

RFQ-SOT-2025-002

Theme	Question	Answer
Contract Award	1 Is RTI International planning to award contracts to a single vendor or multiple vendors?	RTI anticipates selecting a single vendor for these services. The ceiling amount is not yet determined.
	2 How many awards do you intend to grant? Will this be a single vendor or multiple vendor award?	
	3 RTI intends to award a MSA that allows for specific task orders within the set ceiling." What is the set ceiling amount for this award?	
	4 Will there be multiple vendors awarded this contract or just one?	
Copy-editing	5 Is copy-editing required for previously translated materials? Additionally, can you please confirm if copy-editing is to be in French only?	Copy-editing services will only be requested for French language for newly-translated documents.
	6 Would RTI consider pricing copy-editing on a per word instead of an hourly basis?	Yes.
	7 Does translation involve only converting content between English and French, or does it (Price in specific) include proofreading/copy-editing of the translated text?	The organization should translate the document and copy-edit the translated version.
	8 For copy-editing in French, is it limited to refining existing French content, or does it include reviewing newly translated material?	Copy-editing services will only be requested for French language for newly-translated documents.
	9 If copy-editing of translated material is required, is this considered a separate task from translation, or is it included within the translation service? Should pricing for these two services be submitted separately or combined into one unit?	Organization is free to specify within their proposal, based on the organization's standard pricing structure.
	10 For copy editing, is this service typically requested for a second edit after we complete the initial translation? Or will you provide us with the initial translation?	Each request will specify if copy-editing services are also required.
	11 On page 4 of the RFQ, for Copy Editing, there is a point that says, "Verify factual correctness of information, such as dates and statistics, and make or suggest corrections." Is this asking for the vendor to provide fact checking outside of the copy editing process?	Yes--but this will be minimal (likely just confirming dates)
Demonstrated capabilities	12 Do you want to see CV's for individual personnel and potential translators or can we submit organizational qualifications?	You may submit either CVs for selected translators or organizational qualifications that you feel demonstrates the organization's commitment to quality.
	13 Preferred Overall Capabilities: Demonstrate proposed translators have a minimum of 5 years' experience as professional Translators – How do you want us to demonstrate this? CVs?	
	14 Written Translation : Demonstrated ability to manage complex and demanding translation requests and translations especially in education field. How do you want us to demonstrate that fact?	
	15 Copy – Editing - HOW DO YOU WANT US TO DEMONSTRATE ALL THAT IS REQUESTED?...Demonstrated ability to make good decisions about editing elements.	
	16 Evaluation and Award Process : PAST PERFORMANCE - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner. HOW DO YOU WANT US TO DEMONSTRATE THIS? WITH REFERENCES?	
Desktop publishing	17 Formatting/desktop publishing services are charged separately from written translation, since not every document will require the same level of effort. Can vendors attach our labor hour rates for formatting/desktop publishing?	Yes, vendors may include this additional quote.
	18 Requisite competence with desktop publishing/design tools is mentioned under the copy-editing heading in Attachment A on page 5. Could you please clarify how desktop publishing is anticipated to play a role in copy-editing?	Some documents may be provided in InDesign, which can require desktop publishing skills.
	19 Since expertise with desktop publishing is mentioned but pricing for design services is not requested, should responders provide a rate for this service?	Yes, vendors may include this additional quote.
	20 In the RFQ, there is no area listed that mentions pricing for the cost of formatting documents, which is necessary when files are more complex. Is it possible to provide a rate for formatting costs?	Yes, vendors may include this additional quote.
Document format	21 In what format will the vendor receive documents for translation and formatting? i.e. MS Word, InDesign, etc.	Documents will mainly be in MS Word, but may also be provided in InDesign or PDF.
	22 In what format will vendors need to deliver the finished documents?	Preference is to have documents returned in the same format they were provided in (MS Word, InDesign, or PDF).
