



Idea Translations

RESPONSE TO RFP# EQ-052920-03

*Translation services for Education Service Center,
Region 10 ("Region 10 ESC")*

Submitted by:

Idea Language Services, LLC (dba Idea Translations)
8719 Evangel Drive, Springfield, Virginia 22153, USA
Attn: Sergio Atristain, Director
sergio@ideatranslations.com
www.ideatranslations.com
(860) 781-6377

ATTACHMENT A: Requirements for Lead Agency Agreement To be administered by Equalis Group

The following exhibits are used in evaluating and administering Lead Agency Agreements and are preferred by Equalis Group. Redlined copies of the exhibits should not be submitted with the response. Should a respondent be recommended for award, these exhibits will be negotiated and executed between Equalis Group and the respondent. **Respondents must select one of the following options for submitting their response and submit this page only.**

- ☒ Respondent agrees to all terms and conditions outlined in each of the following exhibits
 - ☐ Respondent wishes to negotiate directly with Equalis Group on terms and conditions outlined in each of the following exhibits. Negotiations will commence after sealed bids are opened and Region 10 has determined the respondent met all requirements in their response and may be eligible for award.
-
- Equalis Group Exhibit A – EQUALIS GROUP RESPONSE FOR LEAD AGENCY AGREEMENT
 - Equalis Group Exhibit B – EQUALIS GROUP ADMINISTRATION AGREEMENT
 - Equalis Group Exhibit C – EQUALIS GROUP MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT
 - Equalis Group Exhibit D – EQUALIS GROUP CONTRACT SALES REPORTING TEMPLATE
Equalis Group



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Cover Letter

Dear Representatives at Region 10 ESC,

Idea Language Services, LLC would like to thank you for the opportunity to provide you with a translation service proposal.

Idea Language Services, LLC is an ISO 9001:2015 and ISO 17100:2015 Quality Management System certified company with the mission of helping US school districts and educational institutions communicate effectively in a multicultural setting providing communications that are culturally appropriate and convey the message intended.

To accomplish our mission, we have at our disposal a wide range of resources, including the latest technology in translation tools and eLearning authoring tools, specialized technical terminology glossaries and a wide range of certified professional translators to complete the language tasks. As a team of experienced professionals that work together closely in order to coordinate each project as efficiently as possible, it is our goal to deliver high quality results meeting our clients' expectations.

Thanks again for considering Idea Language Services, LLC as a potential supplier of translation services and feel free to contact me with any questions or comments in regards to this proposal.

Sincerely,

Sergio Atristain
Director
Idea Language Services, LLC
Ph.: (860) 781-6377
sergio@ideatranslations.com
www.ideatranslations.com



Open Records Policy Acknowledgment and Acceptance

OPEN RECORDS POLICY ACKNOWLEDGMENT AND ACCEPTANCE

Be advised that all information and documents submitted will be subject to the Public Information Act requirements governed by Chapter 552 of the Texas Government Code.

Because contracts are awarded by a Texas governmental entity, all responses submitted are subject to release as public information after contracts are executed. If a Respondent believes that its response, or parts of its response, may be exempted from disclosure to the public, the Respondent must specify page-by-page and line-by-line the parts of the response, which it believes, are exempted from disclosure. In addition, the Respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Respondent must provide this information on the "Acknowledgement and Acceptance to Region 10 ESC's Public Information Act Policy" form found on the next page of this solicitation. Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 10 ESC must provide the OAG with the information requested in order for the OAG to render an opinion. In such circumstances, Respondent will be notified in writing that the material has been requested and delivered to the OAG. Respondent will have an opportunity to make arguments to the OAG in writing regarding the exception(s) to the TPIA that permit the information to be withheld from public disclosure. Respondents are advised that such arguments to the OAG must be specific and well-reasoned--vague and general claims to confidentiality by the Respondent are generally not acceptable to the OAG. Once the OAG opinion is received by Region 10 ESC, Region 10 ESC must comply with the opinions of the OAG. Region 10 ESC assumes no responsibility for asserting legal arguments on behalf of any Respondent. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

After completion of award, these documents will be available for public inspection.

Signature below certifies complete acceptance of Region 10 ESC's Open Records Policy, except as noted below (additional pages may be attached, if necessary). Check one of the following responses to the Acknowledgment and Acceptance of Region 10 ESC's Open Records Policy below:

- ☒ We acknowledge Region 10 ESC's Public Information Act policy and declare that no information submitted with this proposal, or any part of our proposal, is exempt from disclosure under the Public Information Act.

(Note: All information believed to be a trade secret or proprietary must be listed below. It is further understood that failure to identify such information, in strict accordance with the instructions below, will result in that information being considered public information and released, if requested under the Public Information Act.)

- ☐ We declare the following information to be a trade secret or proprietary and exempt from disclosure under the Public Information Act.

(Note: Respondent must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, Respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).)

07/01/2020

Date

Authorized Signature & Title



Appendix A: QUESTIONNAIRE

COMPANY PROFILE

1. *What is your company's official registered name?*

Our company's official registered name is Idea Language Services, LLC.

2. *What is your company's Dun & Bradstreet (D&B) number?*

Our company's Dun & Bradstreet (D&B) number is 806678681.

3. *What is/are your corporate office location(s)?*

Our headquarters is located in 8719 Evangel Dr., Springfield, Virginia.

4. *Please provide a brief history of your company, including the year it was established.*

Idea Language Services, LLC Background

Our company was established in 2007 starting as a boutique translation company for English to Spanish educational content. Currently we serve over 250 clients in over 50 languages in a wide range of industries.

We are part of the small circle of companies holding ISO 9001:2015 AND ISO 17100:2015 certifications guaranteeing a thorough quality assurance process in every project we complete.

Our headquarters is in Springfield, Virginia USA and we have a production centre in Buenos Aires, Argentina. Additionally, we have production teams in Mexico, Brazil, China, Russia, Germany and India. We have a staff of 18 Full time employees and over 1500 qualified native translators and reviewers and 350 subject matter experts for highly specialized content.



Our organization has extensive experience translating educational, health/medical and legal content into and from English. We currently hold contracts with The State of Virginia, The State of Pennsylvania, The State of Wisconsin, Portland Public Schools in Oregon, Stamford Public Schools in Connecticut, Jackson Public Schools in Missouri, Adams 12 Five Star Schools in Colorado, Gwinnett County Public Schools in Georgia and Lincoln Hills and Copper Lake School in Wisconsin. We translate from complex vision documents requiring creative language and extensive graphic design capabilities, to simple parent and community communication letters. Some of the most popular materials we translate are IEPs, Principal Letters, Brochures, Contracts and Agreements, Emergency Health Communications and bilingual learning textbooks and workbooks.

5. *Who is your competition in the marketplace?*

Our competition in the marketplace are translation and interpretation companies. There are more than 3,500 companies providing these services in the US. Some of our competitors are TransPerfect Translations, Lionbridge, WeLocalize and RWS.

6. *What are your overall annual sales for last three (3) years?*

- 2017: \$ 667,000
- 2018: \$ 909,000
- 2019: \$ 1,115,000

7. *What are your overall public sector sales, excluding Federal Government, for last three (3) years?*

- 2017: \$ 9,000
- 2018: \$ 86,000



- 2019: \$ 312,000

8. *What is your strategy to increase market share in the public sector?*

We participate in suitable RFPs nationwide and seek collaborative partnerships with purchasing organizations and associations.

9. *What differentiates your company from competitors in the public sector?*

We have three main differentiators:

Quality: Our company is ISO 9001:2015 and Iso 17100 certified. We have a stringent quality assurance process in place aimed at constant improvement. We not only have in-house translators, editors and proofreaders, but also engineers and designers that are able to complete any job, in any format. May it be InDesign files or other types of documents that require DTP or more challenging projects like the translation of E-learning courses, websites or applications, we are able to complete all projects seamlessly without the headaches of having several vendors involved.

Technology: We have a developed a simple, secure and robust platform for client communications that allows client to create projects, approve quotes, download translations and translation memories and see usage and spend reports. Please see an explanatory video below:



<https://youtu.be/4YFQzYyDYzo>



Price: We provide our clients with rates that are in average 30% lower than our competitors by taking advantage of our unique platform to accelerate and simplify translation tasks and leverage previously translated content and pass these cost savings to our clients.

10. Please provide your company's environmental policy and/or sustainability initiative.

We carry out all measures to be a paper free company and encourage an environmentally friendly mentality through the use of non-contaminant and recycled supplies.

11. Diversity program - Do you currently have a diversity program or any diversity partners that you do business with?

☒ Yes
☐ No

a. If the answer is yes, do you plan to offer your program or partnership through Equalis Group?

☒ Yes
☐ No

(If the answer is yes, attach a statement detailing the structure of your program, along with along with a list of your diversity alliances and a copy of their certifications.)

Our human capital team created our diversity and inclusion team which includes a number of activities towards the goal of being a diverse and inclusive company. We believe that diversity encourages ideas and provides a ripe environment for success. These activities include:

- Levaraging network for referrals
- Attending job/career fairs catering to a diverse population
- Recruiting from colleges/universities with diverse populations
- Removing biased language from job descriptions
- Creating a brand strategy to attract talent
- Placing job ads in publications catering to a diverse demographic
- Partnering with boot camps or community programs that teach language skills

We currently don't have diversity alliances.



b. Will the products accessible through your diversity program or partnership be offered to Equalis Group members at the same pricing offered by your company?
(If answer is no, attach a statement detailing how pricing for participants would be calculated.)

Yes.

12. Diversity Vendor Certification Participation - It is the policy of some entities participating in Equalis Group to involve minority and women business enterprises (M/WBE), small and/or disadvantaged business enterprises, disable veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Respondents shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

a. Minority Women Business Enterprise

Respondent certifies that this firm is an MWBE

☒ Yes ☐ No

List certifying agency: SwAM certified by the Virginia Department of Small Business and Supplier Diversity

b. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)

Respondent certifies that this firm is a SBE or DBE

☒ Yes ☐ No

List certifying agency: SwAM certified by the Virginia Department of Small Business and Supplier Diversity

c. Disabled Veterans Business Enterprise (DVBE)

Respondent certifies that this firm is an DVBE

☐ Yes ☐ No

List certifying agency: _____

d. Historically Underutilized Businesses (HUB)

Respondent certifies that this firm is an HUB

☐ Yes ☐ No

List certifying agency: _____

e. Historically Underutilized Business Zone Enterprise (HUBZone)

Respondent certifies that this firm is an HUBZone

☐ Yes ☐ No

List certifying agency: _____

f. Other

Respondent certifies that this firm is a recognized diversity certificate holder

☐ Yes ☐ No

List certifying agency: _____



PRODUCTS/PRICING OFFERED

13. Please summarize the services you are offering, including each language for which you provide language services.

The services we are offering include but are not limited to:

- translation, formatting, revision, and field testing of foreign language forms
- translation, formatting, and revision of posters, brochures and other informative leaflets/notices, websites/selected web pages, documents or forms.
- translation, formatting, and revision of assessments, test materials, and other instructional materials
- translation, formatting, and revision of correspondence

All services mentioned above can be provided in the following languages:

Spanish	Albanian	Bengali	Swedish
Portuguese	Bosnian	Latvian	Cambodian
Italian	Croatian	Lithuanian	Dari
French	Czech	Malay	Icelandic
Russian	Greek	Norwegian	Khmer
Chinese	Hungarian	Serbian	Maltese
German	Indonesian	Urdu	Persian
Arabic	Slovak	Afrikaans	Punjabi
Armenian	Thai	Finnish	Tagalog
Korean	Bulgarian	Georgian	Tamil
Turkish	Danish	Hmong	Tatar
Japanese	Estonian	Kazakh	Tigrinya
Dutch	Hebrew	Kurdish (Sorani)	Uzbek
Farsi	Hindi	Latin	Xhosa
Polish	Slovenian	Macedonian	



Romanian	Somali	Mongolian	
Vietnamese	Ukrainian	Swahili	

Methodology of Work

Upon approval of a Request from Region 10 ESC, the project is assigned to one of our experienced Project Managers (PM). Our PM will evaluate the content, requirements from the client, target audience and goal of the translation and assign the task to the most appropriate team members.

Translators, reviewers and proof readers for each project are chosen based on their subject matter expertise, experience with other projects from the client and software requirements. If the content requires formatting or Desktop Publishing (DTP), we would select a designer based on the application used (e.g. InDesign, Illustrator, PPT, Ms Word) and platform (Mac or PC) and complete the design so the target deliverable looks as close as possible as the original.

We aim at providing deliverables that have the same look and feel as their original source files and flow as if they were written originally in the target language.





Translation Process

Translation

This step is completed by a professional translator native on the target language with specific industry experience / knowledge to make sure accurate terminology is used.

Independent Editing

The completed translation goes through a thorough review by a qualified reviewer native on the target language that includes bilingual comparison and terminology research when needed. This step is completed by a subject matter expert with industry knowledge.

Quality Control Process

1. Verification of completeness:

This includes the overall review of exported content to ensure that it has been translated entirely and that there are no issues like missing bullets, issues on the dates, currencies or numbers or other common format issues.

