

# **Request for Language Services Translation**

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**This template is to be used when requesting services against the Language Services contract. It should be completed by the User Agency and submitted to the vendors under contract in the Translation Services Category.**

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**1. Statement of Work**

- *Provide a brief description of the work to be performed, the potential assignments, locations, etc.*

**2. Period of Performance**

- *to*

**3. Project Organization**

**3.1 Agency Contact Name**

- *Name, Title, Address, Telephone Number, E-mail Address.*

**3.2 Key Roles and Responsibilities**

- *Describe the roles and responsibilities of the user agency, stakeholders and any third parties.*

## **4. Services Required of Contractor**

### **4.1 Contractor Roles and Responsibilities**

- *Describe the role, functions, and services the selected contractor will be providing as part of this Task Order.*

## **5. Contractor Proposals**

### **5.1 Content and Format**

Contractors should submit pricing in accordance with the Attachment A – Cost Proposal Template. The pricing quoted by the Contractor shall not exceed the pricing listed for that Contractor in Attachment B – Contractor Not to Exceed Pricing.

## **6. Contractor Selection**

The Task Order will be awarded to the Contractor with the lowest overall price indicated in the completed Attachment A – Cost Proposal Template.