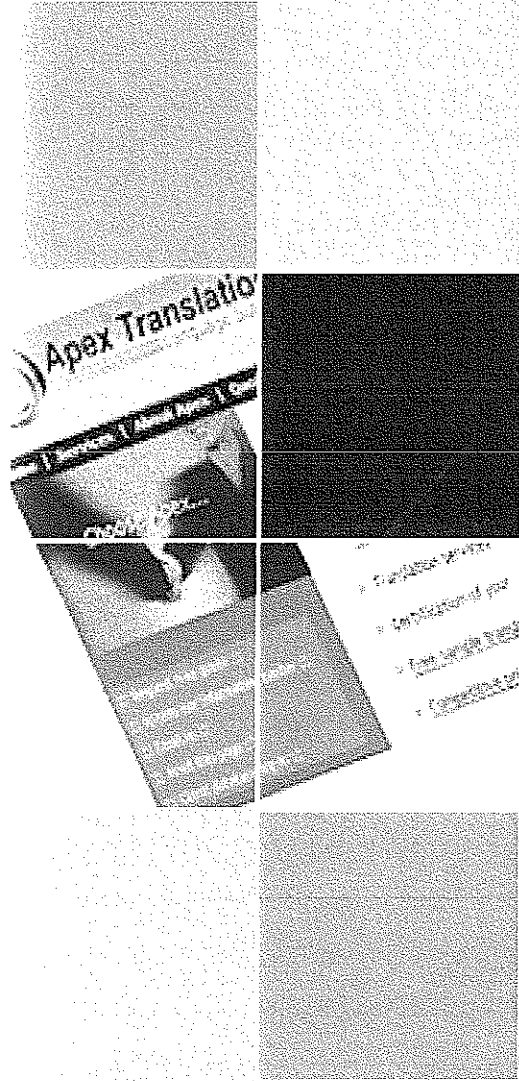




ApexTranslations®

Language Solutions

Proposal # 27508 to Provide Translation Services for State of West Virginia



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WV PURCHASING
DIVISION

March 15, 2011

State of West Virginia
Department of Administration
Purchasing Division
Mr. Frank Whitaker
2019 Washington Street East
PO Box 50130
Charleston, WC 25305-0130

Dear Mr. Whitaker:

Enclosed please find the revised completed request for quotation. I have also included our proposal and breakdown for your perusal. Our proposal outlines all aspects of this translation project. The cost quoted includes translation, pre-delivery proofreading, Desktop Publishing work in InDesign, along with a quote for revisions and editing up to 5,000 words per language.

To assist you in your search for a translation provider that meets all your needs, we have compiled a series of informative documents that can be accessed at <http://www.apex-translations.com/information.php>.

We would welcome the opportunity to work with you and hope that Apex Translations will be your choice as a translations provider.

Should you have any questions or concerns regarding our proposal, please contact me at your convenience.

I look forward to hearing from you soon.

Best Regards,



Emily Marriner
Project Manager
Apex Translations, Inc.
201 West Water Street, Suites 1 & 2
Telephone: (US) 1-800-634-4880 x 24
(INTL) 001-252-791-9902
Fax: 1-815-461-9916
Email: info@apex-translations.com
Website: <http://www.apex-translations.com>

**TRANSLATION SERVICES
DMV110284 BID FORM**

Translation Services		Total
Spanish Translation		\$ 7,174.44
Japanese Translation		\$ 8,428.76
Subtotal		\$ 15,603.20
	Unit Price	
Per Word Revision Fee		
*Base on 5,000 Words Per Word Rate x 5,000	\$.20cpw	\$ 2,000.00
Grand Total		\$ 17,603.20

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.

Apex Translations, Inc.
Vendor

By: Florian Deltgen

Title: Chief Linguist

Date: March 15, 2011

Address:

201 W. Waker St., Suites 1+2

Plymouth, NC 27962

Business Phone No: 1-800-634-4880 x25

Proposal to Provide Translation Services

Date: March 15, 2011
Client: State of West Virginia
Apex Project #: 27508

Dear Mr. Whittaker,

The following is a cost summary to translate your document into the languages you specified:

Scope of work

Translation of document from:

English to Japanese
English to Spanish (Lat. Am.)

Cost summary

Apex prices translations based on word count, translation difficulty, and formatting requirements of the document to be translated.

For detailed information about the methods we employ to establish the word counts of your document, please visit <http://www.apex-translations.com/documents/wordcountinginfo.pdf>.

The following is a summary of the cost to translate your document into the languages you specified:

Language Pair	Rate (\$)	# Words	Price
English to Japanese	\$0.220	31,358	\$6,898.76
English to Spanish (Lat. Am.)	\$0.180	31,358	\$5,644.44
Total			\$12,543.20

Note:

Comprehensive pre-delivery proofreading is included in the rates indicated above.

