



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
 DMV110284

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 FRANK WHITTAKER
 304-558-2316

VENDOR

Foreign Language Services
 1901 Fort Myer Drive #600
 Arlington VA 22209

SHIP TO

DIVISION OF MOTOR VEHICLES
 1317 HANSFORD STREET
 CHARLESTON, WV
 25311 558-0002

| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
|--------------|---------------|----------|--------|---------------|
| 02/01/2011 | | | | |

BID OPENING DATE: 03/02/2011 BID OPENING TIME 01:30PM

| LINE | QUANTITY | UOP | CAT NO. | ITEM NUMBER | UNIT PRICE | AMOUNT |
|---|----------|-----|---------|-------------|------------|--------|
| 0001 | 1 | EA | | 700-16 | | |
| <p>TRANSLATE WVD MV DRIVER LICENSE HANDBOOK</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY THE WEST VIRGINIA DIVISION OF MOTOR VEHICLES IS SOLICITING BIDS FOR AN OPEN-END CONTRACT FOR THE TRANSLATION OF THE DIVISION OF MOTOR VEHICLES DRIVER LICENSE HANDBOOK INTO SPANISH, JAPANESE, AND CHINESE PER THE ATTACHED SPECIFICATIONS.</p> <p>ALL TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE WV PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 02/16/2011 AT 4:00 PM. ALL TECHNICAL QUESTIONS WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND</p> | | | | | | |

RECEIVED
 29 MAR 29 A 10:56
 PURCHASING DIVISION
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Sarah Swann* TELEPHONE: (703) 243-4855 ex 148 DATE: 3/1/11
 TITLE: Project Coordinator FEIN: 06-179 7506 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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ADDRESS CORRESPONDENCE TO ATTENTION OF:
 FRANK WHITTAKER
 304-558-2316

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

DIPLOMATIC LANGUAGE SERVICES
 1901 N. Fort Myer Dr, 6th Floor
 Arlington, VA 22209 USA

SHIP TO

DIVISION OF MOTOR VEHICLES
 1317 HANSFORD STREET
 CHARLESTON, WV
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|--|----------|-----|--------|-------------|------------|--------|
| <p>PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT.</p> | | | | | | |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Harah Beum* TELEPHONE: (709) 243-4855 ext 118 DATE: 3/1/11
 TITLE: Project Coordinator FEIN: 06-199-7506 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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 304-558-2316

RFQ COPY
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DIPLOMATIC LANGUAGE SERVICES
 1901 N. Fort Myer Dr, 6th Floor
 Arlington, VA 22209 USA

DIVISION OF MOTOR VEHICLES

1317 HANSFORD STREET
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|--|----------|-----|--------|-------------|------------|--------|
| <p>THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="margin-left: 40px;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> | | | | | | |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Frank Burnt* TELEPHONE: (304) 243-4855 OR 148 DATE: 3/1/11
 TITLE: Project Coordinator FEIN: 06-179-7506 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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| LINE | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|--------|-------------|------------|--------|
| BUYER: 44 RFQ. NO.: DMV110284 BID OPENING DATE: 03/02/2011 BID OPENING TIME: 1:30 PM PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: (703) 243-7003 CONTACT PERSON (PLEASE PRINT CLEARLY): Sarah Buens | | | | | | |
| 0002 | 1 | LS | | 961-75 | | |
| TRANSLATION SERVICES | | | | | | |
| ***** THIS IS THE END OF RFQ DMV110284 ***** TOTAL: | | | | | | |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Sarah Buens* TELEPHONE: (703) 243-4855 ext 148 DATE: 3/1/11
 TITLE: Project Coordinator FEIN: 06-179-7506 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

Request for Quotations
Department of Transportation
Division of Motor Vehicles

TRANSLATION SERVICES
RFQ DMV110284

The West Virginia Department of Transportation, Division of Motor Vehicles, hereinafter referred to as "DMV", is soliciting bids for translation of the West Virginia Division of Motor Vehicles Driver License Handbook into Spanish, Japanese and Chinese languages.

Mandatory Requirements & Bid Evaluation

Mandatory requirements included herein are intended to establish the minimum qualification and experience requirements and required services. Any specification containing the word "**must**", "**shall**" or "**will**" is mandatory. Failure to meet any mandatory requirement shall result in disqualification of the bid.