2. Verification of Style Guide and Glossary:

If the client has a set Style Guide for communications and a glossary of terms, our verification scan, automatically finds any discrepancy in regards to guidelines and terms. This allow us to find and fix any terminology or style guide issue.

3. Grammar and Spell Check Verification:

We run spell check on a specialized software tool that identifies any typos or grammatical concordance issues.

4. Verification with QA Tool:

Bilingual files are revised using a QA program that detects issues such as lack of number concordance, double spacing, source and target inconsistencies and glossary inconsistencies.



DTP – Formatting Services

This service includes formatting of original designer files to maintain the same page layout on the translated version. Some of the applications we work with are:

- Adobe InDesign
- PDF
- MS Word
- MS Visio
- Frame Maker
- Illustrator
- PowerPoint
- QuarkXPress
- Photoshop
- Publisher
- Among others...

Website Localization through Proxy Technology or CMS access

We translate websites using 2 approaches:

- PROXY. This is a simple and clean way to translate websites that involve minimal IT or webmaster involvement. Through a simple line of code on the website (we will provide step by step instructions), we are able to extract the content, host it in our translation platform and professionally translate it. The user sees the client's site but choose which to display the content on. This technology is particularly relevant for dynamic sites as our robots crawl the site to find new content regularly which it's translated by our team. The client just focuses on the English or source site. We take care of the other languages.
- CMS Access. The client can also choose to give us access to their CMS (WordPress, Drupal, Joomla, etc.). We install a translation plug in and work directly on the client's back end without having to exchange files. This is a cost effective option for websites that are not constantly changing.

Software Localization

All of our Software translation projects go through a 3 step process to make sure your application is accurately translated and is fully functional.

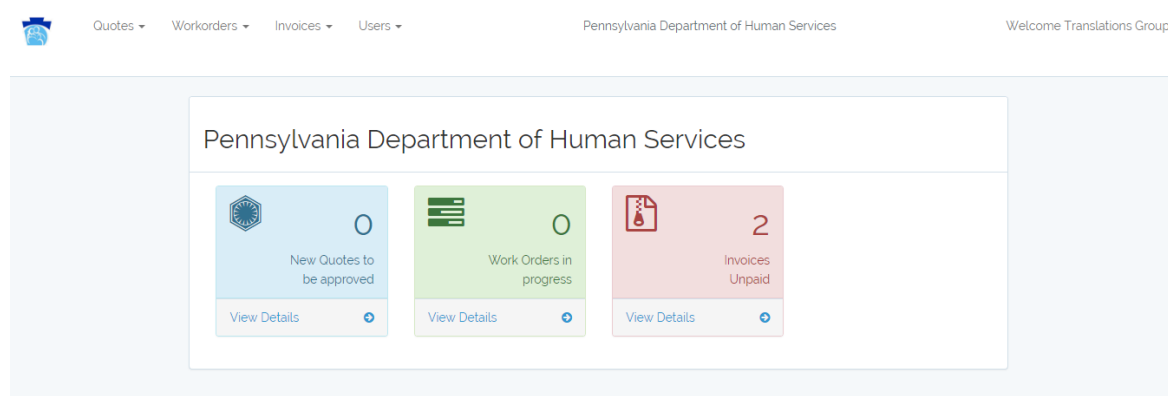


1. Evaluation and review of files. Through the use of localization tools like Passolo and Lingobit we can determine what is the process to use based on the file format (xml, json,.po) so we can make sure all the code stays unchanged and our linguists only work on the text that needs translation.
2. Review of tags and images. Once the text has been translated and inserted back into the application, our team of engineers and designers carefully goes over code (if applies), tags and images including corresponding help files to determine if they need to be translated or correspond to a screen-print from the application and make sure all dead text is properly translated.
3. Testing. Finally, after all content including images have been properly translated and the application or website is functional, our team of testers go through every single screen or page to make sure everything is working as the original and there are no bugs or linguistic issues that may affect overall user experience.

14. *What makes your offering unique from other similar competitors?*

Translation Management System

We offer our clients a unique platform that allows them to keep their translation projects in one place, create and approve quotes without the cumbersome exchange of emails and manage invoices and budget spend in one place. All of this at no additional charge. Through our IRIS Customer Platform we take the project management out of translation and accelerate and simplify the request of projects.





New quote for Pennsylvania Department of Human Services (548)

Summary

Due date

Source Language

Country

Work documents No file chosen

Translate to:

- Language To - - Country To -

CAT Technologies

- Through the use of software technology, we provide our linguists the tools to work on a productive and quality oriented environment.
- These tools allow us to create translation memories for each client that turn out into more consistent terminology throughout your projects.
- CAT tools also help us take into account client preferences through the use of glossaries for preferred terms.
- Finally, the use of CAT technologies saves clients costs as it identifies repeated text and our team provides the due discounts.





Were all products/lines/services and pricing being made available under this contract provided in the attachment B and/or Appendix B, pricing sections?

Yes, all products/lines/services and pricing are available in the attachment B and/or Appendix B, pricing sections.

16. Does the respondent agree to offer all future product introductions at prices that are proportionate to contract pricing offered herein?

☒ Yes

☐ No

(If answer is no, attach a statement detailing how pricing for participants would be calculated.)

17. Define your standard terms of payment

Our standard terms of payment are net 30 (thirty) days from the date of invoice.

Payment methods

Idea Language Services, LLC currently accepts the following payment methods:

- Bank Transfers (ACH and Wire Transfers)
- Check
- Credit card
- Paypal

PERFORMANCE CAPABILITIES

18. States Covered - Respondent must indicate any and all states where products and services are being offered.



☒ 50 States & District of Columbia (Selecting this box is equal to checking all boxes below)

- | | | |
|---|---|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Kentucky | <input type="checkbox"/> North Dakota |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> Louisiana | <input type="checkbox"/> Ohio |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> Maine | <input type="checkbox"/> Oklahoma |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> Maryland | <input type="checkbox"/> Oregon |
| <input type="checkbox"/> California | <input type="checkbox"/> Massachusetts | <input type="checkbox"/> Pennsylvania |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> Michigan | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> Minnesota | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> Mississippi | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> Missouri | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> Florida | <input type="checkbox"/> Montana | <input type="checkbox"/> Texas |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> Nebraska | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> Nevada | <input type="checkbox"/> Vermont |
| <input type="checkbox"/> Idaho | <input type="checkbox"/> New Hampshire | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> Illinois | <input type="checkbox"/> New Jersey | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Indiana | <input type="checkbox"/> New Mexico | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Iowa | <input type="checkbox"/> New York | <input type="checkbox"/> Wisconsin |
| <input type="checkbox"/> Kansas | <input type="checkbox"/> North Carolina | <input type="checkbox"/> Wyoming |

☒ All U.S. Territories & Outlying Areas (Selecting this box is equal to checking all boxes below)

- | | | |
|---|---|--|
| <input type="checkbox"/> American Samoa | <input type="checkbox"/> Midway Islands | <input type="checkbox"/> U.S. Virgin Islands |
| <input type="checkbox"/> Federated States of Micronesia | <input type="checkbox"/> Northern Mariana Islands | |
| <input type="checkbox"/> Guam | <input type="checkbox"/> Puerto Rico | |

19. List the number and location of offices, or service centers for all states being proposed in solicitation.

1 - Headquarters Address: 8719 Evangel Drive, Springfield, Virginia 22153, USA

20. Distribution Channel: Which best describes your company's position in the distribution channel:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Manufacturer direct | <input type="checkbox"/> Certified education/government reseller |
| <input type="checkbox"/> Authorized distributor | <input type="checkbox"/> Manufacturer marketing through reseller |
| <input type="checkbox"/> Value-added reseller | <input type="checkbox"/> Other |



21. Provide relevant information regarding your ordering process including your ability for purchasing group members to verify they are receiving contract pricing.

Region 10 members will be able to place requests via email, phone or through our IRIS Customer Platform. Upon mention of Region 10 membership we will provide a copy of our contract pricing agreement. If they place requests through our IRIS Customer Platform, pricing will be prepopulated on the system and contract pricing will appear automatically with every quote / project.

22. Describe areas where downtime may occur with products and services provided, historical averages of that downtime, and how you resolve downtime issues when they do occur (For purposes of providing further clarity, examples of downtime might be a website ordering platform that goes offline, limited availability of translators due to high work volume, etc.)

We have an on-call emergency service that works 24/7 during 365 days a year.

Also, we have a flexible production set up where at times where translation volume is low we can use all of our in-house resources and during peak periods we increase our supply through the use of our approved partners. Moreover, our Production manager creates a quarterly production forecast taking into account new accounts, historical outcomes and current market demand to create estimates that allow us to be prepared for larger volumes.

Our IRIS Customer Platform has an uptime of 99.8%.

23. Provide fill rates and average delivery timeframes met for projects in each language offered.

Fill rate in the translation industry is understood as capacity to complete a request. We are including number of resources per language on page 34. In most languages we have extensive fill capacity with the exemption of languages where we have only one linguist.

Please view our standard turnaround times for all languages prepared by one single translation team below. In case rush services are required, we have at our disposal the tools for enabling several translators to work on the same project simultaneously through our Trados Cloud Solution in order to meet our clients' deadlines.



Amount of words	Turn around
1000 or less	1-2 business days
Between 1000 - 2500	2-3 business days
Between 2500 - 5000	3-4 business days
Between 5000 - 10000	4-8 business days
Over 10000	To be determined

24. Describe your company's Customer Service Department (hours of operation, number of service centers, etc.).

Our office is open from 7 AM EST to 7 PM EST with an on-call emergency service that works 24/7 during 365 days a year.

25. Describe the capacity of your company to report monthly sales through this agreement.

Through our IRIS Customer Platform, we can provide reporting access related to all usage including member organization, requesting contact, dollar amount, services provided and languages.

We can also create that report internally and email to administrator in excel or CSV format.

26. Describe the capacity of your company to provide management reports, i.e. consolidated billing by location, time and attendance reports, etc. for each eligible agency.

Upon award of contract, Idea Language Services, LLC will arrange in the lapse of 5 business days for video conference call with the contract managers to define managers and users in order to create access to our translation management system to create exportable reports that can be filtered by member, agency, location and user.

We can also create any report internally and email to administrator in excel or CSV format.



27. If your company intends to use subcontractors to fulfill this contract, describe your subcontractor plan, including how subcontractors are vetted for experience and qualifications, how they are held to a high standard of translation speed and accuracy, and how issues with subcontractors are handled.

We occasionally use subcontractors. All subcontractors must have verifiable credentials from an accredited university or entity certified their capabilities,

They must also complete the screening process described in the following section.

Issues with subcontractors are handled through a scoring methodology that evaluates, accuracy of translation, timeliness of deliverable, business acumen with project manager communications and comprehension of instructions.

28. Describe how your company ensures that all translators are fluent in the language they will be translating.

We request our linguists to have a translation degree (3+ year degree) and a minimum of 3 years of experience translating, editing or proofreading into their native language. We do occasionally use translators that don't have a degree in translation but have relevant experience translating into a very specific area (subject matter experts) and have a proven translation record of 3 years minimum.

All of our translators have to pass one of our 4 test translations (Education, Medical, Legal and Financial) based on their experience. If the translator passes the test consisting of a short translation, he/she is put into a trial period where we would make them part of a specific client's team. During this period, we require the translator to produce partial deliveries on all projects so our reviewer can constantly check on quality as the project flows and provide with feedback. After our team deems the translator can move out of the trial period, we create a qualifications folder in our database so we can pair the translator with the right project in the future.

At the end of every project, translators receive a mark based on their performance. This allows us to identify whether they need some type of training, review their specialization or remove them from our database if their performance is not consistent.



QUALIFICATION AND EXPERIENCE

29. Please provide contact information and resumes for the person(s) who will be responsible for the following areas.

Executive Contact

Contact Person: Sergio Atristain

Title: Managing Director

Company: Idea Language Services, LLC

Address: 8719 Evangel Drive, Springfield, Virginia 22153, USA

City: Springfield State: Virginia Zip: 22153

Phone: (860) 781-6377 Fax: (860) 760-6057

Email: sergio@ideatranslations.com

Account Manager / Sales Lead

Contact Person: Sergio Atristain

Title: Managing Director

Company: Idea Language Services, LLC

Address: 8719 Evangel Drive, Springfield, Virginia 22153, USA

City: Springfield State: Virginia Zip: 22153

Phone: (860) 781-6377 Fax: (860) 760-6057

Email: sergio@ideatranslations.com

Contract Management (if different than the Sales Lead)

Contact Person: _____

Title: _____

Company: _____

Address: _____



City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Billing & Reporting/Accounts Payable

Contact Person: Sergio Atristain

Title: Managing Director

Company: Idea Language Services, LLC

Address: 8719 Evangel Drive, Springfield, Virginia 22153, USA

City: Springfield State: Virginia Zip: 22153

Phone: (860) 781-6377 Fax: (860) 760-6057

Email: sergio@ideatranslations.com

Marketing

Contact Person: Alberto Paredes

Title: DTP Manager

Company: Idea Language Services, LLC

Address: 8719 Evangel Drive, Springfield, Virginia 22153, USA

City: Springfield State: Virginia Zip: 22153

Phone: (860) 781-6377 Fax: (860) 760-6057

Email: dtp@ideatranslations.com



Organizational Chart





Key Personnel at Idea Language Services

Resumes



Sergio F. Atristain – Managing Director

EDUCATION

Master of International Economic Relations (M.A.)