	23 What are your most common file types?	Documents will mainly be in MS Word, but may also be provided in InDesign or PDF.
Evaluation	24 What are the decision making criteria for this RFP?	Price, delivery (turnaround times), technical expertise, and past performance
French dialect	25 Is there a specific French dialect needed?	French (Senegal) will be required for translations.
	26 We offer several different variants of French and English. Can you specify your preferred dialect (French for France, French for Africa, French for Senegal, etc.)?	

French dialect	27	Would you like us to provide pricing for additional languages commonly spoken in Senegal (i.e.. Wolof, Arabic, etc.)?	No, we only require English to French and French to English services at this point.
Incumbents	28	Are there any current incumbents for these services? If so, can you please identify who those are?	No, there are no incumbents.
	29	Are there any incumbent(s) providing the requested services? If so, please advise on the name(s) of the incumbent(s) and the historical rates for any and all services provided.	
	30	Is there an incumbent?	
	31	Is there an incumbent vendor for this bid? If so, please name the incumbent(s).	
	32	If there is an incumbent, at what rates are services being offered?	
	33	Was there a previous RFP for these services? If so, can we see that previous RFP document?	
Location of company	34	Whether companies from Outside USA can apply for this? (like,from India or Canada)	Yes.
Location of services performed	35	Whether we need to come over there for meetings?	No, all work is anticipated to happen remotely, from the service providers' own location.
Location of services performed	36	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	Yes.
Minimum charge	37	It is the industry standard to have a minimum charge for written translation services. Can vendors attach our minimum charge?	Yes, please include any information about minimum charge requirements.
Past performance	38	According to page eight of the solicitation, sellers should include with their responses past performance information "to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)." In this section, how many references would RFI International prefer to see with a seller's response?	1-3 past performance references would be helpful.
Renewal	39	According to the solicitation, the term of the contract resulting from this procurement opportunity is from February 2025 to July 2025. Is there an anticipated renewal period and/or the need for additional services after July 2025 as part of the 5-year program?	Apologies, there was a typo as this is not a five-year program. We currently do not anticipate renewal after July 2025.
	40	This RFQ is listed as being for 6 months. Will there be any options for renewal? If so, could you please let us know what the renewal options/durations will be?	
Sample	41	Demonstrated ability to use an accepted style guide for French language editing. If no such guide exists, then demonstrated capacity to develop the guide and ensure that editing decisions/changes will hold up to scrutiny and criticism. – DOES THIS MEAN THAT THERE IS NO GUIDE YET?	A translation guide containing some key words exists, and the selected offeror will be provided this as a start. Additional terms may be added.
	42	Can you provide a sample file?	We have provided a sample document that may be translated into French and submitted as the organization's sample, if desired. Using this sample is not required , as the organization may chose to provide a previously translated document as their sample. We have provided this sample for translation as one option.
	43	We understand that we must provide our own samples of previous work for evaluation. Can RTI provide samples to give vendors more of an idea of the nature of the work needed under this solicitation?	
	44	Can RTI provide any guidance in terms of what types of samples they are looking for? Typically, a translation sample is provided by the issuer of the RFQ, so that each respondent is working from the same source document. Would [client] consider waiving the sample requirement, since it will necessarily be an apples-to-oranges comparison?	
	45	Would RTI consider sharing a sample portion of materials to be translated with prospective sellers?	
46	Do the sample translations need to be in reference to the education and/or international development sector, or will any subject matter suffice?	Any subject matter is sufficient.	
Submission format	47	Can we submit the proposals via email?	Please ignore the mention of hard-copy submission. Please email submissions to FLN@rti.org.
	48	Forms: Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP. Does this mean a hardcopy needs to be mailed? Or is a digital signed copy sufficient?	
	49	4. Forms: Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP. – NEEDS TO BE SEND BY POST OR BY COURIER?	
	50	For submission mechanism, do we need to send a mail containing the proposal for acceptance or any hardcopy is to be submitted?	