Additional Fees

DTP[†]: 51 hrs at \$60.00/hour \$3,060.00

[†]Desktop Publishing - required to duplicate the formatting and layout

of the source document.

Per Word Revision Fee

Language Pair	Rate(\$)	# Words	Price
ENG to SPA	\$0.18	5,000	\$ 900.00
ENG to JAP	\$0.22	5,000	\$1,100.00

Total project cost: \$17,603.20.

Formatting Specifications:

The translations will be provided in the same file format as your source document. The translated document would retain the layout and overall appearance of your source document as closely as possible.

Free Sample Translation:

For translation projects of 3,000 words and above, Apex offers you a sample translation free of charge. In order to receive a sample translation, please provide us with the text for the sample, limited to approximately 150 source words of your choice, and please specify the desired target language. This sample will give you a perspective of our translation quality and style before you place an order.

Delivery

Your translation would be completed in **approximately 24 to 25 business days**, beginning at the time of receipt of your written order confirmation by e-mail or fax.

Note: If you are interested in pursuing a shorter turnaround time, we would be glad to discuss possible options to expedite delivery.

If we receive your written order confirmation before 10 am ET, then that day will count as the first day of the agreed-upon turnaround time period. Otherwise, the first day of the turnaround period would start the following business day.

Please consider our proposed turnaround time to be tentative, as production times may vary depending on the resources available at the time your order is confirmed. The turnaround time would be confirmed upon receipt of order.

The translation would be delivered via e-mail or to a secure ftp site at the agreed-upon delivery date.

Quality Assurance and Control

Quality Assurance:

One or more professional, credentialed translators who are native speakers of the requested target languages with demonstrated competency in your subject matter would be assigned to complete your translation project.

If required, we employ subject matter experts to help the translators with industry-specific terminology.

If you would like us to adhere to company-specific or product-specific terminology, we could easily integrate your glossaries into our translation process.

Note: In order to maintain the highest possible degree of consistency between editions of the same document at the lowest possible cost to our clients, Apex uses software tools to create a translation memory file of your document, which can be used to implement any future changes to your translated document in a cost-efficient and expedient fashion. If you choose Apex as your translation provider and you anticipate changes to your document in the future, please let us know at the time you place the order so we can perform the steps necessary to create a translation memory of your document.

Quality Control:

Apex' goal of preventing errors is achieved by ongoing improvements in our production process. However, we do not rely on Quality Assurance alone. At Apex, there are several post-production checks and controls in place.

Each translation goes through final proofreading by a qualified linguist, who is not the translator. The proofreader checks for completion and accuracy of the translation, as well as for spelling, punctuation, syntax errors, or unusual style.

Additionally, our Quality Manager performs random sample checks (RSCs). These RSCs typically comprise 5 percent of a text. If any errors are found in these samples, the translation is relegated back to the proofreader.

Finally, we apply **SAE Recommended Practice J2450** (Translation Quality Metric), which is a consistent and industry-wide recognized method for measuring translation quality. This SAE practice allows an accurate assessment of an Overall Document Weighted Score (ODWS) which is a quantitative assessment of a translation's overall quality.

We guarantee that none of our translations provided to our clients will ever exceed an ODWS value of 0.02. Indeed, about 95% of our translations contain zero errors or very few minor ones.

If you wish to learn more about the details of the SAE Practice or about our quality procedures, please notify us, and we will provide you with a copy of our *Quality Assurance and Quality Control Practice Manual*, as well as the *SAE Recommended Practice J2450*. The SAE Practice document can also be ordered from the Society of Automotive Engineers (SAE) through the Internet. You may also download both documents by visiting the Apex Online Information Center at <http://www.apex-translations.com/resources/information.php>.

With our commitment to quality, we guarantee that every translation Apex completes will contain and convey the true and intended meaning of the source text.

Confidentiality

If requested, APEX will sign a non-disclosure agreement in order to assure the confidentiality of your document. If requested, Apex will establish a username and password-protected ftp account to exchange documents.

Payment terms

An invoice will be issued upon completion of the translation project. Our terms are 30 days net. Payments can be made by credit card, check, PayPal, or bank transfer.

Terms and conditions

By accepting this proposal, you and/or your company agree to the *Terms and Conditions* section of our website at <http://www.apex-translations.com/>. The *Terms and Conditions* section of our website is hereby incorporated herein.

Mr. Whittaker, should you need further information regarding Apex, please visit <http://www.apex-translations.com/resources/information.php>.

Please contact me if you have any additional questions.

I look forward to hearing from you.

Sincerely,



Emily Marriner
Project Manager

Email: info@apex-translations.com

Phone: 1-800-634-4880, ext. 24, (INTL: 001-252-791-9902)

Fax: 1-815-461-9916