March 2005 – December 2007 - FLACSO (Facultad Latinoamericana de Ciencias Sociales)-
University of Barcelona - University of San Andrés Buenos Aires, Argentina (GPA of 8.5/10)

Bachelor of Arts / Economics (B.A.)

September 1997 - May 2001 - State University of New York at Stony Brook, Stony Brook, NY
(Graduated “Cum- Laude” - GPA of 3.64)

WORK EXPERIENCE

January 2007 – Present - Managing Director

Idea Language Services, LLC – Washington D.C. Metro Area

Responsible for client interactions

Responsible for all agency clients and large corporation clients

Responsible for Financial, Business and Technical Assignments

Grew company from 0-1.5million in sales.

November 2009 – January 2011 Technology Business Development Consultant

Oracle Corporation (www.oracle.com). Buenos Aires, Argentina

Responsible for finding business in the amount of \$600k yearly for Oracle Direct Technology
Business in the Southeast US region.



Responsible for working with a virtual team to plan and execute successful penetration for national accounts with a revenue range from \$50 million to \$1 billion.
Strong understanding of Oracle Solutions such as Database, Business Intelligence and Security.
Sales training in the Sandler methodology

**November 2007 – December 2009 – Corporate Account Manager
Frost & Sullivan (www.frost.com). Buenos Aires, Argentina**

Corporate Account Manager for the US and Canada in the area of Technical Insights focusing on Emerging Technology Research.
Responsible for planning and handling account penetration for large corporate clients.
Successful penetration with clients such as Invensys, Tyco, Allegro Microsystems, Schering Plough, Kobe and others.
Consulting approach to sales, catering and customizing our products to meet client's needs.
Average sale \$10,000 per client contract

January 2007 - November 2007 - Sales Representative

International Financial Center & Exchange (IFCE) (www.ifce.com). Buenos Aires, Argentina

In charge of all marketing strategies to exploit the Argentine market for offshore investments.
Monthly market and profit analyses.
Long term evaluation of business opportunities for IFCE in Argentina.
Weekly reports for stock and bond exchange activities and current financial situation for Argentina and the Southern Cone Region.
Networking and relationship development with the purpose of expanding IFCE's presence in Argentina.

October 2002 - January 2005 - Customer Service Supervisor

Omnicare, Inc. (www.omnicare.com) (Leading Pharmaceutical and Durable Medical Equipment Provider in the U.S.) - Alexandria, Virginia U.S.

In charge of the Customer Service Dept.
Monthly productivity and revenue analyses
Responsible for implementing the Spanish and Foreign Languages service for non-English-speaking customers
Responsible for training staff and clients on the usage of equipment, requirements for medical coverage and firm's national credentials

October 2001 - October 2002 - Customer Service Representative

APRIA, Inc. (www.apria.com) (Leading Durable Medical Provider in the U.S.) - Springfield, Virginia U.S.

Intake of phone and mail orders for medical equipment
Verification of insurance and medical necessity
Trouble shooting problems over the phone
Explain proper usage of equipment



VOLUNTEER EXPERIENCE

October 2005-January 2006 - Project Analyst

Fundación Progresar (Non-profit organization with the purpose of providing micro-credit to impoverished communities) – Buenos Aires, Argentina

Creating and updating projects for Fundación Progresar (a non-profit ONG with the purpose of providing micro-credit for impoverished and marginalized individuals)

Researching and contacting possible donors

TEACHING EXPERIENCE

January 2001- May 2001 - State University of New York Stony Brook. Stony Brook, NY U.S. Teacher Assistant, Intermediate Macroeconomics

Responsibilities included: reviewing of material during weekly office hours and proctoring and grading tests and homework.

January 2000 - December 2000

Nassau Community College. Garden City, NY U.S Tutor, ESL (English as a Second Language Dept.)

Responsibilities included: helping foreign students correct their grammar, pronunciation and general writing.

RESEARCH EXPERIENCE

January 2001- May 2001

State University of New York Stony Brook Stony Brook, NY U.S.

Independent Research Project and Senior Thesis

Usage of econometric and statistical tools to explain the impact of key variables on Bolivia's GDP in a 10-year period 1990 – 2000.

Project used as Senior Thesis. Three college credits awarded with a final grade of A.

SKILLS

Computer Skills

Lotus Notes, MS Word, MS Excel, Ms Outlook, Adobe Photoshop 6.0, SPSS statistical, Mestamed, Acis (costumer maintenance software), HTML, Knowledge of Search Engine Optimization and PPC Campaigns, CRM experience in Siebel, Salesforce and SalesLogix.

Language Skills

Fluent native written and spoken Spanish and English; conversational French.



Idea Translations

AWARDS RECEIVED

April 2001

Recipient of the State University of New York Academic Award Achievement

December 2000

Member of the Golden Key National Honors Society

Dean's list for three consecutive semesters at SUNY Stony Brook



**Diego J. Sansone –
Director of Operations**

EDUCATION

Industrial Engineer

November 2011 – University of Buenos Aires - Industrial engineer with technical background.
16 years in the translation industry

Technician-Mechanics

High School

OTHER STUDIES

Foreign Trade: Bank Boston Foundation.

English language studies in UBA and Canadian English program (1995)

Network administration: iPlan Networks Argentina

WORK EXPERIENCE

January 2007 – Present – Director of Operations

Idea Language Services, LLC

Quality Assurance: helped the Company to certify ISO 9001:2008/2015 and ISO 17100 and EN 15038 (European standard for linguistic services providers)

Responsible for the design of new working methodologies in challenging projects: specific contents, short timelines, big volumes, etc.

Revision and Management of specific technical terminology for technical, scientific and education related projects.

Help new resources with training in the use of CAT tools

2005- 2006 - Project Manager



Trusted Translations, Inc.

Managed English/Spanish translation/editing projects in the technical area.

Analysis, quote, recruitment of necessary resources, administration of the whole project from beginning to end

2005 – Specialized technical translator

Trusted Translations, Inc.

Examples of final clients: Kyocera/Siemens. Performed Translation, editing and content management

2000-2002- Sales Representative

General Industries Argentina S.A. Buenos Aires, Argentina

Overseas Purchase Department

Searched for specific products in specific markets.

Optimization of import process, consolidation and coordination of tasks between providers and transportation.

Standardization according to ISO 9001/2000.

1995- Lived in Canada

Studied English and fluid conduction course

1990-1993- Electomechanic

Rodríguez Corswant Laboratory

Precision electro mechanic tasks. Interpretation of draws and service manuals, technical specifications of spectrophotometry equipment

SKILLS

Computer Skills

Website administration under FTP protocol and CPanel; Website administration with Wordpress, Magento; Use of CAT tools: Trados Studio, Memoq, Memsource, Wordfast, Smartling, among others; Knowledge of Office, Acrobat and MS Project; AutoCad; E-learning tools (Articulate 360) and Moodle LMS.

Language Skills

English (Excellent written and spoken domain - lived in Canada for more than a year), Portuguese (Basic level).



Maricel Dietrich - Production Director

EDUCATION

1999 – 2002 Universidad de Belgrano

English/Spanish Certified, Literary and Technical-Scientific Translator

ATA Member (voting member) since 2018

WORK EXPERIENCE

November 2007 – Present / Idea Translations

In charge of HHRR Head Management and also of the Production and Quality Assessment areas.

Supervisor of multilingual Translation Project, quote analysis, clients and provider's management. General coordination of all Translation, DTP, website, editing, proofreading, interpretation, subtitling, transcription projects.

January 2004 – September 2006 / Project Manager

Project Manager for Trusted Translations Inc. Project quotes. Resources and time assessment. Choice of resources. Management of translation teams. TEP process coordinator. Managed Projects of up to 1,000,000 words in several languages and subject matters. Creation of glossaries and use of CAT tools together with design software tools in Translation projects.

January 2004 – Present / Freelance Translator

Eastman Chemical Company. English/Spanish and Spanish/English translation projects: legal documents, technical certifications, employee manuals, newsletters, corporate communications.

Idea Language Services, LLC.

English/Spanish translations in the medical, technical and legal areas. Editing and proofreading. Project Management general consultant.

Akorbi Consulting Services



English/Spanish translations in the medical, technical and legal areas. Editing and proofreading.

Small World Language Services

English/Spanish translations in the medical, technical and legal areas. Editing and proofreading.

CardioMems Inc. y GI Dynamics

English/Spanish and Spanish/English translations of clinical study protocols, legal documents, technical certifications, among others.

Spanish Publishing Group

English/Spanish translations of biology, physics and geology texts. Editing and proofreading of PDF documents and Word documents with track changes.

Freelance translations

English/Spanish translations of accounting material (balance sheets, account reports, auditing reports, tax reports, business plans, among others), legal documents (contracts, legal certificates, judgements) and medical documents (prospectuses, clinical trials, pharmaco-technical material), personal documents (school certificates, passports), texts related to psychology, accounting and the Argentine tax system. Translation into English of the following sites: <http://www.dinosaurspatagonia.com.ar>; <http://www.estancia-sanjuan.com.ar>, <http://www.ids-web-development.com>, <http://www.laboratoriopyam.com>.

CIVISA S.A.

Subtitling/translation (English/Spanish) for Discovery Channel TV shows; closed captions. Subtitling and Translation for the Festival Internacional de Cine de Mar del Plata.

Oct 2003 – Jan 2004 / Teletech Argentina S.A.

Telemarketer (in English): direct telephone sale to US users of Nextel cellphones.

May 2003 / I.A.N.C.A.

Interpreter: English/Spanish interpreting of a conference given by Dr. Peter Hurtgen.

2001 - 2002 / Laboratorio Kampel Martian

Translator in the Registry Department: English/Spanish and Spanish/English translation of legal documents (sales agreements) and technical documents (clinical studies, pharmaco-technical material, clinical consultation material, prospectuses, medicine packaging, sale certifications of products, among others).

SKILLS

Computer Skills



Microsoft Office (all tools), Adobe Acrobat Professional 10, Trados 7 Freelance (Multiterm, Tag Editor, Workbench, WinAlign), Wordfast Classic, Wordfast Pro, SDL Trados Studio 2019, Idiom, Deja Vú, Translation Workspace, Smartling Platform, MemoQ, Memsource, XTM. Knowledge of Quark Xpress, Adobe InDesign, Adobe PageMaker, Adobe FrameMaker, Adobe Illustrator, AutoCAD and Microsoft Visio in translation projects. Knowledge of Storyline, Captivate and Articulate Rise. FTP.

Language Skills

Spanish (native), English (high-proficient reading and speaking level)



María Cristina Gisbert - Linguist

EDUCATION

Real Estate Licensee in Virginia – License No.0225-192767

Associate Degree in Business Management - Institute of Business Education – La Paz, Bolivia

Commercial & Accounting Specialist and Bilingual Executive Secretary –

St. Andrew's School of Commerce –La Paz, Bolivia

Real Estate Post-License Courses – American School of Real Estate Exp.

Small Enterprises Mgmt. – IDEA Institute – La Paz, Bolivia

Personnel Administration – IBEE/USAID, Bolivia

Corporate Financial Analysis – Puerto Rico

Personnel Compensation Analysis – Puerto Rico

Personnel Benchmark's Seminar – Lima, Peru

Financial Control Seminar, Montevideo, Uruguay

Financial Systems Technology, Sao Paulo, Brazil

WORK EXPERIENCE

January 2011 – Present - Linguist

Idea Language Services, LLC – Washington D.C. Metro Area

May 2009 – Present Administrative/Bookkeeping Assistant and Real Estate Agent

SSG REAL ESTATE, LLC. Springfield, VA

Real Estate Agent servicing all Spanish speaking clients and workers.



Office administration in general. Schedule appointments, follow-up with clients. Handle correspondence and documentation.

Prepare files by case, negotiate with Banks, receive commissions, calculate and pay agents.

Manage the accounting in QuickBooks, control of commissions, bank accounts, A/R, etc.

**June 2006 – January 2009 – Director of Finances/Accounting & Human Resources
SSG REAL ESTATE, LLC. Glastonbury, CT**

Office administrator for staff of 10 and 50 Realtors, and 30-50 vendors.

A/R and A/P management, Credit Cards processing, banking management. Bid out annual contracts for leases, property insurance and building maintenance.

Managed HR records for 50 agents and office staff of 10.

Organize trainings and seminars for staff and clients both in English and Spanish

**August 2004 - June 2006 - Assistant to the Vice President
FORT MYER CONSTRUCTION CORP. Washington, DC**

Prepare legal documentation as required, transcription of Court Cases, transcription and translation.

Develop and organize administrative/filing system for construction works in progress

Prepare contracts for vendors, contractors and sub-contractors, follow-up on billing and invoices.

Prepare work development charts and work progress charts for Directory Meetings.

Assist to Court when Spanish personnel involved. Translate and transcript.

**June 2000 - August 2004 - Legal Administrative Assistant & Bookkeeper
LAW OFFICES OF ADRIANA B. LAKE, PLC - Fairfax, VA**

Immigration, Divorce and Criminal Practice: Prepare court orders and documentation required in each case. A/P & A/R management.

