

RFQ NO. 24-1-TRA

# Request for Quotation for Translation Services

Release of RFQ	December 9, 2024
Questions Due	December 12, 2024
Answers from Dexis	Rolling basis (Final Q&A will be shared by December 18, 2024)
RFQ Closes – Responses Due	December 20, 2024
Estimate Date of Award	December 31, 2024

Version: 3  
Effective Date: 09/2024

## INTRODUCTION

Dexis Consulting Group is a for-profit company founded in 2001 to strengthen management systems for the U.S. Government across developing economies. Dexis provides monitoring and evaluation, program management, institutional support, project implementation, and training solutions to address some of the world's greatest challenges.

Dexis invites small businesses to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of the item(s) listed in the Description of Goods/Services below. Dexis anticipates that this Request for Quotation (RFQ) will result in a Blanket Purchase Agreement with a not to exceed ceiling of USD \$150,000. The estimated period of performance of this service is January 1, 2025 to December 31, 2028.

Dexis reserves the right not to enter into any contract, to add, remove, or edit any aspect of the contract's statement of work, prior to the negotiation of a contract without prior notification or liability. Dexis is not obligated to execute a contract nor is it committed to pay any costs incurred in the preparation and submission of the proposals.

All information provided by Dexis in this RFQ is subject to change at any time. Dexis makes no certification as to the accuracy of any item and is not responsible or liable for any reliance on or use of the information or for any claims asserted therefrom.

Delivery of items (including transportation costs as applicable) will be to the following address:

Dexis Consulting Group  
3601 Wilson Blvd, Arlington VA, 22201  
Tel: +1 (202) 625-9444  
dexisonline.com

## DESCRIPTION OF GOODS/SERVICES

Dexis' projects require translation services for various materials that need to be translated into one or more languages. These services may include, but are not limited to, the translation of reports, graphics, written materials, data collection tools, presentation materials, surveys, consent forms, and more. The subject areas for translation include, but are not limited to: Democracy, Human Rights and Governance, Health, Peace and Security, Conflict Resolution, Monitoring, Evaluation & Learning (MEL), Food Security, and other related fields. Dexis expects to request services on an as-needed basis with varying timelines. The NAICS code for this solicitation is 541930, Translation and Interpretation Services with a size standard of \$225 million U.S. dollars.

The following translation services may be required:

- English to French

- French to English
- English to Spanish
- Spanish to English
- English to Portuguese
- Portuguese to English
- English to Russian
- Russian to English
- English to Arabic
- Arabic to English
- English to Chinese
- Chinese to English
- English to Albanian
- Albanian to English
- English to Romanian
- Romanian to English

Vendors may submit offers for one or more of the above-mentioned languages, however all offers must include at least one of the “core” languages at a minimum: French, Spanish and/or Russian. Offerors will not be penalized for submitting an offer for just one language if an Offeror responds with at least one Sample Translation. Offerors may propose additional languages.

### **SAMPLE TRANSLATION**

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Dexis requests that offerors provide sample translations of the text provided below into the following languages:

- From English to **Spanish**,
- From English to **French**, and/or
- From English to **Russian**.

Offerors are encouraged to provide all three sample translations. However, offerors will not be penalized for providing one (or two) translation sample(s) only if they are not offering all three languages. Offerors must provide all three translation samples if they are offering translation services for all three languages.

***The text to be translated:***

*In the context of computational linguistics, the process of syntactic parsing is not merely a sequential operation but rather a multifaceted, recursive endeavor that requires the identification of hierarchical structures within the input data. While traditional parsing techniques—such as context-free grammar-based algorithms—have demonstrated efficacy in processing relatively simple syntactic constructions, their capacity to handle ambiguous or context-sensitive language structures remains limited. Therefore, the implementation of more advanced parsing strategies, including dependency-based and statistical parsing models, is often requisite to achieve a higher degree of syntactic accuracy.*

*Moreover, it is essential to consider the interaction between syntax and semantics in modern natural language processing (NLP) systems. The integration of semantic role labeling (SRL) with syntactic parsing models serves not only to disambiguate syntactic structures but also to facilitate a deeper understanding of sentence-level meaning. Such an integration, however, demands a significant computational overhead, necessitating the deployment of optimized algorithms capable of balancing the trade-off between parsing precision and processing efficiency.*

