both the United States and Latin America
- We are always mindful of your deadlines and are able to move our schedule to accommodate your needs in most cases.
- Interpreters Associates only works with professional translators and interpreters. We are corporate members of not on the IMIA (International Medical Interpreters Association), but also the ATA (American Translators Association) and abide by both standards of practice.
- We carry Errors and Omissions Insurance policy from Lloyds of London in the amount of three million dollars to protect you, our client.
- Having worked in the medical field for years we abide strictly to confidentiality agreements. We constantly monitor all jobs to ensure fully compliance to confidentiality standards we have adopted and used for years modeled after HIPAA regulations.
- We provide competitive rates on both equipment as well as services, in many cases lower than many of our competitors.
- We are familiar working with small projects as well as large projects. No project is too small and all projects receive the same amount of time and dedication to produce a quality product.
- Interpreters Associates offers a 100% Satisfaction Guarantee to the clients. This means that we will work until any errors and omissions are resolved at no cost to the client.

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CORPORATE MEMBER IMIA CORPORATE MEMBER ATA

Written Translation Service Rates

General Non-Technical Translation Rates

Languages	English Into Foreign Language	Foreign Language into English
Afrikaans	\$0.19	\$0.19
Albanian	\$0.19	\$0.19
Arabic	\$0.16	\$0.16
Bulgarian	\$0.19	\$0.19
Chinese	\$0.19	\$0.19
Czech	\$0.19	\$0.19
Dari	\$0.19	\$0.19
Dutch	\$0.19	\$0.19
Farsi	\$0.19	\$0.19
Finnish	\$0.19	\$0.19
Flemish	\$0.19	\$0.19
French	\$0.16	\$0.16
German	\$0.19	\$0.19
Greek	\$0.19	\$0.19
Haitian Creole	\$0.19	\$0.19
Hebrew	\$0.19	\$0.19
Hindi	\$0.19	\$0.19
Hungarian	\$0.19	\$0.19
Indonesian	\$0.19	\$0.19
Italian	\$0.16	\$0.16
Japanese	\$0.19	\$0.19
Korean	\$0.19	\$0.19
Laotian	\$0.19	\$0.19
Latin	\$0.19	\$0.19
Malaysian	\$0.19	\$0.19
Norwegian	\$0.19	\$0.19
Polish	\$0.19	\$0.19
Portuguese	\$0.14	\$0.14
Romanian	\$0.19	\$0.19
Russian	\$0.14	\$0.14

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Written Translation Service Rates
General Non-Technical Translation Rates

Languages	English Into Foreign Language	Foreign Language into English
Spanish	\$0.17	\$0.17
Swedish	\$0.18	\$0.18
Thai	\$0.18	\$0.18
Turkish	\$0.18	\$0.18
Ukrainian	\$0.18	\$0.18
Vietnamese	\$0.18	\$0.18

To have your text analyzed to determine difficulty level, please send us a sample: aliebl@interpretersassociates.com

Written Translation Service Rates
Technical Translation Rates

Languages	English Into Foreign Language	Foreign Language into English
Afrikaans	\$0.24	\$0.24
Albanian	\$0.22	\$0.22
Arabic	\$0.23	\$0.23
Bulgarian	\$0.24	\$0.24
Chinese	\$0.26	\$0.26
Czech	\$0.22	\$0.22
Cape Verdean Creole	\$0.22	\$0.22
Dari	\$0.23	\$0.23
Dutch	\$0.23	\$0.23
Farsi	\$0.23	\$0.23
Finnish	\$0.23	\$0.23
Flemish	\$0.23	\$0.23
French	\$0.19	\$0.19
German	\$0.23	\$0.23
Greek	\$0.22	\$0.22
Haitian Creole	\$0.20	\$0.20
Hebrew	\$0.26	\$0.26

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Written Translation Service Rates

Technical Translation Rates

Languages	English Into Foreign Language	Foreign Language into English
Hindi	\$0.23	\$0.23
Indonesian	\$0.24	\$0.24
Italian	\$0.19	\$0.19
Japanese	\$0.23	\$0.23
Korean	\$0.23	\$0.23
Laotian	\$0.23	\$0.23
Latin	\$0.23	\$0.23
Malaysian	\$0.24	\$0.24
Norwegian	\$0.23	\$0.23
Polish	\$0.23	\$0.23
Portuguese	\$0.17	\$0.17
Romanian	\$0.23	\$0.23
Russian	\$0.22	\$0.22
Spanish (Standard)	\$0.16	\$0.17
Swedish	\$0.23	\$0.23
Thai	\$0.24	\$0.24
Turkish	\$0.23	\$0.23
Ukrainian	\$0.24	\$0.24
Vietnamese	\$0.24	\$0.24

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Linguistic Support Services

PROOFREADING/EDITING SERVICES RATES UNDER SIN 382-1/1RC:

Editing/Proofreading Services	GSA Hourly Rate
Spanish	\$40.00
European Languages	\$46.00
Asian Languages	\$52.00
Middle Eastern Languages	\$52.00
African Languages	\$52.00

Linguistic Support Services

DESKTOP PUBLISHING RATES FOR ALL LANGUAGES UNDER SIN 382-1/1RC:

Desktop Publishing Services	GSA Hourly Rate
All Languages	\$52.00

Escort Interpretation Rates

Services	GSA Hourly Rate
Spanish	\$58.00
European Languages	\$58.50
Asian Languages	\$65.00
Middle Eastern Languages	\$65.00
African Languages	\$65.00

2 Hour Minimum, 2 Work-Day Cancellation Policy across all languages

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Conference Interpreting Rates

Services	Half Day	Full Day
Spanish/Portuguese	\$550.00	\$800.00
All Other Languages	\$800 - \$1,200	\$1,000 - \$1,500

*Travel Expenses May Be Added and the Time From/To Boston Counted as Working Time.