Clients: Get their information and documents, help them and explain how to fill forms, billing, and collect payments. Maintain data in legal system. Translate, interpret and transcribe to/from Spanish.

Multi-task administrative office work

**1995 - 1999 - Administrative Supervisor
CENTRO DE FOMENTO A INICIATIVAS ECONOMICAS (Non-governmental Organization
(NGO) – IDB sponsored) - Bolivia**

Intake of phone and mail orders for medical equipment

Verification of insurance and medical necessity

Trouble shooting problems over the phone

Explain proper usage of equipment

**1991 - 1995 - Assistant to the Director General
INTERNAL REVENUE GENERAL DIRECTION (Government Income Tax Administration
Office) - Bolivia**



1986 - 1991 - Operations Management Assistant
BOLIVIAN AMERICAN BANK (Private Bank in Bolivia) - Bolivia

1974 - 1985 - Financial Controller and HR Manager
CITIBANK N.A. – La Paz, Bolivia

SKILLS

Computer Skills

Proficient in Microsoft Office: Word, Excel, PowerPoint, Strong in QuickBooks and Microsoft Outlook, SDL Studio, Wordfast PRO.

Language Skills

English fluently (speak, write and read), Spanish fluently (speak, write and read).



Amira de Hoyos – Senior Project Manager

EDUCATION

Diploma in Audiovisual Translation

August 2019 – March 2020 – Universidad Tecnológica Nacional

English-Spanish Sworn Translator

March 2012 – December 2015 - Universidad del Museo Social Argentino

English-Spanish Literary Translator

March 2012 – March 2014 - Universidad del Museo Social Argentino

WORK EXPERIENCE

2019 – Present / Senior Project Manager

Idea Language Services, LLC

Managed multilingual translation and formatting projects.

2018 - 2019 / Vendor Manager and QA Assurance



Idea Language Services, LLC
Human Resources recruitment tasks
Quality assurance in translation and formatting projects

2014 - Present / Subtitler and Freelance Translator

Subtitling tasks and translation of different fields: medical, legal, technical, audiovisual, general.

SKILLS

Computer Skills

SDL trados Studio, Ms Office, Memoq, XTM, Subtitle Edit, Subtitle Workshop, Aegisub, Memsourc, Wordfast Pro, Smartling, E-learning tools (Articulate 360), QA software (Xbench), Prezi, Photoshop.

Language Skills

English (Excellent written and spoken), Spanish (Native), French (Basic level).



María Cecilia Ferro – Project Manager

EDUCATION

English-Spanish Sworn Translator

December 2019 – University of Buenos Aires

Law – Current

University of Buenos Aires

IGCSE international exams

WORK EXPERIENCE

September 2019 – Present – QA Assurance

Idea Language Services, LLC



Quality Assurance: responsible for running QA checks on all outgoing deliveries. Also collaborated with inhouse translations and proofreadings.

October 2019 - Present - Project Manager

Idea Language Services, LLC

Managed multilingual translation/editing projects.

Analysis, quotes, administration of projects from beginning to end

2016 - 2018 – Assistant teacher

Aberdare College

SKILLS

Computer Skills

SDL trados Studio, Ms Office, Memoq, Memsource, Wordfast Pro, Smartling, E-learning tools (Articulate 360), QA software (Xbench)

Language Skills

English (Excellent written and spoken), Spanish (Native).



Alberto Paredes – DTP Manager

EDUCATION

Master's Degree in Audiovisual Communication

2018 – Present – Universidad Católica Argentina, Buenos Aires

Image and Sound Designer

2011 - 2015 – Universidad de Palermo, Buenos Aires

Technician in Image and Sound Design

2011 – 2013 – Universidad de Palermo, Buenos Aires



WORK EXPERIENCE

August 2018 – Present / DTP Manager

Idea Language Services, LLC

Responsible for managing the DTP team

Assigning formatting tasks and supervising budgets and deadlines

Quality Assurance of formatting jobs

Developing the branding and design of all Idea's corporate profile and communications

November 2016 – August 2018 / Manager of Design and Communication Area

Calista Publicidad S.A. Buenos Aires, Argentina

Area coordination

Responsible for audiovisual design targeting products commercialization

Community manager

Marketing design

April 2016 – August 2018 / Designer

Editorial Capizana. Buenos Aires, Argentina

Graphic, audiovisual and web design for the international Real Estate Magazine "Circus Luxury"
(www.circusluxury.com)

May 2014 - November 2015 / Graphic designer

CV Publicidad. Buenos Aires, Argentina

Graphic design of pamphlets and advertisements

Photoshop

Contact with external providers

Agenda management

January 2014 – February 2014 / Graphic Designer

Arquitectonic. Quito, Ecuador

Development of graphic design materials

General consultant

October 2013 – December 2013 / Audiovisual Editor

TV Channel 15. Campana, Argentina

Audiovisual editing for a TV program

SKILLS

Computer Skills



Graphic design, Community Manager, SEO/SEM Positioning, Camera/Lightning setup, Adobe Creative Cloud (Photoshop, Illustrator, Dreamweaver, After Effects, Premiere, Lightroom, InDesign, etc.) / Final Cut Pro X / Logic Pro / Da Vinci Resolve, Microsoft Office, Mac, Windows, Linux platforms, Web Design, Video editing, Google AdSense / AdWords, Sound recording/editing, Audiovisual production/design, Video and Photography, Captivate, Articulate 360: Storyline, Rise.

Language Skills

Spanish (Native), English (Proficient).

30. List the number of translators available for each language proposed under the contract.

Language	Amount of translators
Spanish	296
Portuguese	97
Italian	46
French	45
Russian	30
Chinese	21
German	18
Arabic	13
Armenian	9
Korean	9
Turkish	9
Japanese	8
Dutch	7
Farsi	7
Polish	6
Romanian	6
Vietnamese	6
Albanian	5
Bosnian	5
Croatian	5
Czech	5
Greek	5
Hungarian	5



Indonesian	5
Slovak	5
Thai	5
Bulgarian	4
Danish	4
Estonian	4
Hebrew	4
Hindi	4
Slovenian	4
Somali	4
Ukrainian	4
Bengali	3
Latvian	3
Lithuanian	3
Malay	3
Norwegian	3
Serbian	3
Urdu	3
Afrikanns	2
Finnish	2
Georgian	2
Hmong	2
Kazakh	2
Kurdish (Sorani)	2
Latin	2
Macedonian	2
Mongolian	2
Swahili	2
Swedish	2
Cambodian	1
Dari	1
Icelandic	1
Khmer	1
Maltese	1
Persian	1



Punjabi	1
Tagalog	1
Tamil	1
Tatar	1
Tigrinya	1
Uzbek	1
Xhosa	1

31. Provide a minimum of three (3) government customer references for product and/or services of similar scope dating within the past 3 years. Please try to provide an equal number of references for K12, Higher Education and City/County entities. Provide the following information for each reference:

Entity Name

Contact Name and Title

City and State

Phone Number

Years Serviced

Description of Services

Annual Volume



Reference One

Client Name and address:	Portland Public Schools School District 1J 7100 SE Division Portland, OR 97206
Client Contact Person:	Marifer Sager
Phone Number/ E-Mail:	503-916-3524 / msager@pps.net
Dates of Contract:	10/30/2018 - 10/30/2020
Contract Value:	\$450,000

Brief Description of Services:

Our company was selected by PPS to provide translations of all the School District Communications and to provide translation of teacher and student content material for the Spanish bilingual education program.

Reference Two

Client Name and address:	Stamford Public Schools 888 Washington Boulevard, Stamford, CT 06901
Client Contact Person:	Michael Meyer
Phone Number / E-Mail:	203-977-5620 / MMeyer@stamfordct.gov
Dates of Contract:	07/2019 – 06/2022
Contract Value:	\$50,000

Brief Description of Services:

Our company was selected by Stamford as the sole translation source for all IEP and parent communications as well as guidebooks and procedure content.

Reference Three

Client Name and address:	New Hampshire Department of Education Bureau of Special Education 101 Pleasant Street Concord, NH 03301-3494
Client Contact Person:	Danielle Younie
Phone Number/ E-Mail:	(603) 271-3075 / Danielle.Younie@doe.nh.gov
Dates of Contract:	2018
Contract Value:	\$50,000

Brief Description of Services:

For the New Hampshire Department of Education Bureau of Special Education we were selected to translate several work books into more than eleven languages.



Reference Four

Client Name and address:	University of Wisconsin Population Health Institute 610 Walnut Street, 546 WARF Building Madison, WI 53726
Client Contact Person:	Katie Kooney
Phone Number/ E-Mail:	kcooney2@wisc.edu
Dates of Contract:	2018-Present
Contract Value:	\$2,500

Brief Description of Services:

Translation of behavioral content presentations.

Reference Five

Client Name and address:	The Parent Project
Client Contact Person:	Ralph Fry
Phone Number/ E-Mail:	(800) 372-8886 / ralphfry@parentproject.com
Dates of Contract:	2016 and 2019
Contract Value:	\$15,000

Brief Description of Services:

The Parent Project (TPP) is a non-profit organization focused on helping parents manage behavioral challenges of their children. Idea Translation adapted various videos for a Spanish speaking audience from full voice over to subtitling. Also translation of several assets (work books, teaching books, etc.) to help parents deal with their children in adolescence.



32. List all cooperative and/or government group purchasing organizations of which your company is currently a member below.

We are currently not members of any group purchasing organization.

33. Describe your company's implementation and success with existing cooperative purchasing programs, if any, and provide the cooperative's name(s), contact person(s) and contact information as reference(s).

Please see above, not applicable.

34. In Appendix C, provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing Respondent to perform the covered services including, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable.

Please see Appendix C.

35. In Appendix C, list any certification(s) and membership(s) held with professional translation associations, and the effective date of each.

Please see Appendix C.

36. Provide information regarding whether your firm, either presently or in the past, has been involved in any litigation, bankruptcy, or reorganization.

Idea Language Services, LLC, has not been involved in any litigation, bankruptcy, or reorganization, either presently or in the past,



37. Felony Conviction Notice – Please check applicable box:

- ☐ A publicly held corporation; therefore, this reporting requirement is not applicable
☒ Is not owned or operated by anyone who has been convicted of a felony.
☐ Is owned or operated by the following individual(s) who has/have been convicted of a felony.
*If the 3rd box is checked a detailed explanation of the names and convictions must be attached.

VALUE ADD

38. Detail how your organization plans to market this contract within the first 90 days of the award date.

- a. A co-branded press release within first 30 days
- b. Announcement of award through LinkedIn, Facebook and Twitter
- c. Direct mail campaign to all members (list provided by Region 10 ESC)
- d. Co-branded rate table and flyer highlighting key company differentiators
- f. Participation in trade show (to be defined with Region 10 ESC)
- g. Dedicated Equalis Group and Region 10 ESC internet web-based homepage with:
 - i. Equalis Group and Region 10 ESC Logo
 - ii. Link to Equalis Group and Region 10 ESC website
 - iii. Summary of contract and services offered
 - iv. Due Diligence Documents including; copy of solicitation, copy of contract and any amendments, marketing materials
- h. Announcement within your firm, including training of the agreement with your national sales force
- i. Marketing the agreement to new and existing government customers



39. Acknowledge that your organization agrees to provide its company logo(s) to Region 10 ESC and agrees to provide permission for reproduction of such logo in marketing communications and promotions.

Idea Language Services, LLC agrees to provide its company logo(s) to Region 10 ESC and agrees to provide permission for reproduction of such logo in marketing communications and promotions.

40. Provide the agency spend that your organization anticipates each year for the first three (3) years of this agreement.

\$3,000 in year one

\$6,000 in year two

\$9,000 in year three

41. Please provide any suggested improvements and alternatives for doing business with your company that will make this arrangement more cost effective for your company and Participating Public Agencies.

Use of our IRIS Customer Platform

We offer our clients a unique platform that allows them to keep their translation projects in one place, create and approve quotes without the cumbersome exchange of emails and manage invoices and budget spend in one place. All of this at no additional charge. Through our IRIS Customer Platform we take the project management out of translation and accelerate and simplify the request of projects.





Use of Translation Memory Technology

Through the use of specialized translation tools we are able to create a unique and encompassing translation memory of all content translated for IDB for future use and for consistency sake.

This means that every time you translate a project with us, it will be stored and added to your translation memory avoiding translation of duplicate content and eventually creating cost savings through the use of repetitions (we provide a 75% discount on repetitions).

Through the use of technology tools such as translation memory, we are able to offer the following repetition and volume discounts:

Repetition and Fuzzy Discounts (when applicable)	
Repetitions	25 % of new word rate
100% Matches	50% of new word rate
75% to 99% Matches	75% of new word rate
Volume Discounts	
Projects over 50,000 words per language	5% additional discount
Projects over 100,000 words per language	10% additional discount
Projects over 250,000 words per language	15% additional discount



Appendix C: CERTIFICATES

Business, Professional and Occupational License

2020 BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSE 2020
 COUNTY OF FAIRFAX, DEPARTMENT OF TAX ADMINISTRATION (DTA)
 PHONE: 703-222-8234 TTY: 711 WEBSITE: www.fairfaxcounty.gov/taxes

IDEA LANGUAGE SERV LLC
 IDEA LANGUAGE SERV LLC
 8719 EVANGEL DR
 SPRINGFIELD VA 22153-1259

Notice: This is your 2020 Business, Professional and Occupational License (BPOL). The bottom-half is perforated to allow you to tear off and post this license in your establishment. Please note, if your check is not honored by the bank, this license shall be invalid.