*Additionally, as linguistic data sets grow and complexity, the scalability of parsing algorithms must be assessed, taking into account both the theoretical limitations imposed by Chomsky's hierarchy and the practical challenges associated with implementing these algorithms in real-world applications. It is this dual focus—on both theoretical rigor and empirical applicability—that drives the ongoing development of parsing technologies within the field of computational linguistics.*

## **SUBMISSION INSTRUCTIONS**

The schedule noted on the cover page may be changed at any time at the sole discretion of Dexis. All communication must adhere to this schedule and shall be to the attention of Waqas Mahmood at [wmahmood@dexisonline.com](mailto:wmahmood@dexisonline.com)

All questions or clarifications regarding this RFQ must be in writing and submitted to the attention of Waqas Mahmood at [wmahmood@dexisonline.com](mailto:wmahmood@dexisonline.com). Only written answers from Dexis will be considered official and carry weight in the RFQ process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Dexis, will not be considered official responses regarding this RFQ.

Offerors should send their bids by email to the individuals identified above (10 MB limit per email). Offers must be on company letterhead with the company's contact name and address. The subject line of the offer transmission email must identify the RFQ reference number (24-1-TRA) and the Offeror's name.

All responses must be in English. Offerors must submit the following to be considered responsive and eligible for the award:

All responses must be submitted in English. Offerors must submit the following to be considered responsive and eligible for the award:

1. A contact name, email address, and telephone number to facilitate communication between Dexis and the prospective contractor.
1. 2. General information about the contractor's history and experience.
2. 3. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor's offer being removed from consideration.
3. 4. A brief outline of the company, including:
  - a. Full legal name and address of the company or individual.
  - b. Corporate and tax registration documents.
  - c. Full name of the legal representative (president or managing director) of the company (not applicable for individuals)
  - d. Name of any individuals or entities that own 50% of the company.
  - e. Year business was started or established; and
  - f. U.S. companies must complete Annex 1 and indicate if they are a registered Small Business (see Annex 1). Size re-certification may be required prior to award

**6. Technical proposal including:**

- a. Timelines for standard and rush translation services.
- b. Minimum of three (3) references of similar work performed in the past three (3) years. References must include the following: name of the entity; contact name, phone number and email address; time periods when the work was performed; amount of the contract; brief description of tasks, responsibilities, and deliverables. Offerors must clearly stipulate their approval to contact those references.
- c. At least one sample translation (Spanish, French and/or Russian) of the text included in the section entitled "Sample Translation".

**7. Price proposal**

Offerors shall submit a price proposal using the excel sheet attached. Dexis requests quotations on a **per word** basis. Quotations must be provided in USD with all applicable taxes/charges clearly identified.

**EVALUATION CRITERIA**

Dexis will evaluate bids based on the following criteria:

**Most Goods and Services**

- |                |     |
|----------------|-----|
| 1. TIMELINE;   | 20% |
| 2. EXPERIENCE; | 25% |
| 3. QUALITY;    | 25% |
| 4. PRICE       | 30% |

## Evaluation Criteria Grading for Each Criterion:

Exceptional	5 Points
Exceeds Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Non-Responsive to Expectations	1 Point

Offerors whom Dexis determines to possess the capacity and past performance to compete for this contract will be selected to move into the negotiation phase of the competition. Written notification will be provided via e-mail. Offerors not selected will not be notified.

## BASIS OF SELECTION

Bidders should provide their lowest competitive quotes. All Bidders will be notified in writing should there be a significant change to the listed requirements. A BPA will be issued to the responsible Bidder that is judged to be most advantageous to Dexis in terms of quality of service, delivery schedule and cost. DEXIS may accept any item or group of items of a bid. DEXIS reserves the right to make an award on any item for a quantity less than the quantity stated, at the unit prices quoted.

Dexis may reject any quote that is determined to be nonresponsive. A responsive quote is one that complies with all terms and conditions of the RFQ. A quote must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated on the first page of this RFQ. Dexis may reserve the right to waive any minor discrepancies in a quote.

This RFQ does not legally obligate Dexis to award a contract. Dexis reserves the right to fund/award any or none of the submitted quotes. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their quotes.

## REQUIREMENTS

### 5.3 SMALL BUSINESS CONCERNS

Dexis prioritizes subcontracting with U.S. Small Business Concerns. A concern is identified as any business entity organized for profit (even if its ownership is in the hands of a nonprofit entity) with a place of business located in the United States or its outlying areas and that makes a significant contribution to the U.S. economy through payment of taxes and/or use of American products, material and/or labor, etc. "Concern" includes but is not limited to an individual proprietorship, partnership, limited liability company, corporation, joint venture (with majority ownership by U.S. entity), association, trust or cooperative. For more information, see [13 CFR 121.105](#). Such entities are highly encouraged to participate in this procurement.

