

**Document Translation Services for OPM-MOI
Embassy of the United States of America
Riyadh, Saudi Arabia
Solicitation Number SSA70016Q0019**

Questions and Answers

- Q1:** In Section B.3.c (also in 52.216 -22 Indefinite Quantity (Oct 1995) Section (c)) it states "The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations...":
- A1:** **No the government will send an email with the documents to be translated. Then you will send back in an email the documents that are translated.**
- Q2:** Will there be potential travel at the expense of the Contractor that would be needed to be worked into the per page cost? Or would travel (if needed) be billed separately?
- A2:** **The will be no travel expenses at all. Everything is electronic.**
- Q3:** As far as delivery, will it be electronically or will hard copies need to be provided and delivered (or possibly both)?
- A3:** **Electronic delivery**
- Q4:** In Section C.2.4 it states "Serve as official note taker, when needed": Will contractor have to potential have a person physically at a location to take notes as well as translate so the potential per hour cost should be worked into the per page cost? Or could the hours as not taker be billed separately?
- A4:** **No, not required**
- Q5:** I noticed that our standard GSA rate we have with the government would greatly exceed the maximum you have set aside for this project. Is this maximum you have set in stone?
- A5:** **Yes**
- Q6:** In the RFQ it is mentioned that we submit our proposal in a sealed envelope. Is it possible to submit our proposal electronically via e-mail?
- A6:** **Yes, but Embassy prefer hard copies in sealed envelopes**
- Q7:** Can you provide us with sample documents? Our standard is to price per word. Pricing per page presents a lot of risk to us as we're required to pay our linguists per word and the number of words in a document can fluctuate from one word to hundreds of words. Sample documents will provide us a better understanding of the approximate number of words per page.
- A7:** **The documents will be provided to the successful bidder only.**