



## Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Translation Firm: Written Translation Services
Type of Procurement:	Master Service Agreement
Type of Contract:	Fixed Price
Term of Contract:	February 2025 – July 2025
Contract Funding:	The Bill & Melinda Gates Foundation
This Procurement supports:	Implementing the Science of Teaching
Submit Proposal to:	<a href="mailto:FLN@rti.org">FLN@rti.org</a>
Date of Issue of RFP:	January 7, 2025
Date Questions from Supplier Due:	January 13, 2025
Date Proposal Due:	January 17, 2025
Approximate Date Purchase Order Issued to Successful Bidder(s):	<b>February 1, 2025</b>

<b>Method of Submittal:</b>	
Email questions and proposals to <a href="mailto:FLN@rti.org">FLN@rti.org</a> . In the subject line, please include <b>RFQ-SOT-2025-002</b> .	
Respond via e-mail with attached document in MS Word / pdf format. Please include: <ol style="list-style-type: none"><li><b>1) Proposal which includes price, proposed translation process, and standard and rush turnaround times</b> in Excel / pdf format</li><li><b>2) Information about the company or CV for individual consultants</b></li><li><b>3) 2 - 3 examples of translated and/or copy-edited documents of approximately 5 pages each (examples should demonstrate the languages [French &gt; English and/or English &gt; French] vendor is submitting a proposal for)</b></li></ol> Assurance that the <b>Bidder/Supplier agrees to hold firm the prices in its offer for 90 days</b> from the date specified for the Receipt of Quotations/ Proposals, unless, another time is specified in the Addendum of the RFP/RFQ.  The Bidder/Seller agrees to hold the prices in its offer firm for <b>90 days</b> from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	<b>RFQ-SOT-2025-002</b>

### Attachments to RFP:

1. Attachment "A" – Commodity Specifications

RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.



3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA  
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ [www.rti.org](http://www.rti.org)

2. Attachment “B” – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at: [rti-po-terms\\_English\\_Version\\_-\\_v1.20.pdf](#) or for commercial items: [http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the “Terms”). Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

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## Attachment A

### Commodity Specifications or Statement of Work

#### Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

#### Background

RTI International is an independent international non-profit organization dedicated to conducting innovative, multi-disciplinary research that improves the human condition. With a worldwide staff of more than 4,000 people, RTI offers innovative research and development and a full spectrum of multi-disciplinary services. Universities in North Carolina founded RTI in 1958 as a centerpiece of the Research Triangle Park.

With funding support from the Bill and Melinda Gates Foundation, RTI manages the Science of Teaching initiative—a 5-year program focused on improving foundational literacy and numeracy in sub-Saharan Africa.

This RFQ is being released to establish a Master Services Agreement for two areas in support of the initiative. One, for the written translation services from French to English and English to French; and two, for the provision of copy-editing services in French. Vendors may submit offers for only one area, only one language, only one direction of translation (i.e. only English to French), or for all elements of the RFQ.

Product or Service Expectations (both if applicable):

#### Product and Service Expectations:

The Program is seeking a **professional firm or individual consultant** to provide translation services for the following scope of work:

#### Part 1: Written Translation

The Translation Services Company will provide high quality **written translation services** from French to English and/ or English to French to support various translation needs for the Science of Teaching initiative. This will include the following tasks:

- Translation according to instructions, supplied reference material, glossary, style guide etc.;
- Translate all content; present all content from the original document in the translation;
- Follow accurately the spelling and grammar rules;
- Render all numbers correctly;

- Render all names correctly;
- Double-check the technical or industry specific terms for accuracy;
- Make the style of language suitable for this kind of text for the target culture/audience;
- Make the translation in line with an original document in the target language;
- Adapt all grammatical structures to achieve fluency;
- Avoid literal translation;
- Make the text in the translation follow the same formatting as in the original document, e.g. fonts, fonts size, colors used, line spacing etc.;
- If there is a contents page, update the page numbers;
- Having all tables and diagrams formatted well, so that they are ready for presentation;
- Take into account local conventions on numbers, currency, etc.;
- Consistency of the translation in terminology;
- Consistency of the translation in style;
- Provide high quality accurate written translation for online and offline workshops.
- Seek clarification of terminology, concepts and phrases prior to written translation tasks.