Equipment Rental Rates

Equipment	Half Day	Full Day
Table-Top Booth	\$100.00	\$150.00
Full-Size Booth	\$400.00	\$600.00
IC-2	\$90.00	\$130.00
Transmitters	\$80.00	\$120.00
Receivers with Headphones	\$5.00 each	\$5.00 each

*Delivery Charges May Be Added from Boston to Destination.

** Onsite technician services: \$475.00/half day and \$650.00/full day. Time from/to Boston is counted.



Interpreters Associates Translators' Qualifications

We work with a translation staff that spans the globe to provide translation services in all major languages.

Our Translators possess the following qualifications:

- Native speakers of the target language
- Minimum of ten-years in translation experience
- May hold advanced degrees
- Professional experience in area of expertise
- Accreditation by the American Translators Association or equivalent educational background and/or translation experience

In addition to language skills and accreditation, each Translator for Interpreters Associates has expertise in specific fields and subject matters. A sampling of some of the many fields of expertise includes: computer science, diplomacy, engineering, manufacturing, law, pharmaceutical, finance, military and more. All Translators are fully vetted and reviewed by Interpreters Associates.

Type of Interpretation Services

- Consecutive Interpretation Services: is performed in segments of discourse after every few sentences of speech. Consecutive interpreting is best used for business meetings, negotiations, training sessions, insurance claims, medical examinations, seminars, depositions, and legal situations.
- Simultaneous Interpretation Services: is the interpretation of words as the words are being spoken. Teams of multi-lingual Interpreters work in soundproof booths providing simultaneous interpretation. Conference participants use state-of-the-art wireless headsets to hear the interpretation in their native language. Simultaneous interpreting is most appropriate for large, multi-lingual events.
- Escort Interpretation Services: involves the concise paraphrasing of discourse. This style of interpretation is best suited for receptions, and tours.

Interpreters Associates Interpreters' Qualifications

- Minimum 10-years of experience Interpreting into Target Languages
- Subject Matter Experts, i.e. Legal, Military, Medical, etc.
- Native Speakers of Target Languages
- Hold Advance Degrees
- Interpreters must have federal clearance, state, courts and federal certification. (Depending on the assignment)



Customer Information

- 1a. Table of award special item number(s) with appropriate cross-reference to item description and awarded price(s): **SIN 382-1, 382-2**
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.
- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. Not Applicable
2. **Maximum Order:** \$1,000,000
3. **Minimum Order:** \$100.00
4. **Geographic Coverage:** Domestic and Overseas
5. **Points of Production(s):** Same as Company Address
6. **Discounts from List:** Government Net Prices (discount already deducted) See Government Price List
7. **Quantity Discounts:** Case by Case
8. **Prompt Payment Terms:** Net 30 Days.
- 9a. **Government Purchase Cards Accepted at or below micro-purchase Threshold.** Yes
- 9b. **Government Purchase Cards accepted at or above micro-purchase Threshold.** Will accept over \$2,500.00
10. **Foreign Items:** None
- 11a. **Time of Delivery:** Specified on Task Order
- 11b. **Expedited Delivery:** Contact Contractor
- 11c. **Overnight/2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements:** Contact Contractor
12. **F.O.B. point(s):** Boston, Massachusetts
- 13a. **Ordering address:** Same as Contractor

Customer Information (Contd.)

- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.404-3.
14. **Payment Address:** 529 Main Street, Suite 231 Power House Building, Charlestown, MA 02129
15. **Warranty Provision:** Contractor's Standard Commercial Warranty
16. **Export packing charges:** Not-applicable
17. **Terms and conditions of Government purchase card acceptance (any threshold above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance and repair:** Not Applicable
19. **Terms and conditions of installation:** Not Applicable
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not Applicable
- 20a. **Terms and conditions of any other services:** Not Applicable
21. **List of service and distribution points:** Not Applicable
22. **List of participating dealers:** Not Applicable
23. **Preventive maintenance:** Not Applicable
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/:** Not Applicable
25. **Data Universal Number System (DUNS) Number:** 051996128
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

Past Performance

Interpreters Associates, Inc. has a successful performance history in providing interpreter services with both governmental and non-governmental entities. Interpreters Associates, Inc. became state vendors with both the Commonwealth of Massachusetts and the State of Oregon in 2011 and 2013 respectively and US Federal vendors in 2014.

Some of our satisfied customers include:

- ◆ US Army - Camp Edwards, Massachusetts
- ◆ Reebok Headquarters, Canton, Massachusetts
- ◆ Harvard School of Medicine Department of Continuing Education
- ◆ Babson College
- ◆ Brigham and Women's Hospital
- ◆ Dana Farber Cancer Institute
- ◆ US Department of Commerce



Interpreter Associates Point of Contacts

Arthur Liebl, VP

Interpreters Associates Inc.

Division of Interpretes Brasil

www.interpretersassociates.com

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FEDERAL CAGE CODE: 76T20

FAX 781-629-2699

617-886-5110 From 8:30am-5:00pm

(11) 4063-4280 in Brazil

Serving the Linguistic Needs of Two Continents...



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