## ADDITIONAL TERMS & CONDITIONS

## 6.1 NON-DISCLOSURE AGREEMENT

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Dexis reserves the right to require any prospective contractor to enter into a non-disclosure agreement

## 6.2 INTELLECTUAL PROPERTY

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The Respondent should not use any intellectual property of Dexis including, but not limited to, all logos, registered trademarks, or trade names of Dexis, at any time without the prior written approval of Dexis, as appropriate. All tangible and intangible property created or acquired under this contract shall be the exclusive property of Dexis Consulting Group and the client.

## 6.3 OFFERORS' RESPONSES

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All accepted Responses shall become the property of Dexis and will not be returned.

## 6.4. PARTIAL AWARD

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Dexis reserves the right to accept all or part of the Offer when making the award.

## 6.5 LIABILITY

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Dexis reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability. Dexis shall not be liable to any Offeror, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the Offeror responding to this RFQ; or
- As a result of the use of any information, error, or omission contained in this RFQ document or provided during the RFQ process.

## 6.6 NO COLLUSION

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Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.

## 6.7 QUOTES AND VALIDITY

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Dexis will only consider responsive Offers from responsible offerors for the award. The quotes submitted shall remain open for acceptance for a minimum of 30 days from the last date specified for receipt of quotes. The selected Bidder(s) shall supply the amounts of goods requested at the quoted prices for the delivery/performance period specified in this RFQ. Prices quoted must be valid for the entire length of contract. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation. All procurement will be subject to Dexis contractual terms and conditions.

## 6.8 ENTIRE RFQ

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This RFQ, any addenda to it, and any attached schedules, constitute the entire RFQ.

**Dexis has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about**

potential fraud in any way related to Dexis projects, contracts, or activities, please visit <https://www.lighthouse-services.com/index.html>.



## ANNEX 1: REQUIRED CERTIFICATIONS

### Evidence of Responsibility

*Company Name*

*Company Name* makes the following statements with respect to Contractor Responsibility:

- 1) *Company Name* has adequate financial resources to perform the contract, or the ability to obtain them;
- 2) *Company Name* is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental commitments;
- 3) *Company Name* has a satisfactory performance record;
- 4) *Company Name* has a satisfactory record of integrity and business ethics;
- 5) *Company Name* has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors).;
- 6) *Company Name* has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and
- 7) *Company Name* is qualified and eligible to receive an award under applicable laws and regulations (e.g., Equal Opportunity, Clean Air and Water, Small Business Subcontracting, etc.)

I declare under penalty of perjury that the foregoing is true and correct.

*Name*

*Title, Company Name*

*Date*

## Size Self-Certification Form

<b>Reference Number:</b>	Funding agency's solicitation or contract number
<b>Project Name:</b>	Enter full name of project
<b>Company Full Legal Name:</b>	Full legal name
<b>Company DBA Name:</b>	If applicable
<b>Address:</b>	Street address
<b>City, State, Zip:</b>	City, State Zip
<b>Unique Entity ID SAM:</b>	[12-character alphanumeric identifier]
<b>NAICS Code &amp; Size Standard:</b>	541930, Translation and Interpretation Services with a size standard of \$225 million U.S. dollars.

<b>Contact Person:</b>	Name, Title
<b>Contact Phone Number &amp; Email:</b>	(555) 555-5555      email address

**Type of Entity:** If you have difficulty ascertaining the business size status, please refer to SBA's website ([www.sba.gov/size](http://www.sba.gov/size)) or contact your local SBA office. The form only needs to be completed by U.S. organizations. Please note this form needs to be completed ONLY by U.S. small business concerns, visit <https://www.ecfr.gov/current/title-13/section-121.105> for more information on what SBA defines as business concern.

Large Business       Small Business       Nonprofit       Educational       Government

If "Small Business" is checked above, and if applicable, please identify any designations under which the company qualifies. You may wish to review categories in the Federal Acquisition Regulation 19.7 or 52.219-8 ([www.acquisition.gov/far](http://www.acquisition.gov/far)) to determine applicability. Note that this field is optional, if your business does not fall under any of the below-mentioned categories, you do not need to select anything. Proceed to the signature section.