### **Part 2: Copy Editing**

- Understand the subject content matter, product features (including information design and architecture) and user needs, including communicating regularly and closely with Science of Teaching team members in order to understand copy editing needs.
- Work closely with team members to gather input and feedback on any editing aspects.
- Develop, maintain and consistently follow Standard Operating Procedures (SOPs) for the editing process.
- Develop, maintain and consistently adhere to an editing Style Guide for the French Language that will withstand scrutiny/criticism from external individuals/ organizations.
- Provide opinions on page layouts and content, including photos, illustrations, etc. to help ensure that all content/products are developmentally appropriate, sensitive to gender, social inclusion, conflict, child protection, safety standards and policies.
- Proofread assigned content.
- Check content for style, readability, and adherence to editorial policies.
- Verify factual correctness of information, such as dates and statistics, and make or suggest corrections.
- Correct any spelling, vocabulary, grammar/syntax, and punctuation errors and rewrite text and/or provide suggestions to improve clarity and readability of content.
- Ensure that all content products meet RTI quality requirements.
- Submit final versions of all edited content on time.

### **Requirements of Service Provider Capabilities:**

#### **Preferred Overall Capabilities:**

- Demonstrate suitable capabilities to provide the services to deliver the Translation Services, in education and/or international development sector is preferable
- Demonstrate proposed translators have a minimum of 5 years' experience as professional translators

### **Written Translation**

- Demonstrated ability to manage complex and demanding translation requests and translations especially in education field
- Excellent proficiency in written/official French and English. Proficiency in other languages and/or dialects used in Senegal will be looked on favorably.
- Demonstrated experience in providing written translation, preferably for education-focused programs.
- Demonstrated experience in providing high quality written translation services. Experience in the social sciences, especially education, will be viewed favorably.
- Excellent attention to detail.

### **Copy Editing**

- Exceptional skills and demonstrated experience correcting spelling, punctuation, vocabulary, grammar/syntax and clear meaning within a range of different kinds of documents and content (visuals, text passages, etc.) written in the French language.
- Demonstrated ability to make good decisions about editing elements.
- 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.
- Demonstrated curiosity, creativity, and knowledgeable about a broad variety of topics, especially education.
- Demonstrated ability to work in/with diverse teams, including with technical personnel to make good editorial decisions.
- Demonstrated experience undertaking copy editing without disrupting the formatting of the document and content.
- Exceptional attention to detail and accuracy to make sure that any/all content in the French language is error-free (e.g., spelling, punctuation, vocabulary, grammar and syntax).
- Demonstrated competence in desktop publishing/editing tools, design and image processing software, (e.g., Adobe Illustrator, Photoshop, Procreate, Adobe Fresco, and Corel Draw).
- Demonstrated ability to perform under tight deadlines.

### **Deliverables, Timelines, Special Terms and Conditions:**

RTI intends to award a Master Services Agreement that allows for specific task orders within the set ceiling. Service is delivered based on the task orders, within the time frame that will be identified based on the requirement of each task i.e., hourly, daily, word count, number of word count per page, and number of characters with/without spaces.

### Pricing

**Written Translation:**

Description	Rate
Rate per Word / Characters w/o space  [include the basis of word count method and service-level expectations for translation turn-around time]	

**Copy Editing:**

Description	Rate
Rate per hour  [Include service level expectations on copy-editing pages per hour]	

Vendor may utilize their own budget template but should still provide unit costs for translations and for copy-editing as the MSA will define the unit costs to be used throughout the period of performance.

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:


## Attachment “B” Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

RTI International 701 13 <sup>th</sup> Street, NW Washington, DC 2005, USA
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*(insert full address of the office)*

who has a purchase requirement in support of a project funded by

The Bill & Melinda Gates Foundation
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*(insert client’s name)*

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
  - (a) The solicitation number:
  - (b) The date and time submitted:
  - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
  - (d) Validity period of Quote:

- (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
  - (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.
  - (g) Lead Time Availability of the Commodity/Service.
  - (h) Terms of warranty describing what and how the warranties will be serviced.
  - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.
  - (j) Payment address or instructions (if different from mailing address)
  - (k) Acknowledgment of solicitation amendments (if any)
  - (l) Past performance information, when included as an evaluation factor, 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)
  - (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
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.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to
- Ms. Lauren Edwards
- (insert name of procurement officer)
- at this email address:
- [FLN@rti.org](mailto:FLN@rti.org)
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- January 13, 2025

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver



the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.

7. **Documentation:** The following documents will be required for payment for each item:
  - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
  - (b) Packing List
  - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in [https://www.rti.org/sites/default/files/rti-po-terms\\_english\\_version\\_-\\_v1.18.pdf](https://www.rti.org/sites/default/files/rti-po-terms_english_version_-_v1.18.pdf) , [http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the "best value" awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **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.
- (e) **OTHER EVALUATION CRITERIA.**

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Certification.** The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid 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 on its behalf in connection with the awarding of this contract.
16. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to [ethics@rti.org](mailto:ethics@rti.org). You may report a suspected violation anonymously.
17. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

**Acceptance:**

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

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

Title:

Date: