

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

QUESTIONS & RESPONSES

June 25, 2024

QUESTION: Simultaneous interpretation assumes working in pair for any event that lasts more than 1 hour, will you select 2 persons for assignments that assume interpretation for more than 1 hour? Or shall I include in the budget proposal price for 2 persons?

ANSWER: We agree that there should be 2 interpreters for simultaneous translation provided at any event that lasts more than 1 hour. We expect that the company (or the individual) who wins this contract will provide 2 interpreters for any events requiring simultaneous translation. Please propose the cost of 2 interpreters for all events requiring simultaneous translation.

QUESTION: There are 2 types of translations needed during in-person meetings: consecutive and simultaneous. Simultaneous interpretation requires 2 interpreters and therefore is more expensive. Can you please clarify which in-person meetings will require simultaneous interpretation? There are 4 tasks: 1) 1 day; 2) 3 days; 3) 3 days; and 4) 4 days.

ANSWER: Simultaneous interpretation will be required for the following activities:

- | | |
|---------|--|
| Task 1: | 2 to 3 virtual prep meetings (1.5 – 2 hours/meeting)
3-day in-person training in Astana (7 hours/day) |
| Task 2: | 2 to 3 virtual prep meetings (1.5 – 2 hours/meeting) |
| Task 3: | 1 to 3 virtual prep meetings (1.5 – 2 hours/meeting)
1 day in-person training in Astana (7 hours/day) |
| Task 4: | 1 to 2 virtual prep meetings (1.5 – 2 hours/meeting)
2 half-days virtual trainings (4 hours/training) |

QUESTION: I'm an individual entrepreneur and a freelancer. I don't own any organizations. How can I fill in the Organization experience in the Technical proposal?

ANSWER: If you are a freelancer, you can skip the Organization Experience question.

QUESTION: Form_1420_F_21.11.1 – SPECIFIC CONSULTANT SERVICES – I don't deliver any consultant services, shall I keep it empty?

ANSWER: Please include 3 of your most recent translation/interpretation assignments.

QUESTION: Form_1420_F_21.11.10 – PROPOSED SALARY – Do you want to attract only one company or one interpreter to translate for all tasks? I may not know in advance if I'm available on specific days during your project if you don't send a schedule in advance. So, my payment can be only for a specific day/ half day, depending on a type of interpretation (consecutive/ simultaneous/ written translation) and I can't set a "proposed salary".

ANSWER: Yes, we are looking to award a contract to a single company or an individual. We understand that a single interpreter might not be available for all the assignments since we cannot

provide a schedule at this point. However, we expect that the company or the individual who wins this contract will provide a replacement for any assignments he or she cannot perform themselves. We also expect that the company or the individual who wins this contract will accept all payments, regardless of whether they or their replacement completes an assignment. In other words, we pay the company (or individual) we sign the contract with, and they deal with any payments due to their replacements.

As for the required form, please include your proposed fee – per hour for simultaneous and consecutive interpretation and per page for translation of documents in place of a proposed salary.

QUESTION: Usually my rates for one page (250 words) and one ppt are different. But in your financial proposal template there are just rates for pages. How can I indicate the rates for ppt? And how do you count pages? Per words or symbols?

ANSWER: If you have a different rate for PowerPoint presentations, please add a line in the budget template and include your rate per page in a PowerPoint presentation. It is up to you whether to count per word or per symbol. We would like to see a rate per 1 page of written materials regardless of word or symbol count.

QUESTION: What if I don't propose my fee per hour? Usually it's a half day rate (4 hours and less) and full day rate (more than 4 hours). Will you count a specific number of work-hours and pay only for these hours?

ANSWER: If you have different rates for half- and full workday, please add a line in the budget template and include both rates (half day rate divided by 4 or full day rate divided by 8). If you use overtime rates (for any oral assignments lasting more than 8 hours), please include that as well.

We will pay for every hour worked utilizing the appropriate rate. If it is a 3-hour meeting, we will pay for 3 hours, utilizing the half day rate. If it is a 5-hour meeting, we will pay for 5 hours utilizing the full workday rate.

QUESTION: Do I need to submit CVs/ bio sketches of interpreters who will interpret simultaneously with me in pairs or who would potentially replace me for an assignment?

ANSWER: No, this is not necessary.

QUESTION: Do we have to bid on all service sections (Online Meeting, In-person Meeting, In-person Training, Document Translation), as per Proposed Budget Template, or can we choose to bid on select ones only?

ANSWER: In accordance with USAID's Category Management practice, we plan to award a single contract to cover all tasks included in the RFP. Proposals for select tasks will be disqualified.

QUESTION: Task 1, Subtask 1.3 (p. 4 of the RFP) specifies simultaneous interpretation whereas all other in-person meetings (Subtasks 2.2, 3.3 and 4.3) specify consecutive. Please confirm whether simultaneous or consecutive interpretation will be required for Task 1, Subtask 1.3?

ANSWER: Simultaneous interpretation will be required for Task 1, Subtask 1.3.

QUESTION: Please confirm the number of hours for full-day assignments and for virtual half-days (Tasks 1 through 4) (p.4-5).

ANSWER: Full-day assignments will not exceed 8 hours (our typical full workday is 7 hours plus 1 hour break for lunch); half-day assignments will not exceed 4 hours.

QUESTION: Proposed Budget Template. There is no line for In-person meeting, 7 hours, simultaneous interpretation, per meeting if Task 1, Subtask 1.3 (p. 4 of the RFP) were to be confirmed as being a meeting and requiring simultaneous interpretation.

ANSWER: Please consider it an in-person training.

QUESTION: Proposed Budget Template. Re simultaneous interpreting. It is industry standard to provide 2 interpreters for simultaneous interpretation, be it in person or virtual, for assignments in excess of 1 hour. Would you consider revising Proposed Budget Template to reflect the # of interpreters?

ANSWER: We will not revise the Budget Template. For simultaneous interpretation assignments, please provide a quote for 2 interpreters as a single unit.

QUESTION: Proposed Budget Template. Translation of documents. It is industry standard to charge per word once the minimum has been met (for example, as per our T&C: The minimum per project translation fee is charged when the combined word count multiplied by the price per word is less than the minimum fee). Would you consider revising the unit of measurement for translation?

ANSWER: You are welcome to provide a quote per word, but please make it clear that it is per word and not per page.

QUESTION: Will desktop publishing, or DTP, be required? Industry standard is to charge for DTP separately at per hour rates.

ANSWER: Desktop publishing will not be required.

QUESTION: Will the documents for translation be provided in Word? If not, it is industry standard to charge DTP to cover conversion of documents to an editable format. Which format do you expect translated documents to be delivered in?

ANSWER: All materials for translation will be provided either as Word documents or PowerPoint presentations.

QUESTION: Proposed Budget Template. Though equipment rental is for budgeting purposes only, would you please advise the expected number of participants who will need headsets for simultaneous translation (whether it is provided from booth or as whisper)?

ANSWER: We plan to have up to 25 participants at each meeting or training.

QUESTION: Proposed Budget Template. Please advise how Units in Full Cost Estimate Calculation Table are calculated.

ANSWER: When there is a range of values, please use the highest value. For example:

Task 1, Subtask 1: 1 – 3 online meetings

Task 1: Online Meeting: \$240 (\$60/hour x 4 hrs) x 3 meetings = \$720

In-person Meeting: \$420 (\$60/hour x 7 hrs) x 1 day = \$420

In-person Training: \$840 (\$120/hour x 7 hrs) x 3 days = \$2,520

QUESTION: Proposed Budget Template. Full Cost Estimate Calculation Table. Do you consider three-day in-person C2M2 workshop as meeting or training?

ANSWER: We consider it as a training.

QUESTION: As per the RFP, we are to submit USAID Contractor Employee Biographical Data Sheet with the maximum page limit of 1 page per person. USAID Contractor Employee Biographical Data Sheet is 2 pages minimum since the form itself is 2 pages (not counting the 3rd page, Instructions). USAID Contractor Employee Biographical Data Sheet also instructs to add pages for answers to Blocks 15 and 16 if required. How are we to address the 1 page limit?

ANSWER: We will not adhere to the 1-page limit requirement for USAID Bio Data Sheets.

QUESTION: Are USAID Contractor Employee Biographical Data Sheets required for project personnel, or for language personnel (language personnel will be providing in-person and online interpretation, and document translation), or both?

ANSWER: USAID Bio Data Sheets are required for all personnel included in the proposal.

QUESTION: USAID Contractor Employee Biographical Data Sheet. The RFP is not a cost-reimbursement contract. Are we still required to fill out Blocks 6. Proposed Salary and 16. Rationale for Proposed Salary?

ANSWER: Please include your proposed fee – per hour for simultaneous and consecutive interpretation and per page or word for translation of documents in place of the Proposed Salary section and leave Rationale for Proposed Salary blank.