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|--|--|
| <input type="checkbox"/> Small Disadvantage Business (SDB)   | <input type="checkbox"/> Veteran-Owned Small Business (VOSB)   |
| <input type="checkbox"/> Actively certified as an 8(a) certified<br>(enter date & case number) _____ | <input type="checkbox"/> Service-Disabled Veteran-Owned Small<br>Business (SDVOSB)                                   |
| <input type="checkbox"/> Certified by SBA as a HUBZone<br>_____                                      | <input type="checkbox"/> Alaskan Native Corporations (ANCs) and Indian<br>Tribes that have not been certified by SBA |
| <input type="checkbox"/> Women Owned Small Business (WOSB)   | <input type="checkbox"/> Alaskan Native Corporation and Indian Tribes<br>that are NOT Small Businesses               |

By signature below, I hereby certify that the business type and size standard designation indicated above is true and accurate as of the date of execution of this document, and I further understand that under 15 U.S.C. 645(d), any person who misrepresents a business' size status shall (1) be punished by a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature & Date

**SUBCONTRACTOR/VENDOR UNIQUE ENTITY IDENTIFIER (UEI) AND EXECUTIVE COMPENSATION SELF-CERTIFICATION**

This self-certification applies to first-tier subcontracts and project-funded agreements with vendors valued at or above USD \$30,000.

Subcontractor/Vendor Name: \_\_\_\_\_

Subcontractor/Vendor Physical Address: \_\_\_\_\_

Subcontractor/Vendor Primary Performance Address: \_\_\_\_\_

**PART I - Unique Entity Identifier (UEI) Self-Certification**

In the previous tax year, was your entity's gross income from all sources under USD \$300,000?

YES

NO

If answered "YES", your entity is exempt from providing UEI and Executive Compensation information per FAR 52.204-10 (3)(g)(2). Please proceed to signing this self-certification on Page 2.

If answered "NO", please provide the information requested in Part II of this document.

**PART II - Executive Compensation Certification (if answered "No" above)**

**Unique Entity Identifier (UEI):**

1. In the preceding fiscal year, your entity received: A) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants), cooperative agreements, and other forms of Federal financial assistance; and B) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants), cooperative agreements, and other forms of Federal financial assistance

YES

NO

2. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 ( 15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

YES, compensation information is not public     NO, compensation information is public

If answered "NO" to any of the two questions, your entity is exempt from providing Executive Compensation information per FAR 52.204-10. Please proceed to signing this self-certification on Page 2.

If answered "YES" to both questions above, FAR 52.204-10 Reporting Executive Compensation and First Tier Subcontract Awards (Jun 2020) requires Dexis and its subsidiaries, as prime contractor of U.S. federal government contracts, to report the names and total compensation of each of the five most highly compensated executives of a subcontractor for the subcontractor's preceding completed fiscal year to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS).

*Executive* means officers, managing partners, or any other employees in management positions.

*Total compensation* means the cash and noncash dollar value earned by the executive, including salary and bonus; awards of stock, stock options, and stock appreciation rights; earnings for services under nonequity incentive plans; change in pension value; above-market earnings on deferred compensation which is not tax-qualified; other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or 2

property) for the executive exceeds \$10,000. For more information see FAR 52.204-10 and 17 CFR 229.402(c)(2)). Please provide the following information for the five most highly compensated executives:

Employee Name: \_\_\_\_\_ Full Compensation in USD: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Full Compensation in USD: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Full Compensation in USD: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Full Compensation in USD: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Full Compensation in USD: \_\_\_\_\_

By signature below, I hereby certify that the information provided above is true and accurate as of the date of execution of this document.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ANTI-TERRORISM CERTIFICATION**

The Offeror, to the best of its current knowledge, did not provide, within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Offeror also verifies that it does not appear on 1) the website of the Excluded Party List: [www.epls.gov](http://www.epls.gov) or 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee"): <http://www.un.org/Docs/sc/committees/1267/consolist.shtml>.

The undersigned declares s/he is authorized to sign on behalf of the company listed below and to bind the company to all conditions and provisions stated in the original RFP document including attachments from Dexis Consulting Group.

This quote is valid for \_\_\_\_\_ days.

**Proposal Authorized By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

*Authorized for and on behalf of:*

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
UEI No.: \_\_\_\_\_ Business Registration No. \_\_\_\_\_