2020 LICENSE INFORMATION			
ACCOUNT #:	000-11-2925	LICENSE PERIOD:	01/01/2020 - 03/01/2021
ORDINANCE CODE:	47223B99	LICENSE BASIS:	\$694,789
NAICS:	541930	LICENSE RATE:	\$.19 per \$100
LOCATION:	8719 EVANGEL DR SPRINGFIELD VA 22153-1259	FED. I.D. OR E.I.N.:	11-3787464
CLASSIFICATION:	PERSONAL SERVICE	LICENSE NUMBER:	2064172
DATE PAYMENT RECEIVED:	02/28/2020	INSTALLMENT(S):	

For any questions concerning this license, please call 703-222-8234 between the hours of 8:00 a.m. and 4:30 p.m. Monday - Friday (Hearing impaired persons may call TTY: 711), or send us an e-mail through our website, www.fairfaxcounty.gov/taxes.

As with all taxes, our goal is to administer the BPOL tax fairly and in accordance with State and County Codes. Our staff strives to provide professional assistance and quality customer service. Please let us know if we are not meeting your needs. Your satisfaction is important to us and your comments are always welcome.

Juan B. Rengel, Director
 Personal Property and Business License Division
 Department of Tax Administration

CC: Jay Doshi, Director
 Department of Tax Administration

FAIRFAX COUNTY DEPARTMENT OF TAX ADMINISTRATION 2020 BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSE (BPOL) FOR ORDINANCE 47223B99 : PERSONAL SERVICE

THIS LICENSE HAS BEEN ISSUED BY THE FAIRFAX COUNTY DEPARTMENT OF TAX ADMINISTRATION (DTA) AND IS GRANTED TO:



IDEA LANGUAGE SERV LLC
 IDEA LANGUAGE SERV LLC
 8719 EVANGEL DR
 SPRINGFIELD VA 22153-1259

064172

THIS LICENSE IS VALID THRU
 03/01/2021
 Dept. Tax Administration, Suite 223
 12000 Government Center Parkway
 Fairfax, Va. 22035, Phone: 703-222-8234
 Website: www.fairfaxcounty.gov/taxes



SWaM Certification

Company Name: IDEA Language Services LLC
SWaM Certification Number: 702373
Certification Approved Date: 12-02-2016
Certification Expiration Date: 12-10-2020

Dear Maria Cristina Gisbert:

We are pleased to inform you that your application for Minority/Small/Micro certification has been approved.

- Your certification is valid for a term of three years from the date of your approval; re-certification is required at the end of that term.
- You will see your company listed as a certified SWaM vendor on our website at <http://www.sbsd.virginia.gov/cgi-bin/search.cgi>.
- It is very important to keep your contact information—especially your email address—up to date. Submit your changes electronically to sbsd@sbsd.virginia.gov or call 804.786.6585.
- If you have any comments or concerns regarding our services, please fill out this form and send it to us: http://www.sbsd.virginia.gov/documents/Customer_Service_Comments_Form.doc

To do business with the Commonwealth of Virginia, you need to register your company with the eVA system, the state's online procurement system at <http://www.eVA.Virginia.Gov/vendors/index.htm>. All state solicitations are conducted on this site.

To check Procurement and Business Opportunities with state agencies, local governments, and others, please visit: <http://www.sbsd.virginia.gov/bid.html>.

If you need assistance to operate your business, please visit this site: http://www.virginia.gov/cmsportal3/business_4096/running_a_business_4100/index.html

Sincerely,

Virginia Department of Small Business and Supplier Diversity Certification Team
101 N. 14th Street, 11th Floor
Richmond, VA 23219
804-786-6585
Fax: 804-786-9736



Idea Translations

Small Business Self-Certification for Pennsylvania

NOTICE OF SMALL BUSINESS SELF-CERTIFICATION



pennsylvania

DEPARTMENT OF GENERAL SERVICES

The Department is pleased to announce that

IDEA LANGUAGE SERVICES LLC

has successfully completed the Pennsylvania Department of General Services' process for self-certification as a small business under the Commonwealth's Small Business Contracting Program, with the following designation:

BUSINESS TYPE(s): **Procurement Services**

CERTIFICATION NUMBER: **536676-2019-05-SB**

CERTIFICATION TYPE: Small Business

ISSUE DATE: **05/03/2019**

EXPIRATION DATE: **05/31/2021**

RECERTIFIED DATE: **1/1/1900**

Kerry L. Kirkland, Deputy Secretary
Diversity, Inclusion, and Small Business Opportunities



California License

Secretary of State
Articles of Organization
Limited Liability Company (LLC)

LLC-1

IMPORTANT — Read Instructions before completing this form.

Filing Fee — \$70.00

Copy Fees — First page \$1.00; each attachment page \$0.50;
Certification Fee - \$5.00

Note: LLCs may have to pay minimum \$800 tax to the California Franchise Tax Board each year. For more information, go to <https://www.ftb.ca.gov>.

1. Limited Liability Company Name (See Instructions — Must contain an LLC identifier such as LLC or L.L.C. "LLC" will be added, if not included.)

Idea Language Services, LLC

2. Business Addresses

a. Initial Street Address of Designated Office in California - Do not enter a P.O. Box 1267 Willis St. STE 200	City (no abbreviations) Redding	State CA	Zip Code 96001
b. Initial Mailing Address of LLC, if different than item 2a	City (no abbreviations)	State	Zip Code

3. Service of Process (Must provide either Individual OR Corporation.)

INDIVIDUAL — Complete Items 3a and 3b only. Must include agent's full name and California street address.

a. California Agent's First Name (if agent is not a corporation)	Middle Name	Last Name	Suffix
b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box	City (no abbreviations)	State CA	Zip Code

CORPORATION — Complete Item 3c. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) — Do not complete Item 3a or 3b
Registered Agents Inc

4. Management (Select only one box)

The LLC will be managed by:
☐ One Manager
☐ More than One Manager
☒ All LLC Member(s)

5. Purpose Statement (Do not alter Purpose Statement)

The purpose of the limited liability company is to engage in any lawful act or activity for which a limited liability company may be organized under the California Revised Uniform Limited Liability Company Act.

6. The Information contained herein, including in any attachments, is true and correct.

Organizer sign here

Riley Park

Print your name here

201913010119

FILED
Secretary of State
State of California
MAY 09 2019

cc This Space For Office Use Only

LLC-1 (REV 12/2018)

Clear Form

Print Form

2018 California Secretary of State
www.sos.ca.gov/business/be

www.ideatranslations.com

info@ideatranslations.com

8719 Evangel Dr

Springfield, VA 22153

Tel: 1-860-781-6377

Fax: 1-860-760-6057

TÜV Rheinland
CERTIFIED

Management System
ISO 9001:2015
ISO 17100:2015
www.tuv.com
ID: 2105971286



Colorado License

Document must be filed electronically.
Paper documents are not accepted.
Fees & forms are subject to change.
For more information or to print copies
of filed documents, visit www.sos.state.co.us.



Colorado Secretary of State
Date and Time: 03/07/2019 01:32 PM
ID Number: 20191209406
Document number: 20191209406
Amount Paid: \$100.00

LEAVE SPACE FOR OFFICE USE ONLY

Statement of Foreign Entity Authority filed pursuant to § 7-90-803 of the Colorado Revised Statutes (C.R.S.)

1. The entity ID number, the entity name, and the true name, if different, are

Entity ID number 20191209406
(Colorado Secretary of State ID number)
Entity name Idea Language Services, LLC
True name
(if different from the entity name) _____

2. The form of entity and the jurisdiction under the law of which the entity is formed are

Form of entity Foreign Limited Liability Partnership
Jurisdiction Virginia

3. The principal office address of the entity's principal office is

Street address 8719 Evangel Dr.
(Street number and name)
Springfield VA 22153
(City) (State) (ZIP/Postal Code)
United States
(Province - if applicable) (Country)

Mailing address
(Leave blank if same as street address) _____
(Street number and name or Post Office Box information)

(City) (State) (ZIP/Postal Code)

(Province - if applicable) (Country)

4. The registered agent name and registered agent address of the entity's registered agent are

Name
(if an individual) _____
(Last) (First) (Middle) (Suffix)
or
(if an entity) Registered Agents Inc.
(Caution: Do not provide both an individual and an entity name.)



Street address

1942 Broadway St.

(Street number and name)

STE 314C

Boulder

(City)

CO

(State)

80302

(ZIP Code)

Mailing address

(leave blank if same as street address)

8719 Evangel Dr.

(Street number and name or Post Office Box information)

Springfield

(City)

CO

(State)

22153

(ZIP Code)

(The following statement is adopted by marking the box.)

☒ The person appointed as registered agent above has consented to being so appointed.

5. The date the entity commenced or expects to commence transacting business or conducting activities in Colorado is 03/07/2019.

(mm/dd/yyyy)

6. (If applicable, adopt the following statement by marking the box and include an attachment.)

☐ This document contains additional information as provided by law.

7. (Caution: Leave blank if the document does not have a delayed effective date. Stating a delayed effective date has significant legal consequences. Read instructions before entering a date.)

(If the following statement applies, adopt the statement by entering a date and, if applicable, time using the required format.)

The delayed effective date and, if applicable, time of this document is/are _____.

(mm/dd/yyyy hour:minute am/pm)

Notice:

Causing this document to be delivered to the Secretary of State for filing shall constitute the affirmation or acknowledgment of each individual causing such delivery, under penalties of perjury, that the document is the individual's act and deed, or that the individual in good faith believes the document is the act and deed of the person on whose behalf the individual is causing the document to be delivered for filing, taken in conformity with the requirements of part 3 of article 90 of title 7, C.R.S., the constituent documents, and the organic statutes, and that the individual in good faith believes the facts stated in the document are true and the document complies with the requirements of that Part, the constituent documents, and the organic statutes.

This perjury notice applies to each individual who causes this document to be delivered to the Secretary of State, whether or not such individual is named in the document as one who has caused it to be delivered.

8. The true name and mailing address of the individual causing the document to be delivered for filing are

Atristain

(Last)

Sergio

(First)

F

(Middle)

(Suffix)

8719 Evangel Dr.

(Street number and name or Post Office Box information)

Springfield

(City)

VA

(State)

22153

(ZIP/Postal Code)

United States

(Province - if applicable)

(Country)

(If the following statement applies, adopt the statement by marking the box and include an attachment.)

☐ This document contains the true name and mailing address of one or more additional individuals causing the document to be delivered for filing.

**Disclaimer:**

This form/cover sheet, and any related instructions, are not intended to provide legal, business or tax advice, and are furnished without representation or warranty. While this form/cover sheet is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form/cover sheet. Questions should be addressed to the user's legal, business or tax advisor(s).



Texas License

Form 304		Filed in the Office of the Secretary of State of Texas Filing #: 803275550 03/27/2019 Document #: 877632350002 Image Generated Electronically for Web Filing
Secretary of State P.O. Box 13697 Austin, TX 78711-3697 FAX: 512/463-5709 Filing Fee: \$750	Application for Registration of a Foreign Limited Liability Company	

1. The entity is a foreign limited liability company. The name of the entity is :

Idea Language Services, LLC

2A. The name of the entity in its jurisdiction of formation does not contain the word "limited liability company" or "limited company" (or an abbreviation thereof). The name of the entity with the word or abbreviation which it elects to add for use in Texas is:

2B. The entity name is not available in Texas. The assumed name under which the entity will qualify and transact business in Texas is:

3. Its federal employer identification number is: **113787464**

☐ Federal employer identification number information is not available at this time.

4. It is organized under the laws of: **VIRGINIA, USA**
and the date of its formation in that jurisdiction is: **8/8/2011**

5. As of the date of filing, the undersigned certifies that the foreign limited liability company currently exists as a valid limited liability company under the laws of the jurisdiction of its formation.

6. The purpose or purposes of the limited liability company that it proposes to pursue in the transaction of business in Texas are set forth below. The entity also certifies that it is authorized to pursue such stated purpose or purposes in the state or country under which it is organized.

Translation Services

7. The date on which the foreign entity intends to transact business in Texas, or the date on which the foreign entity first transacted business in Texas is: **03/27/2019**

8. The principal office address of the limited liability company is:
8719 Evangel Dr., Springfield, VA, USA 22153

☒ 9A. The initial registered agent is an organization by the name of:

Registered Agents Inc.

☐ 9B. The initial registered agent is an individual resident of the state whose name is:

☐ 9C. The business address of the registered agent and the registered office address is:



700 Lavaca St., STE 1401 Austin TX 78701

Consent of Registered Agent

☐ A. A copy of the consent of Registered Agent is attached.

OR

☒ B. The consent of the registered agent is maintained by the entity.

10. The entity hereby appoints the Secretary of State of Texas as its agent for service of process under the circumstances set forth in section 5.251 of the Texas Business Organizations Code.