	51	Can you please attach Attachment A to the mail for perusal?	Attachment A begins on page 3 of the RFP PDF file.
	52	Bidders are instructed to submit their proposal in Excel / pdf format?	Yes, please submit in PDF or excel if applicable.
	53	Can we use the Pricing tables in Attachment A (page 6) in PDF?	Yes.

	54	We only received the PDF document. Are there any additional files relevant to this RFQ and, if so, could you provide them?	The PDF RFP is the only document.
Technical clarification	55	How should vendors handle pricing for "rush" versus "standard" turnaround times? Is there a specific definition for these timelines?	The definition of rush versus standard timelines is for the organization to provide their standard service-level, and, if rush turnaround is offered, what the increased pricing would be for a faster-than-usual return time.
Technical clarification	56	For Written Translation pricing, it asks for "Characters w/o space." Could you please clarify what is meant by without space?	We assume the character count for any translation would count only the actual characters/words to be translated, and exclude any blank space.
Technical clarification	57	What is your current process for translating content?	This will be a new service for the Science of Teaching team.
Technical clarification	58	What is working well with this current process?	
Technical clarification	59	What are 2-3 areas of improvement you would like to see with the current process?	
Technical clarification	60	Can you please provide information on your turnaround time requirements?	Please provide your organizations standard and rush turnaround time capabilities as that will be one of the evaluation criteria.
Technical clarification	61	Should we provide different rates for English into French and French into English, or do they need to be the same?	This is for the organization to provide, according to their organization's pricing structure.
Technical clarification	62	Are you currently using AI workflows in your translation process? If so, how? If not, are you open to AI-enabled workflows?	This will be a new service for the Science of Teaching team.
Technical clarification	63	What is the target age level(s) for the documents that will be used? A translation intended for a 7-year-old requires a different approach than a translation intended for a 16-year-old, for example.	Some examples are types of work to be translated include: data collection surveys and interviews, presentations for professional audiences, and academic level reports.
Technical clarification	64	Which specific countries are included in the audience for translated documents?	Senegal and other West African countries will be the intended audience for the majority of the translation work.
Technical clarification	65	Does RTI have any guidelines and/or context they can share regarding the culture/audiences involved, and how they are expected to be accommodated? In our experience, what works in one country/region doesn't necessarily work in another. In our experience, the best approach to a project like this is to employ a standard, universal version of the French language that does not rely on regionalisms or colloquial vocabulary, as those aspects of language tend not to be useful in written documents.	A translation guide containing some key words exists, and the selected offeror will be provided this as a start. Additional terms may be added.
Technical clarification	66	Will the organization require the vendor to supply printed versions of any completed work?	No, the vendor will not need to provide printed versions. All translations can be completed electronically.
Technical clarification	67	Will there be more languages RTI will need translation on?	This RFQ is specifically for one of RTI's many projects, Science of Teaching. We do not anticipate other languages for translation at this point under the Science of Teaching project.
Volume	68	Is there an estimated volume (in terms of number of words) expected to be translated within the contract term?	Some examples are types of work to be translated include: data collection surveys and interviews, presentations for professional audiences, and academic level reports. While the current volume of translation is not known, we estimate surveys/interviews will be ready for translation in February (approximately 5 pages, estimated 300 words/page), various presentations and other ad hoc requests March - May, and then at least one report translation (approximately 50 pages, estimated 500 words/page).
	69	What is the anticipated volume of the contract resulting from this solicitation?	
	70	Estimated volume of service demanded on monthly basis and rates of Incumbent if any to the service?	
	71	What is the anticipated word count for each language monthly?	
	72	What is the average number of words submitted per project?	
	73	What is the volume of projected usage for translation?	
74	What is the volume of historical usage for translation?	This is a new service for the Science of Teaching project.	
75	What did RTI spend last year on written translation services?		