



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

Avante Language Services
 8012 Cator Ave
 Philadelphia PA 19152

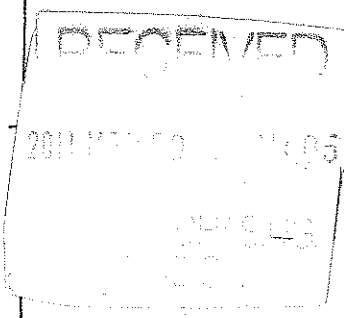
SHIP TO

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/14/2011				

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

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>***** ADDENDUM NO. 3 *****</p> <p>THIS ADDENDUM IS ISSUED TO REPLACE THE SPECIFICATIONS AND PRICING PAGE WITH THE ATTACHED REVISED SPECIFICATIONS AND PRICING PAGE.</p> <p>NOTE: THE CHINESE TRANSLATION HAS BEEN REMOVED FROM THE SPECIFICATIONS ENTIRELY.</p> <p>***** END ADDENDUM NO. 3 *****</p>						
0001	1	EA		700-16		
				TRANSLATE WDMV DRIVER LICENSE HANDBOOK		
0002	1	LS		961-75		
				TRANSLATION SERVICES		14,490.00



SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Caro B...* TELEPHONE: 215 725 0100 DATE: 3-25-11

TITLE: *President* FEIN: 201954249 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 and Japanese 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 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.

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

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.

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		\$ 6,000.00
Japanese Translation		\$ 7,990.00
Subtotal		\$ 13,990.00
	Unit Price	
Per Word Revision Fee		
*Base on 5,000 Words Per Word Rate x 5,000	\$.10	\$ 500.00
Grand Total		\$ 14,490.00

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.

Avante Language Services, Inc
Vendor

By: Caroline Brooks

Title: President

Date: 3-20-11

Address: 8012 Castor Ave

Philadelphia, PA 19152

Business Phone No: 215-725-0100



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
 Avante Language Services
 8012 Cator Ave
 Philadelphia PA 19152

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

DATE PRINTED 03/08/2011	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
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 *****						

	1	EA	700-16	TRANSLATE WVDMV DRIVER LICENSE HANDBOOK		
	1	LS	961-75	TRANSLATION SERVICES		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

President *[Signature]* FEIN 201954249 TELEPHONE 215 7250100 DATE 3-25-11
 WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS CHANGES

**TRANSLATION REFERENCES for
AVANTE LANGUAGE SERVICES, INC.**

Mr. Bob McGrath
Imperial Clinical Research Services, Inc.
500 Office Drive, Suite 400
Fort Washington, PA 19034
(267) 241-9023
rmcgrath@imperialcrs.com
Translated medical forms, pharmaceutical clinical trial forms
into many languages, DTP, formatting

Ms. Irmelin DiCaprio
Leonardo DiCaprio Foundation
P.O. Box 5159
Santa Monica, CA 90409
irmelin@birkenstudio.com
(310) 581-5101
Translated the actor's entire environmental website into Spanish—go to: www.leonardodicaprio.org—our
name appears at the bottom of the webpages

Mr. Julio Peña
P.A. State Department
120 South Street
Harrisburg, PA 17101
(717) 571-6074
jcpr@paonline.com
Translated multiple government forms into many languages, DTP, formatting

Ms. Kendall Marcocci
Communications Director
Health America/Coventry Cares
TecPort Drive
P.O. Box 67103
Harrisburg, PA 17106
(717) 540-6746
kmarcocci@cvtv.com
Translated medical forms into several languages

Ms. Courtney Johnson
Director of Public Relations
Gulf Coast Regional Blood Center
1400 La Concha Lane
Houston, TX 77054
(717) 791-6272
cjohnson@giveblood.org
Translated medical forms into various languages

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: Avante Language Services

Authorized Signature: Carol Brooks Date: 2-28-11

State of PA

County of Philadelphia, to-wit:

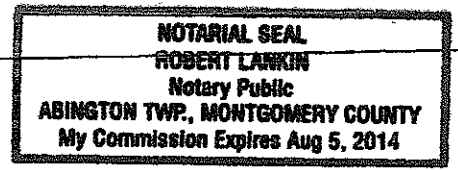
Taken, subscribed, and sworn to before me this 28th day of February, 2011.

My Commission expires _____, 20____.

AFFIX SEAL HERE



NOTARY PUBLIC



Original already submitted