11. The name and address of each governing person is:

NAME OF GOVERNING PERSON (Enter the name of either an individual or an organization, but not both.):

IF INDIVIDUAL

Sergio F Atristain

OR

IF ORGANIZATION

ADDRESS OF GOVERNING PERSON :

8719 Evangel Dr. Springfield VA, USA 22153

Supplemental Provisions / Information

[The attached addendum, if any, is incorporated herein by reference.]

Effectiveness of Filing

☒ A. This document becomes effective when the document is filed by the secretary of state.

OR

☐ B. This document becomes effective at a later date, which is not more than ninety (90) days from the date of its signing. The delayed effective date is:

Execution

The undersigned affirms that the person designated as registered agent has consented to the appointment. The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized under the provisions of law governing the entity to execute the filing instrument.

Date: **March 27, 2019**

Sergio Atristain

Signature and title of authorized person on behalf of the foreign entity

FILING OFFICE COPY



Idea Translations

Insurance Certificate

CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 01/16/2019																																																																
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																																																																		
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																																																																		
PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME:</td> </tr> <tr> <td>PHONE (A/C, No, Ext): (888) 202-3007</td> <td>FAX (A/C, No):</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS: contact@hiscox.com</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">INSURER(S) AFFORDING COVERAGE</td> <td style="width: 30%;">NAIC #</td> </tr> <tr> <td>INSURER A: Hiscox Insurance Company Inc</td> <td>10200</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		CONTACT NAME:		PHONE (A/C, No, Ext): (888) 202-3007	FAX (A/C, No):	E-MAIL ADDRESS: contact@hiscox.com		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Hiscox Insurance Company Inc	10200	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:																																													
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ACORD 25 (2014/01)

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Idea Translations

ATA Certificates

ata American Translators Association
The Voice of Interpreters and Translators

This Certifies that

Maricel Dietrich

ATA Member Number 271366
is a Corresponding Member in good standing
for the year 2019

225 Reinekers Lane, Suite 590, Alexandria, VA 22314
www.atanet.org | Telephone +1-703-683-6100 | Fax +1-703-683-6122






Idea Translations

ISO 9001:2015 Certificate

Certificate

Standard **ISO 9001:2015**


Certificate Registr. No. 01 10006 1930032

Certificate Holder:  **Idea Translations**
Idea Translations • Idiom S.A.

Scope: Translation of documents, including the sub processes of translation, editing and proofreading. Formatting of translated documents (DTP). Transcription of audio and video files.

Validity: The certificate is valid from 2018-09-06 until 2021-09-05
First certification 2012

2019-09-25


TÜV Rheinland Argentina S.A.
San José 83 7° Piso – C1078AAA

www.tuv.com



OAA✓

Organismo
Argentino de
Acreditación
Organismo de Certificación de
Sistemas de Gestión de Calidad
CERES-188



TÜVRheinland®
Precisely Right.






Idea Translations

ISO 17100 Certificate

Certificate


Standard **ISO 17100:2015**
Certificate Registr. No. 01 10506 1324121

Certificate Holder:  **Idea Translations**
Idea Translations • Idiom S.A.

Scope: Translation of documents, including the sub processes of translation, editing and proofreading. Formatting of translated documents (DTP). Transcription of audio and video files.

Validity: The certificate is valid from 2019-11-05 until 2022-11-04
First certification 2013

2019-09-25


TÜV Rheinland Argentina S.A.
San José 83 7° Piso – C1076AAA

www.tuv.com



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Appendix D: VALUE ADD

Additional Services

Transcription

We have capabilities to transcribe any audio or video file in most languages regardless of format, dialect, amount of speakers or country of origin. Our transcription professionals use state of the art technology to decipher contents on most audio and video files and provide you with a user-friendly text document that allows you to identify sections by speaker or time. We also offer notarized transcriptions for legal purposes, focus group transcriptions and medical transcriptions.

Subtitling, Dubbing and Audio Recording

An increasing number of companies are now required to customize their products to cater to new markets. Idea Translations can help you through this process by converting your audio and video files into various languages while adapting them to your target audience. We support any video or audio format and partner with professional recording studios to ensure that the final deliverable will capture the attention of your audience and properly conveys the information you intended.

E-Learning Courses

Combining the experience from the previously mentioned further multimedia solutions we offer, since four years, we are expanding our services into e-learning creation and translation. We can not only translate your current courses, we can also help you create a customized learning experience using the latest Articulate tools, combined with world class instructional design, user experience and graphic design professionals. Our team has created winning learning experiences with a unique local culture approach that can help your students get to the next level.

CONTRACT SIGNATURE FORM

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this proposal in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Company name Idea Language Services, LLC

Address 8719 Evangel Drive

City/State/Zip Springfield, Virginia 22153

Telephone No. 860-781-6377

Fax No. 860-760-6057

Email address sergio@ideatranslations.com


Printed name Sergio F. Atristain

Position with company Managing Director

Authorized signature 

Term of contract September 1, 2020 to August 31, 2023

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional four (4) years if agreed to by Region 10 ESC. Vendor shall honor all administrative fees for any sales made based on the contract whether renewed or not.



Region 10 ESC Authorized Agent

10/22/20
Date

Rickey Williams

Print Name

Equalis Group Contract Number EQ05292003B



Appendix E: VENDOR CONTRACT AND SIGNATURE FORM

DOC #17 GENERAL TERMS & CONDITIONS ACCEPTANCE FORM

Signature on the Vendor Contract Signature form certifies complete acceptance of the General Terms and Conditions in this solicitation, except as noted below (additional pages may be attached, if necessary).

Check one of the following responses to the General Terms and Conditions:

☒ We take no exceptions/deviations to the general terms and conditions

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

☐ We take the following exceptions/deviations to the general terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general terms and conditions that you are taking exceptions/deviations to. Clearly state if you are adding additions terms and conditions to the general terms and conditions. Provide details on your exceptions/deviations below:

(Note: Unacceptable exceptions shall remove your proposal from consideration for award. Region 10 ESC shall be the sole judge on the acceptance of exceptions/deviations and the decision shall be final.)



Appendix F: ADDITIONAL REQUIRED DOCUMENTS

DOC #1 Clean Air and Water Act

DOC #1 CLEAN AIR AND WATER ACT

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

Potential Vendor: Idea Language Services, LLC

Title of Authorized Representative: Managing Director

Mailing Address: 8719 Evangel Drive, Springfield, Virginia 22153, USA

Signature: 



DOC #2 Debarment Notice

DOC #2 DEBARMENT NOTICE

I, the Vendor, certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations.

Potential Vendor: Idea Language Services, LLC

Title of Authorized Representative: Managing Director

Mailing Address: 8719 Evangel Drive, Springfield, Virginia 22153, USA

Signature: 



DOC #3 Lobbying Certification

DOC #3 LOBBYING CERTIFICATION

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Signature of Respondent

07/01/2020

Date



DOC #4 Contractors Requirements

DOC #4 CONTRACTOR CERTIFICATION REQUIREMENTS

Contractor's Employment Eligibility

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The Respondent complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the Region 10 ESC Participating entities in which work is being performed.

Fingerprint & Criminal Background Checks

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The Respondent shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed.

Business Operations in Sudan, Iran

In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

Signature of Respondent

07/01/2020

Date



DOC #5 Antitrust Certification Statement

DOC #5 ANTITRUST CERTIFICATION STATEMENTS (Tex. Government Code § 2155.005)

I affirm under penalty of perjury of the laws of the State of Texas that:

- (1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
- (2) In connection with this proposal, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;
- (3) In connection with this proposal, neither I nor any representative of the Company has violated any federal antitrust law; and
- (4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

VENDOR Idea Language Services, LLC

ADDRESS 8719 Evangel Drive, Springfield, VA 22153

PHONE (860) 781-6377

FAX (860) 760-6057

RESPONDANT

Signature

Sergio Atristain

Printed Name

Managing Director

Position with Company

AUTHORIZING OFFICIAL

Signature

Sergio Atristain

Printed Name

Managing Director

Position with Company



DOC #6 Implementation of House Bill 1295

DOC #6 IMPLEMENTATION OF HOUSE BILL 1295

Certificate of Interested Parties (Form 1295):

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

Filing Process:

Starting on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site starting on January 1, 2016.

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm



DOC #7 Boycott Certification, DOC #8 Terrorist State Certification and DOC #9 Resident Certification

DOC #7 BOYCOTT CERTIFICATION

Respondents must certify that during the term of any Agreement, it does not boycott Israel and will not boycott Israel. "Boycott" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

DOC #8 TERRORIST STATE CERTIFICATION

In accordance with Texas Government Code, Chapter 2252, Subchapter F, REGION 10 ESC is prohibited from entering into a contract with a company that is identified on a list prepared and maintained by the Texas Comptroller or the State Pension Review Board under Texas Government Code Sections 806.051, 807.051, or 2252.153. By execution of any agreement, the respondent certifies to REGION 10 ESC that it is not a listed company under any of those Texas Government Code provisions. Responders must voluntarily and knowingly acknowledge and agree that any agreement shall be null and void should facts arise leading the REGION 10 ESC to believe that the respondent was a listed company at the time of this procurement.

DOC #9 RESIDENT CERTIFICATION:

This Certification Section must be completed and submitted before a proposal can be awarded to your company. This information may be placed in an envelope labeled "Proprietary" and is not subject to public view. In order for a proposal to be considered, the following information must be provided. Failure to complete may result in rejection of the proposal:

As defined by Texas House Bill 602, a "nonresident Bidder" means a Bidder whose principal place of business is not in Texas, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

Texas or Non-Texas Resident

- ☐ I certify that my company is a "resident Bidder"
☒ I certify that my company qualifies as a "nonresident Bidder"

If you qualify as a "nonresident Bidder," you must furnish the following information:

What is your resident state? (The state your principal place of business is located.)

Idea Language Services, LLC	8719 Evangel Drive, Springfield, Virginia 22153, USA	Com
pany Name	Address	
Springfield	Virginia	22153
	State	Zip
		City



DOC #10 Federal Funds Certification Form

DOC #10 FEDERAL FUNDS CERTIFICATION FORM

When a participating agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the "Uniform Guidance" or "EDGAR" requirements). All Vendors submitting proposals must complete this Federal Funds Certification Form regarding Vendor's willingness and ability to comply with certain requirements which may be applicable to specific participating agency purchases using federal grant funds. This completed form will be made available to participating agencies for their use while considering their purchasing options when using federal grant funds. Participating agencies may also require Vendors to enter into ancillary agreements, in addition to the contract's general terms and conditions, to address the member's specific contractual needs, including contract requirements for a procurement using federal grants or contracts.

For each of the items below, Vendor should certify Vendor's agreement and ability to comply, where applicable, by having Vendor's authorized representative complete and initial the applicable lines after each section and sign the acknowledgment at the end of this form. If a vendor fails to complete any item in this form, Region 10 ESC will consider the Vendor's response to be that they are unable or unwilling to comply. A negative response to any of the items may, if applicable, impact the ability of a participating agency to purchase from the Vendor using federal funds.

1. Vendor Violation or Breach of Contract Terms:

Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 USC 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Any Contract award will be subject to Region 10 ESC General Terms and Conditions, as well as any additional terms and conditions in any Purchase Order, participating agency ancillary contract, or Member Construction Contract agreed upon by Vendor and the participating agency which must be consistent with and protect the participating agency at least to the same extent as the Region 10 ESC Terms and Conditions.

The remedies under the Contract are in addition to any other remedies that may be available under law or in equity. By submitting a Proposal, you agree to these Vendor violation and breach of contract terms.

Does vendor agree? SA
(Initials of Authorized Representative)

2. Termination for Cause or Convenience:

When a participating agency expends federal funds, the participating agency reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror in the event Offeror fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. participating agency also reserves the right to terminate the contract immediately, with written notice to offeror, for convenience, if participating agency believes, in its sole discretion that it is in the best interest of participating agency to do so. Offeror will be compensated for work performed and accepted and goods accepted by participating agency as of the termination date if the contract is terminated for convenience of participating agency. Any award under this procurement process is not exclusive and participating agency reserves the right to purchase goods and services from other offerors when it is in participating agency's best interest.

Does vendor agree? SA
(Initials of Authorized Representative)

3. Equal Employment Opportunity:



Except as otherwise provided under 41 CFR Part 60, all participating agency purchases or contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 shall be deemed to include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 and Vendor agrees that it shall comply with such provision.

Does vendor agree? SA
(Initials of Authorized Representative)

4. Davis-Bacon Act:

When required by Federal program legislation, Vendor agrees that, for all participating agency prime construction contracts/purchases in excess of \$2,000, Vendor shall comply with the Davis-Bacon Act (40 USC 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determinate made by the Secretary of Labor. In addition, Vendor shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at www.wdol.gov. Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the Vendor is conditioned upon Vendor's acceptance of the wage determination.

Vendor further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

Does vendor agree? SA
(Initials of Authorized Representative)

5. Contract Work Hours and Safety Standards Act:

Where applicable, for all participating agency contracts or purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 USC 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Does vendor agree? SA
(Initials of Authorized Representative)

6. Right to Inventions Made Under a Contract or Agreement:

If the participating agency's Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.



Vendor agrees to comply with the above requirements when applicable.