Vendors **must** have been in business a minimum of five (5) years and **shall** have completed a minimum of five (5) projects similar in size and scope within the last five years. Vendor should provide names of business, addresses, contact person and phone number, dates and description of services of such projects with your bid.

An open-end contract will be awarded to the lowest, responsive bidder meeting all mandatory requirements contained in this Request for Quotation for a one year period with options to renew such contract for two additional one year periods.

Scope of Work

The successful vendor **shall** provide all labor, material and services necessary for the translation of the West Virginia Division of Motor Vehicles Driver License handbook into Spanish, Japanese and Chinese languages and any revisions that may be required during the life of contract.

DVM **shall** furnish the handbook in a PDF and Indesign file to be used for translation purposes. The current West Virginia DMV Driver handbook has approximately 31,466 words.

Vendor **will** supply DMV with one translated version of each of the three (3) languages in a PDF or Indesign file to be displayed on the West Virginia Division of Motor Vehicle web-site.

The translated version **must** retain the layout and overall appearance of version submitted for translation purposes.

Vendors **shall** quote a lump sum price for each of the three required translations.

Vendors **must** also quote a per word charge for any revisions to the handbook that may be required during the life of contract. The per word fee **shall** be firm for the life of the contract.

Spanish translation version **shall** be Latin American.

Chinese translation version **shall** be Simplified.

Translation of all 3 languages shall be completed within 45 days of ward of contract.

The DMV acknowledges differences in verbiage between English and the required languages and that some words may be subject to change during translation. However, The DMV reserves the right to evaluate those differences and the impact they may have on the interpretation of Handbook information. Changes required by The DMV to ensure correct interpretation of WV Law and Handbook information and requirements **shall** be made by the Vendor at no additional charge to the State.

**TRANSLATION SERVICES
DMV110284 BID FORM**

| Translation Services | | Total |
|---|------------|--------------|
| Spanish Translation | | \$ 7881.33 |
| Japanese Translation | | \$ 10,309.30 |
| Subtotal | | \$ 18,190.63 |
| | Unit Price | |
| Per Word Revision Fee | | |
| *Base on 5,000 Words Per Word Rate x 5,000 | \$ 0.11 | \$ 550.00 |
| Grand Total | | \$ 18,740.63 |

Note: Word estimate is for bid evaluation purposes only; the actual number of revisions may be more or less at the DMV's discretion. Bids shall be evaluated on the basis of the lowest Grand Total Cost and compliance with all mandatory specification requirements.

Diplomatic Language Services
Vendor

By: Sarah Buens

Title: Project Coordinator

Date: 3/28/11

Address:

1901 N. Fort Myer Drive

Arlington, VA 22209

Business Phone No: (703) 243-4855 ext. 148

RFQ DMV 110284: Mandatory Requirements & Bid Evaluation

Diplomatic Language Services: Five (5) projects similar in size and scope within the last five (5) years:

1. **Name of Business:** U.S. Bureau of the Census
Address:
U.S. Census Bureau
4600 Silver Hill Road
Washington, D.C. 20233
Contact Person: Ivonne Pabon-Marrero
Phone Number: (301) 763-4038
Email: ivonne.pabon.marrero@census.gov
Dates and Description of Services: 2007-2010- DLS proactively responded to the changing translation requirements of the U.S. Bureau of the Census, completing several call orders every month. DLS provided the U.S. Bureau of the Census with document translation services in 48 languages. Subject matter varied and included a wide variety of instructions, (web-based) training materials, forms, questionnaires and survey as well as many publications collected by the Bureau's International Library. The extensive array of languages covered ranges for more commonly used languages, such as Spanish, French and Chinese, to lower density ones, such as Dinka, Hmong, Navajo, and Tigrinya. Many of the projects required desktop publishing- some deliverables were printed by DLS and some were provided electronically to the client in print-ready form, accompanied by detailed printing specifications to be used by the Bureau's printing office. After the Census' questionnaires were distributed to the U.S. public, DLS translated the "User Comments" in response to the Census June-August 2010. Contract # GS10F0225J (BPA #YA1323-04-BA-0001)

