



**United States Energy Association
Request for Proposal: English – Russian Interpretation and Translation Services
in Support of a Cybersecurity Project**

PROPOSED BUDGET TEMPLATE

Base Costs Proposal			
Tasks	Fully Loaded Rate		Equipment Rental Rate (per hour)
Online meeting, 2-4 hours, simultaneous interpretation, per hour	\$		N/A
In-person meeting, 7 hours, consecutive interpretation, per meeting	\$		N/A
In-person training, 7 hours, simultaneous interpretation, per training	\$		N/A
Translation of documents, per 1 page	\$		N/A
Ability to provide equipment for simultaneous interpretation (whisper)*	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$
Ability to provide equipment for simultaneous interpretation (booth)*	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$

* Rental costs of interpretation equipment are requested for budgeting purposes only. Interpretation equipment will be procured and paid for separately. Inability to provide interpretation equipment will not impact proposal evaluation scores.

Full Cost Estimate Calculation Table *													
	(1) Online Meeting			(2) In-person Meeting			(3) In-Person Training			(4) Documents Transl.			Estimated Total
	Rate (A)	Units (B)	Cost (C)	Rate (A)	Units (B)	Cost (C)	Rate (A)	Units (B)	Cost (C)	Rate (A)	Units (B)	Cost (C)	(1C+2C+3C+4C)
Task 1	\$	2	\$	\$	1 day	\$	\$	3 days	\$	\$	200	\$	\$
Task 2	\$	1	\$	\$	3 days	\$	\$	-	\$	\$	100	\$	\$
Task 3	\$	1	\$	\$	3 days	\$	\$	1 day	\$	\$	200	\$	\$
Task 4	\$	3	\$	\$	4 days	\$	\$	-	\$	\$	200	\$	\$
Total Estimate Project Cost													\$

* The number of units provided in this table is a rough estimate and should not be construed as a commitment.