Does vendor agree? SA
(Initials of Authorized Representative)

7. Clean Air Act and Federal Water Pollution Control Act:

Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act (33 USC 1251-1387), as amended –Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 USC 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

When required, Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Does vendor agree? SA
(Initials of Authorized Representative)

8. Debarment and Suspension:

Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Vendor certifies that Vendor is not currently listed on the government-wide exclusions in SAM, is not debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor further agrees to immediately notify the Cooperative and all participating agencies with pending purchases or seeking to purchase from Vendor if Vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Does vendor agree? SA
(Initials of Authorized Representative)

9. Byrd Anti-Lobbying Amendment:

Byrd Anti-Lobbying Amendment (31 USC 1352) -- Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. As applicable, Vendor agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

Does vendor agree? SA
(Initials of Authorized Representative)

10. Procurement of Recovered Materials:

For participating agency purchases utilizing Federal funds, Vendor agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory



level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Does vendor agree? _____ SA
(Initials of Authorized Representative)

11. Profit as a Separate Element of Price:

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See, 2 CFR 200.323(b). When required by a participating agency, Vendor agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Vendor agrees that the total price, including profit, charged by Vendor to the participating agency shall not exceed the awarded pricing, including any applicable discount, under Vendor's Cooperative Contract.

Does vendor agree? _____ SA
(Initials of Authorized Representative)

12. General Compliance and Cooperation with Participating Agencies:

In addition to the foregoing specific requirements, Vendor agrees, in accepting any Purchase Order from a participating agency, it shall make a good faith effort to work with participating agencies to provide such information and to satisfy such requirements as may apply to a particular participating agency purchase or purchases including, but not limited to, applicable recordkeeping and record retention requirements.

Does vendor agree? _____ SA
(Initials of Authorized Representative)

13. Applicability to Subcontractors

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does vendor agree? _____ SA
(Initials of Authorized Representative)

By signature below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

Idea Language Services, LLC
Company Name _____
Signature of Authorized Company Official _____
Sergio Atristain
Printed Name _____
Managing Director
Title _____
07/01/2020
Date _____



DOC #11 Arizona Contractor Requirements

DOC #11 ADDITIONAL ARIZONA CONTRACTOR REQUIREMENTS

AZ Compliance with Federal and state requirements: Contractor agrees when working on any federally assisted projects with more than \$2,000.00 in labor costs, to comply with all federal and state requirements, as well as Equal Opportunity Employment requirements and all other federal and state laws, statutes, etc. Contractor agrees to post wage rates at the work site and submit a copy of their payroll to the member for their files. Contractor must retain records for three years to allow the federal grantor agency access to these records, upon demand. Contractor also agrees to comply with the Arizona Executive Order 75-5, as amended by Executive Order 99-4.

When working on contracts funded with Federal Grant monies, contractor additionally agrees to comply with the administrative requirements for grants, and cooperative agreements to state, local and federally recognized Indian Tribal Governments.

AZ Compliance with workforce requirements: Pursuant to ARS 41-4401, Contractor and subcontractor(s) warrant their compliance with all federal and state immigration laws and regulations that relate to their employees, and compliance with ARS 23-214 subsection A, which states, "...every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program" Region 10 ESC reserves the right to cancel or suspend the use of any contract for violations of immigration laws and regulations. Region 10 ESC and its members reserve the right to inspect the papers of any contractor or subcontract employee who works under this contract to ensure compliance with the warranty above.

AZ Contractor Employee Work Eligibility: By entering into this contract, contractor agrees and warrants compliance with A.R.S. 41-4401, A.R.S. 23-214, the Federal Immigration and Nationality Act (FINA), and all other Federal immigration laws and regulations. Region 10 ESC and/or Region 10 ESC members may request verification of compliance from any contractor or sub contractor performing work under this contract. Region 10 ESC and Region 10 ESC members reserve the right to confirm compliance. In the event that Region 10 ESC or Region 10 ESC members suspect or find that any contractor or subcontractor is not in compliance, Region 10 ESC may pursue any and all remedies allowed by law, including but not limited to suspension of work, termination of contract, suspension and/or debarment of the contractor. All cost associated with any legal action will be the responsibility of the contractor.

AZ Non-Compliance: All federally assisted contracts to members that exceed \$10,000.00 may be terminated by the federal grantee for noncompliance by contractor. In projects that are not federally funded, Respondent must agree to meet any federal, state or local requirements as necessary. In addition, if compliance with the federal regulations increases the contract costs beyond the agreed on costs in this solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee.

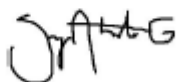
Registered Sex Offender Restrictions (Arizona): For work to be performed at an Arizona school, contractor agrees that no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are present, or reasonably expected to be present. Contractor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the Region 10 ESC member's discretion. Contractor must identify any additional costs associated with compliance to this term. If no costs are specified, compliance with this term will be provided at no additional charge.



Offshore Performance of Work Prohibited: Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States.

Terrorism Country Divestments: In accordance with A.R.S. 35-392, Region 10 ESC and Region 10 ESC members are prohibited from purchasing from a company that is in violation of the Export Administration Act. By entering into the contract, contractor warrants compliance with the Export Administration Act.

The undersigned hereby accepts and agrees to comply with all statutory compliance and notice requirements listed in this document.



07/01/2020

Signature of Respondent

Date



DOC #12 Ownership Disclosure Form

DOC #12 OWNERSHIP DISCLOSURE FORM (N.J.S. 52:25-24.2)

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the Respondent shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

Company Name: Idea Language Services, LLC

Street: 8719 Evangel Drive

City, State, Zip Code: Springfield, Virginia 22153

Complete as appropriate:

I _____, certify that I am the sole owner of _____, that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

OR:

I Sergio Atristain, a partner in Idea Language Services, LLC, do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.

OR:

I _____, an authorized representative of _____, a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the individual partners owning a 10% or greater interest in that partnership.

(Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)

Name	Address	Interest
Maria Cristina Gisbert	8719 Evangel Drive, Springfield, Virginia 22153, USA	51%

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

Sergio Atristain

Authorized Signature and Title

07/01/2020

Date



DOC #13 Non-Collusion Affidavit

DOC #13 NON-COLLUSION AFFIDAVIT

Company Name: Idea Language Services, LLC

Street: 8719 Evangel Dr.

City, State, Zip Code: Springfield, VA 22153

TO BE NOTARIZED UPON INTENT OF AWARD

State of New Jersey

County of _____

I, _____ of the _____
Name City

in the County of _____, State of _____ of full
age, being duly sworn according to law on my oath depose and say that:

I am the _____ of the firm of _____
Title Company Name

the Respondent making the Proposal for the goods, services or public work specified under the Harrison Township Board of Education attached proposal, and that I executed the said proposal with full authority to do so; that said Respondent has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said bid proposal and in this affidavit are true and correct, and made with full knowledge that the Harrison Township Board of Education relies upon the truth of the statements contained in said bid proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Company Name

Authorized Signature & Title

Subscribed and sworn before me

this _____ day of _____, 20____

Notary Public of New Jersey

My commission expires _____, 20____

SEAL

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DOC #14 Affirmative Action Affidavit

DOC #14 AFFIRMATIVE ACTION AFFIDAVIT (P.L. 1975, C.127)

Company Name: Idea Language Services, LLC
Street: 8719 Evangel Drive
City, State, Zip Code: Springfield, Virginia 22153

Bid Proposal Certification:

Indicate below your compliance with New Jersey Affirmative Action regulations. Your proposal will be accepted even if you are not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

Required Affirmative Action Evidence:

Procurement, Professional & Service Contracts (Exhibit A)

Vendors must submit with proposal:

1. A photo copy of their Federal Letter of Affirmative Action Plan Approval _____
OR
2. A photo copy of their Certificate of Employee Information Report _____
OR
3. A complete Affirmative Action Employee Information Report (AA302) _____

Public Work – Over \$50,000 Total Project Cost:

A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form _____
AA201-A upon receipt from the Harrison Township Board of Education

B. Approved Federal or New Jersey Plan – certificate enclosed _____

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

Authorized Signature and Title

07/01/2020

Date



DOC #15 Political Contribution Disclosure Form

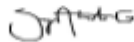
C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:	Idea Language Services, LLC		
Address:	8719 Evangel Dr.		
City:	Springfield	State:	VA
		Zip:	22153

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the instructions accompanying this form.

 _____
Signature Printed Name Title
Sergio Atristain Managing Director

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

☐ Check here if the information is continued on subsequent page(s)



DOC #16 Stockholder Disclosure Form

DOC #16 STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: Idea Language Services, LLC

☒ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐ Partnership

☐ Sole Proprietorship

☒ Limited Liability

☐ Corporation

☐ Limited Partnership

☐ Partnership

☐ Limited Liability

☐ Subchapter S

Corporation

Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: Maria Cristina Gisbert	Name: Sergio Atristain
Home Address: 8719 Evangel Dr. Springfield, VA 22153	Home Address: 8719 Evangel Dr. Springfield, VA 22153
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Subscribed and sworn before me this ____ day of _____, 2__.	
(Notary Public)	(Affiant)
	<i>TO BE NOTARIZED UPON INTENT OF AWARD</i>
My Commission expires:	(Print name & title of affiant)
	(Corporate Seal)



DOC #17 General Terms & Conditions and Acceptance Form

DOC #17 GENERAL TERMS & CONDITIONS ACCEPTANCE FORM

Signature on the Vendor Contract Signature form certifies complete acceptance of the General Terms and Conditions in this solicitation, except as noted below (additional pages may be attached, if necessary).

Check one of the following responses to the General Terms and Conditions:

☒ We take no exceptions/deviations to the general terms and conditions

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

☐ We take the following exceptions/deviations to the general terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general terms and conditions that you are taking exceptions/deviations to. Clearly state if you are adding additions terms and conditions to the general terms and conditions. Provide details on your exceptions/deviations below:

(Note: Unacceptable exceptions shall remove your proposal from consideration for award. Region 10 ESC shall be the sole judge on the acceptance of exceptions/deviations and the decision shall be final.)



Sample Translations

Web sites

Please find below the link of the web page and of the translation

English (Source) : <https://adbsafegate.com/>

French (Target) : <https://fr.adbsafegate.com/>

English (Source): <http://www.prenovaglobal.com/index.php/en/aboutus/>

Spanish (Target): <http://www.prenovaglobal.com/index.php/es/prenova-sistemas-constructivos-sustentables/>

English (Source): <https://adbsafegate.com/>

Spanish (Target): <https://es.adbsafegate.com/>



Translation and DTP Samples

Stamford Public Schools
2019 ALL CITY
COLLEGE & CAREER NIGHT



Over 180 Post-Secondary Organizations Coming!

Thursday, October 24, 2019

6:30 P.M. – 8:30 P.M.



Are you interested in a
career in Education?

Come @ **5:30 P.M.** (WHS
Small Auditorium) to meet
our Diverse Panel of
Stamford Public Schools
Educators share their
career path and their
'WHY Stamford'

PLAN TO ATTEND WITH YOUR PARENTS
See your School Counselor for more information!

Workshop Panel sponsored by the Offices of College & Career Readiness,
Talent Acquisition & Development and WHS School Counseling





Idea Translations

Stamford Public Schools

NOCHE DE CARRERAS Y UNIVERSIDADES PARA TODA LA CIUDAD DE 2019



**¡Estarán presentes más de 180 organizaciones de
estudios superiores!**

**Jueves 24 de octubre de 2019
De 6:30 p. m. a 8:30 p. m.**



¿Están interesados en una
carrera relacionada con la
educación?

Asistan a las **5:30 p. m.** (auditorio
pequeño de WHS) para conocer a
nuestro diverso panel de
educadores de Stamford Public
Schools que compartirán sus
trayectorias profesionales
y sus motivos por los
cuales elegir Stamford.

PLAN PARA ASISTIR CON SUS PADRES

Consulten con su asesor escolar para obtener más información.

Panel del taller patrocinado por las Oficinas de Preparación para la Universidad y la Carrera Profesional,
Adquisición de Talentos y Desarrollo, y el Asesoramiento Escolar de WHS.



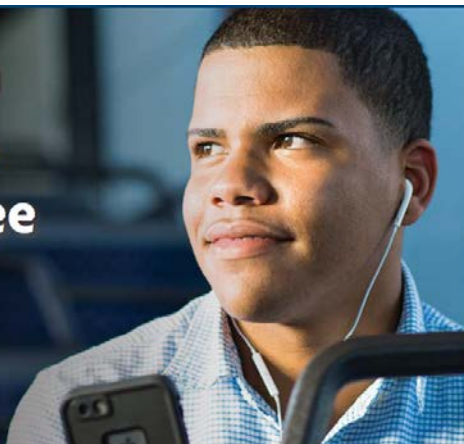


Idea Translations

Middle and High
School Students
Ride **HART** for **Free**
with School ID!

FOR AGES 18 AND UNDER.

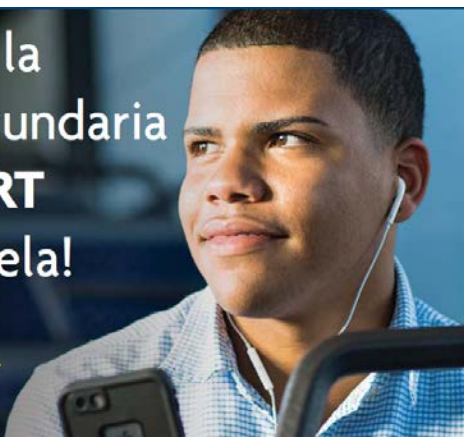
Take a STAY-cation.



