



**Task Order Number: CTA1 826 20167202566**

**Translation Services  
For  
NYC DEP Housing Recovery Operations**

**Prepared by: Noah Shieh**

**Date: 10/8/2015**

## **TASK ORDER - MASTER AGREEMENT**

This Task Order Number **CTA1 826 20167202566** is issued as an appendix pursuant to the Master Services Agreement ("Agreement") , contract number **MMA 1 857 20136200826**, with an effective date of **07/01/2015** by and between the New York City Department of Citywide Administrative Services (hereinafter "DCAS") and **Geneva Worldwide**. Any term not otherwise defined herein shall have the meaning ascribed to it in such Agreement. All work performed under this Task Order is governed by the provisions of the Agreement between the parties, including the terms and conditions of the Request for Proposals and the **Geneva Worldwide** price quote dated **07/09/2015**.

### **STATEMENT OF WORK**

This Task Order will cover the following:

- The contractor shall provide document translation services to the Department of Environmental Protection for the NYC Mayor's Office of Housing Recovery for various documents which include but are not limited to: 1) Program documents; 2) Public Notices; 3) Miscellaneous Content documents 4) Forms and 5) Guidebooks. OMB will provide text in English to be translated into but not limited to Tier 1 – Executive Order 120 Languages. Documents will range in length and level of technical content. The categories of documents are outlined below.
- 1. Program Documents – technical text documents with charts/graphics.  
• Estimated # of Pages: 5 to 100. Estimated Qty: 15. Normal Turnaround time: 5 - 10 working days. These can be translated using a machine translation.
- 2. Public Notices – Public Notices are documents that will appear in newspapers and other media outlets. Estimated # of Pages: 1 to 4 .4. Estimated Qty: 25. Normal Turnaround time: 3 to 5 working days. These will need to be translated manually.
- 3. Miscellaneous Content documents – are various outreach and communications materials. This may include translating instructional or marketing content for a website, brochure, or other communications material. Estimated # of Page: 1 to 2. Estimated Qty:25.Normal Turnaround time: These jobs will likely be short (1-2 pages of text) and will need to be manually translated
- 4. Forms – various applicant facing documents. Estimated # of Pages: 1 to 3. Estimated Qty: 25. Normal Turnaround time 5-10 working days. These can be translated using a machine translation or may need manual translations.
- 5. Guidebooks – various applicant facing documents. Estimated # of Pages: 5 to 100. Estimated Qty: 15. Normal Turnaround time: 5 working days. These can be translated using a machine translation.

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- The contractor is expected to provide document translation services (including localization) in accordance with the specifications detailed in Master Agreement and the RFP document

### **COSTS**

**Please see Attachment A – Cost Proposal – Translation**

**Total Maximum Task Order Amount \$148,560.00**

### **PERIOD OF PERFORMANCE**

**Term of the Task Order: 07/01/2015 to 04/30/2017**

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## **AGENCY CONTACT**

Saba Jote  
Assistant General Counsel  
Mayor's Office of Housing Recovery Operations  
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HaeSun Nam  
Senior Program Manager  
Mayor's Office of Housing Recovery Operations  
250 Broadway, 24<sup>th</sup> Floor  
212-615-8034  
hnam@recovery.nyc.gov

## **INVOICING INSTRUCTIONS**

Send invoices to:

Saba Jote  
Assistant General Counsel  
Mayor's Office of Housing Recovery Operations  
250 Broadway, 24<sup>th</sup> Floor  
212-615-8340  
sjote@recovery.nyc.gov

and

Procurement Accounting  
59-17 Junction Boulevard 17<sup>th</sup> FL  
Flushing, NY 11373

## **SUPPLEMENTAL TERMS AND CONDITIONS**

Please see attached Federal Riders.

**SIGNATURES**

**AGREED TO AND ACCEPTED BY:**

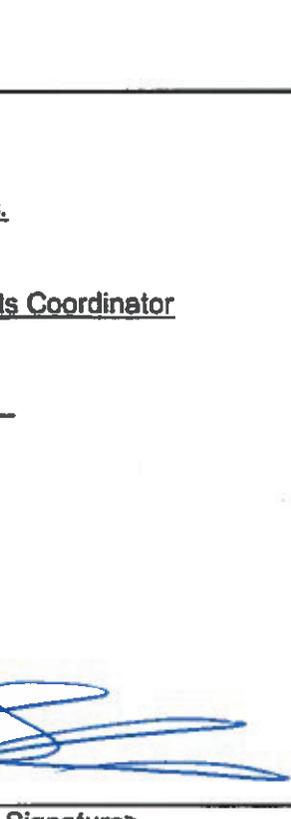
By:  \_\_\_\_\_  
<Vendor's Signature>

Company Name: Geneva Worldwide, Inc.

Print Name & Title: Laura Desilva, Contracts Coordinator

Date: 10/8/2015

**AGREED TO AND ACCEPTED BY:**

By:  \_\_\_\_\_  
<NYC DEP / Authorized Signature>

Agency Name: New York City Department of Environmental Protection

Print Name & Title: Ira M. Elmore & DACCO

Date: 10/9/15