2. **Name of Business:** SOCOM
Address:
Naval Special Warfare Group Four
220 Schofield Rd, Bldg 119
Virginia Beach, VA 23459-8838
Contact Person: Margot Hair
Phone Number: 228-813-4045 ex. 12359
Email: Margot.Hair@nswstennis.navy.mil
Dates and Description of Services: January 2011- Translation of PCOC Training Guide (87,848 words) from English into Spanish with desk topublishing image work. Order #: H92242-11-F-0112

3. **Name of Business:** Commercial Law Development Program, U.S. Department of Commerce
Address:
U.S. Department of Commerce
Office of the General Counsel- CLDP
1401 Constitution Avenue NW, Mail Stop 5475
Washington, DC 20230
Contact Person: Joe Sandillo
Phone Number: 202-482-9007
Email: jsandillo@doc.gov
Dates and Description of Services: April 2010-November 2010- Translation and desktop publishing image work of PowerPoint presentations from English into French. Presentations included, "Dealer Franchise 2010 Presentation UPD"; "Coverall International Territory Presentation"; "Examination of Marks for Geographic Distinctiveness; and the U.S. Model for

Protecting Geographical Indications"; "Administration of Tariff-Rate Quotas Tariff-Preference Levels"; "U.S. Custom and Border Protection Non-Textiles."

4. **Name of Business:** Dyncorp International LLC

Address:

Dyncorp International LLC
3190 Fairview Park Drive, Suite 350
Fall Church, VA 22042

Contact Person: Melanie Howard

Phone Number: (703) 462-7223

Email: Melanie.Howard@dyn-intl.com

Dates and Description of Services: January 2010, March 2010- Translation and desktop publishing image work of two PowerPoint presentations from English into Urdu. Prime Contract # SAQMPD05D1099

5. **Name of Business:** Transparent Language

Address:

Transparent Language
12 Murphy Drive,
Nashua, NH 03062

Contact Person: Tisha Marston

Phone Number: 262-377-7099

Email: tmarston@transparent.com

Dates and Description of Services: June-August 2010- Translated and transliterated multiple source documents from English into Amharic, Bambara, Brazilian Portuguese, Georgian, Mongolian, Thai, Swahili, French Moroccan, and Pashto. Source documents included dialogues, learning activities, and language fundamentals.



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| PAGE |
| 1 |

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| ADDRESS CORRESPONDENCE TO ATTENTION OF |
| FRANK WHITTAKER |
| 304-558-2316 |

VENDOR

Foreign Language Services
 1901 Fort Myer Drive #600
 Arlington VA 22209

SHIP TO

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 25311 558-0002

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| 03/08/2011 | | | | |

BID OPENING DATE: 03/29/2011 BID OPENING TIME 01:30PM

| LINE | QUANTITY | UOP | CAT. NO. | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|----------|-------------|------------|--------|
| ***** ADDENDUM NO. 2 ***** | | | | | | |
| THIS ADDENDUM IS ISSUED TO PROVIDE THE ATTACHED TECHNICAL QUESTIONS & ANSWERS AND TO EXTEND THE BID OPENING DATE AND TIME. | | | | | | |
| THE BID OPENING IS CHANGED TO 03/29/2011 AT 1:30 PM, | | | | | | |
| ***** END ADDENDUM NO. 2 ***** | | | | | | |
| 0001 | 1 | EA | | 700-16 | | |
| TRANSLATE WVDMV DRIVER LICENSE HANDBOOK | | | | | | |
| 0002 | 1 | LS | | 961-75 | | |
| TRANSLATION SERVICES | | | | | | |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

| | | |
|-------------------------------|------------------------------------|-----------------------------------|
| SIGNATURE <i>Rach Beun</i> | TELEPHONE (303) 243-4856 ex 148 | DATE 3/28/11 |
| TITLE Project Coordinator | FEIN 06-179-7506 | ADDRESS CHANGES TO BE NOTED ABOVE |

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

Addendum

DMV11084-Technical questions

Translation Services

1. On the bid form, may we provide three separate per word revision fees for the three languages we would be potentially updating?

No, DMV desires one per work revision fee.

2. Is it a correct assumption that any updates will be done in InDesign, and thus our charge should include graphic layout as well

Assumption is correct .

3. If awarded the contract, we note that the InDesgin software is the latest version, or CS5. Is it possible to request an INX file format?

Yes, we can supply an INX file.