¡Los estudiantes de la
escuela media y secundaria
viajan **gratis** en **HART**
con el ID de la escuela!

PARA MENORES DE 18 AÑOS.

Estas vacaciones, quédate aquí.





H1N1 (SWINE FLU) AND SEASONAL FLU INFORMATION



8 WAYS YOU CAN STAY HEALTHY

1. Maintain a healthy lifestyle through rest, diet, exercise, and relaxation.
2. Wash your hands frequently with soap and water for 20 seconds or use an alcohol-based hand cleaner if soap and water are not available. Be sure to wash your hands after coughing, sneezing, or blowing your nose.
3. Avoid touching your nose, mouth, and eyes. Germs spread this way.
4. Cover your coughs and sneezes with a tissue, or cough and sneeze into your elbow. Dispose of tissues in no-touch trash receptacles.
5. Keep frequently touched common surfaces clean, such as telephones, computer keyboards, doorknobs, etc.
6. Do not use other workers' phones, desks, offices, or other work tools and equipment. If you need to use a co-worker's phone, desk, or other equipment, clean it first.
7. Don't spread the flu! If you are sick with flu-like illness, stay home. Symptoms of flu include fever (100 degrees Fahrenheit or 38 degrees Celsius) or chills and cough or sore throat. In addition, symptoms of flu can include runny nose, body aches, headache, tiredness, diarrhea, or vomiting. CDC recommends that sick workers stay home if they are sick with flu-like illness until at least 24 hours after they are free of fever without the use of fever-reducing medicines.
8. Get vaccinated against seasonal flu, when vaccine is available in your area. If you are at higher risk for 2009 H1N1 flu complications you should receive the 2009 H1N1 flu vaccine when it becomes available. People at higher risk for 2009 H1N1 flu complications include pregnant women and people with chronic medical conditions (such as asthma, heart disease, or diabetes). For more information about priority groups for vaccination, visit www.cdc.gov/h1n1flu/vaccination/acip.htm.

What is the H1N1 Flu? A contagious influenza virus causing illness in people.

Why do some people call it the Swine Flu? It was originally called Swine Flu because it is similar to the influenza virus that can infect pigs.

Can people catch it from eating pork? No.

What are the symptoms of the flu? Typical respiratory flu symptoms, such as runny or stuffy nose, cough, along with fever (100 degrees Fahrenheit or 38 degrees Celsius), sore throat, body aches, headache, chills and fatigue and sometimes diarrhea and vomiting.

How is it transmitted? Flu is spread from person to person through coughing or sneezing. You can also become infected by touching a surface or object with the flu virus on it and then touching your mouth or nose.

How might I avoid catching the flu?

Wash your hands, often.
Avoid touching your eyes, nose or mouth (germs spread this way).
Avoid close contact with people who are sick.
Eat right, get enough rest.
Consider getting vaccinated for both seasonal and H1N1 flu (when available).

What can I do to protect myself and others in the bakery-cafe, FDF, or support office?

Minimize transmitting germs/virus by coughing or sneezing into your elbow or into a tissue.
Wash your hands, often (especially when you sneeze or cough).
Use warm water and soap, rubbing hands together for at least 20 seconds.

What do I do if I come down with flu-like symptoms?

Notify your manager and go straight home.
Stay home until at least 24 hours after you are free of fever without the use of fever-reducing medicines.
Seek medical advice as you deem appropriate.

What should I do if an associate reports having H1N1 or flu-like symptoms?

Advise them to remain at home (or do not report to work) until fever is gone for 24 hrs without the use of fever-reducing medications.
If they are at work, send them home immediately.
Notify your HR manager.
Advise them to seek medical advice as they deem appropriate.

What should I do if I believe that I may have been exposed?

There is no need to stay home.
If you believe you may be in a high risk group (pregnant women and people with chronic medical conditions such as asthma, heart disease, or diabetes) call your doctor.

What are most important things for me to be doing right now?

All managers and associates must wash hands often.
Maintain good housekeeping practices
1. Paying special attention to cleaning/sanitizing commonly touched surfaces (pagers, door handles, phones, bathroom faucets, dining tables, chairs, high chairs, etc.)
Maintain proper sanitizer levels-check that solutions are:
1. Dispensing at the right concentration
2. Proper levels of sanitizer in buckets
3. Dish machine sanitizer concentration (minimum temperature of 120 deg F water for low temp/180 high temp)



AS ALWAYS, IF YOU HAVE ANY QUESTIONS, CALL YOUR DOCTOR.



H1N1 (SVINJSKA GRIPA) I INFORMACIJE O SEZONSKOJ GRIPU



8 NAČINI KAKO MOŽETE OSTATI ZDRAVI

1. Održavajte zdrav način života kroz odmor, dijetu, vježbe i relaksaciju.
2. Perite često svoje ruke sa sapunom i vodom po 20 sekundi ili ako voda i sapun nisu dostupni, koristite sredstva za čišćenje ruku na bazi alkohola. Pobrinite se da operete svoje ruke nakon kašljanja, kihanja ili brisanja vašeg nosa.
3. Izbjegavajte dodirivanje vašeg nosa, usta i oči. Na taj način se šire klice.
4. Pokrijte vaš nos i usta kad kašljete ili kišete sa maramicom ili kašljite i kišite u vaš lakat. Odbijte maramice u kutije za smeće koje se ne smije dirati.
5. Držite čistima često dodirivane površine kao što su telefoni, tastature od kompjutera, kvake na vratima itd.
6. Nemojte koristiti telefone, radne stolove, urede ili ostale alate i opremu od vaših radnih kolega. Ako morate koristiti telefon, radni sto ili ostalu opremu od vaših kolega, prvo ih očistite.
7. Nemojte širiti gripu! Ako imate bolest sličnu gripi ostanite kod kuće. Simptomi gripe uključuju temperaturu (100° po Fahrenhejtu ili 38° Celzijusovih) ili groznicu, kašalj ili griboolju. Dodatni simptomi grine uključuju nos koji curi, bolove u cijelom tijelu, glavobolju, umor, dijareju ili povraćanje. CDC preporučuje da bolesni radnici koji imaju bolest sličnu gripi ostanu kod kuće 24 sata nakon što im je nestala temperatura i to bez upotrebe lijekova protiv temperature.
8. Kad u vašem području bude dostupna vakcina protiv sezonske gripe, vakcinišite se. Ako ste u visokorizičnoj grupi za komplikacije vezane za H1N1 gripu 2009 trebate primiti vakcinu za H1N1 gripu 2009 čim bude dostupna. Osobe koje spadaju u grupu visokorizičnih osoba za komplikacije vezane za H1N1 gripu 2009 su trudnice i osobe sa hroničnim zdravstvenim problemima kao što je astma, srčane bolesti i dijabetes. Za više informacije o prioritetnim grupama za vakcinaciju posjetite www.cdc.gov/h1n1flu/vaccinat/on/acip.htm.

Šta je H1N1 gripa? Zarazna gripa čiji virus uzrokuje bolest kod ljudi.

Zašto je neki ljudi zovu "svinjska gripa"? Ona je prvobitno nazvana "svinjska gripa" jer je slična gripi čiji virus može zaraziti svinje.

Mogu li je ljudi dobiti ako jedu svinjsko meso? Ne.

Koji su simptomi gripe? Tipični simptomi gripe u dišnim organima kao što je nos koji curi ili je začepjen, kašljanje zajedno sa temperaturom (100° stepeni po Fahrenhejtu ili 38° Celzijusovih), griboolja, bolovi u cijelom tijelu, glavobolja, groznica i umor a ponekad dijareja i povraćanje.

Kako se prenosi? Gripa se prenosi sa osobe na osobu kroz kašalj i kihanje. Takođe se možete zaraziti tako što dirate površinu ili predmet na kojoj se nalazi virus gripe i zatim dirate svoj nos ili usta.

Kako mogu izbjeći zarazu gripe?
Perite često svoje ruke.

Izbjegavajte dodirivanje vaših očiju, nosa i usta (tako se prenose klice).

Izbjegavajte blizak kontakt sa bolesnim osobama.

Hranite se pravilno i dovoljno se odmarajte.

Razmislite o vakcinaciji protiv obe i sezonske i H1N1 gripe (ako je moguće).

Kako mogu sebe i druge zaštititi u pekari, FDF-u ili u uredu za podršku?

Smanjite na najmanju moguću mjeru prenošenje klica/virusa tako što ćete kašljati ili kihati u vaš lakat ili u maramicu.

Perite često vaše ruke (naročito nakon kašljanja i kihanja).

Koristite toplu vodu i sapun, trljajući zajedno ruke bar 20 sekundi.

Šta da radim ako mi se pojave simptomi gripe?

Obavijestite vašeg poslodavca i idite pravo kući.

Ostanite u kući bar sljedećih 24 sata nakon što vam je spala temperatura i to bez upotrebe lijekova protiv temperature.

Zatražite savjet doktora ako to smatrate potrebnim.

Šta da radim ako mi moj kolega saopšti da ima simptome H1N1 gripe?

Savjetujte im da ostanu kod kuće (ili da ne dolaze na posao) dok ne budu 24 sata u komadu bez temperature i to bez korištenja lijekova protiv temperature.

Ako se nalaze na poslu, pošaljite ih odmah kući.

Obavijestite vašeg poslodavca.

Savjetujte im da potraže savjet doktora ako to smatraju potrebnim.

Šta da radim ako vjerujem da sam možda bio/bila izložen virusu gripe?

Nema potrebe da ostanete kod kuće.

Ako vjerujete da ste možda u grupi sa visokim rizikom (trudnice i osobe sa hroničnim bolestima kao što su astma, srčane bolesti i dijabetes) pozovite vašeg doktora.

Šta je za mene sada najbolje da radim?

Svi poslodavci i kolege moraju često prati ruke.

Nastavite sa dobrom kućnom praksom

1. Posvetite posebnu pažnju čišćenju i dezinfekciji površina koje se često dodiruju (pejdzeri, ručke na vratima, telefoni, slavine u kupatilu, stolovi za ručavanje, stolice, visoke stolice itd.)

Održavajte odgovarajući nivo dezinfekcije - provjerite da li su otopine za dezinfekciju:

1. razrijeđenje sa tačnom koncentracijom
2. sa tačnim nivoom sanitara u kanticama
3. dovoljna koncentracija sanitara u mašini za pranje suđa (minimalna temperatura od 120° za vodu niske temperature/180° za vodu visoke temperature)



KAO I UVIJEK, AKO IMATE NEKA PITANJA POZOVITE SVOG DOKTORA.



Company Information

Name of company or organization: Idea Language Services, LLC (dba Idea Translations)

1. Type of company or organization: **Limited Liability Company (Woman and Minority Owned) SWAM CERTIFICATE # 702373**
2. Address: 8719 Evangel Drive, Springfield, Virginia 22153, USA
3. Telephone: 1-860-781-6377
4. Fax: 1-860-760-6057
5. E-mail: sergio@ideatranslations.com
6. Managing Director: **Sergio F. Atristain**
7. Taxpayer Identification Number: **11-3787464**
8. DUNS Number: **806678681**
9. Official bank account information:

Bank of America

Routing: 026009593

SWIFT: BOFA US3N

Account: 0041 3360 0755

Idea Language Services

Bank of America branch

6417 Loisdale Road

Springfield, VA



Validity of Proposal

This proposal is valid for a period of one hundred and twenty (120) days following deadline.

Offeror's Legal Status

Idea Language Services, LLC is a partnership established in the Commonwealth of Virginia.

Authorized Personnel

Authorized Personnel for this RFP are:

Sergio Atristain

Director

8719 Evangel Dr.

Springfield, VA 22153

Cristina Gisbert

Director

8719 Evangel Dr.

Springfield, VA 22153

Diego Sansone

Production Manager

8719 Evangel Dr.

Springfield, VA 22153



Additional Testimonials and Clients

"Please, thank your team for your attention to detail.
This shows how accurate you are in what you do."
Don Massie – Director of Content



"Wow, your services are outstanding!"
Diego Leivas – Technical Applications Manager



"Wow, that was not only quick service but everything
looks great. Thanks very much."
Nancy Price – HR Manager



"These files look great. I appreciate the errors you found
and fixed, and let me know of. Fabulous job."
Beth Thompson – Marketing Coordinator



"Thank you so much for all the work you do for us, you are
a valuable partner for the Hospital."
Dorreth Green – Public Relations





Idea Translations

Some companies that trust us with their language needs:

ADB

Airfield Solutions



AMERICAN SOCIETY OF
PLASTIC SURGEONS

BCM

Baylor College of Medicine



Bristol-Myers Squibb

crowell moring



RR DONNELLEY

MARS

(Fën)hoteles
Hotel Franchising & Management



Collect. Verify. Connect.



TI Automotive



VILLA
ESPERANZA
SERVICES



Where Hope is
Hard at Work



xerox



Formerly
SKYPICKER



Omnicare

KSB