4. Is there a place typesetting should be detailed ?

No, this should be included in you translation bid amount

5. For revisions, there is only one space, however the 3 languages have varying rates, how should we detail them?

DMV is requesting one per word rate for all three languages.



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WV PURCHASING DIVN. Fax 304-558-3970

Feb 28 2011 01:45pm P001/001

Request for Quotation

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| LINE | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|---|----------|-----|--------|-------------|------------|--------|
| ***** ADDENDUM NO. 1 ***** | | | | | | |
| THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING DATE AND TIME. | | | | | | |
| BID OPENING CHANGED FROM: 03/02/2011 AT 1:30 PM | | | | | | |
| TO: 03/15/2011 AT 1:30 PM | | | | | | |
| THE AGENCY RESPONSE TO TECHNICAL QUESTIONS WILL BE ISSUED IN A SUBSEQUENT ADDENDUM. | | | | | | |
| 0001 | 1 | EA | | 700-16 | | |
| TRANSLATE WVDMV DRIVER LICENSE HANDBOOK | | | | | | |
| 0002 | 1 | LS | | 961-75 | | |
| TRANSLATION SERVICES | | | | | | |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE TELEPHONE (303) 243-4856 ex 148 DATE 3/28/11
 TITLE Project Coordinator FEIN 06-179-7806 ADDRESS CHANGES TO BE NOTED ABOVE
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|---|----------|-----|--------|-------------|------------|--------|
| ***** ADDENDUM NO. 3 ***** | | | | | | |
| THIS ADDENDUM IS ISSUED TO REPLACE THE SPECIFICATIONS AND PRICING PAGE WITH THE ATTACHED REVISED SPECIFICATIONS AND PRICING PAGE. | | | | | | |
| NOTE: THE CHINESE TRANSLATION HAS BEEN REMOVED FROM THE SPECIFICATIONS ENTIRELY. | | | | | | |
| ***** END ADDENDUM NO. 3 ***** | | | | | | |
| 0001 | 1 | EA | | 700-16 | | |
| TRANSLATE WDMV DRIVER LICENSE HANDBOOK | | | | | | |
| 0002 | 1 | LS | | 961-75 | | |
| TRANSLATION SERVICES | | | | | | |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Sarah Burns* TELEPHONE: (303) 243-4855 x188 DATE: 3/28/11
 TITLE: Project Coordinator FEIN: 06-179-7806 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

Request for Quotations
Department of Transportation
Division of Motor Vehicles

TRANSLATION SERVICES
RFQ DMV110284

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Mandatory Requirements & Bid Evaluation

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Vendors **must** have been in business a minimum of five (5) years and **shall** have completed a minimum of five (5) projects similar in size and scope within the last five years. Vendor should provide names of business, addresses, contact person and phone number, dates and description of services of such projects with your bid.

An open-end contract will be awarded to the lowest, responsive bidder meeting all mandatory requirements contained in this Request for Quotation for a one year period with options to renew such contract for two additional one year periods.

Scope of Work

The successful vendor **shall** provide all labor, material and services necessary for the translation of the West Virginia Division of Motor Vehicles Driver License handbook into Spanish and Japanese languages and any revisions that may be required during the life of contract.

DVM **shall** furnish the handbook in a PDF and Indesign file to be used for translation purposes. The current West Virginia DMV Driver handbook has approximately 31,466 words.

Vendor **will** supply DMV with one translated version of each of the two (2) languages in a PDF or Indesign file to be displayed on the West Virginia Division of Motor Vehicle web-site.

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Vendors **shall** quote a lump sum price for both of the two required translations.

Vendors **must** also quote a per word charge for any revisions to the handbook that may be required during the life of contract. The per word fee **shall** be firm for the life of the contract.

Spanish translation version **shall** be Latin American.

Translation of both languages **shall** be completed within 45 days of ward of contract.

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VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or,**
- 2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**
- 3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**
- 4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or,**
- 5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or,**
- 6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: _____ Signed: _____
 Date: _____ Title: _____

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

RFQ No. DMV110284

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: Language Associates dba Diplomatic Language Services

Authorized Signature: [Signature] Date: 3/21/11

State of Virginia

County of Arreington, to-wit:

Taken, subscribed, and sworn to before me this 21st day of March, 2011.

My Commission expires September 30th, 2013.

AFFIX SEAL HERE



NOTARY PUBLIC [Signature]