

# Admin Minnesota

## Office of State Procurement

Room 112 Administration Bldg., 50 Sherburne Ave., St. Paul, MN 55155; Phone: 651.296.2600, Fax: 651.297.3996  
Persons with a hearing or speech disability can contact us through the Minnesota Relay Service by dialing 711 or 1.800.627.3529.

### CONTRACT RELEASE: S-888(5)

**DATE:** JULY 25, 2024

**PRODUCT/SERVICE:** SERVICE: WRITTEN TRANSLATION STATEWIDE

**CONTRACT PERIOD:** MAY 1, 2016 THROUGH NOVEMBER 30, 2024

**EXTENSION OPTIONS:** NONE

**ACQUISITION MANAGEMENT SPECIALIST/BUYER (AMS):** MATT HASSENSTAB

**PHONE:** 651.201.2431    **E-MAIL:** [Matt.Hassenstab@state.mn.us](mailto:Matt.Hassenstab@state.mn.us)    **WEB SITE:** [www.mn.gov/admin/osp](http://www.mn.gov/admin/osp)

**Minnesota State Agency Users:** Please follow the link below for more information about the Enterprise Translations Office. State Agency Users may request translations and related services through this division of the Department of Administration. Translations for Hmong, Somali, Spanish, Arabic, and French are free of charge.

<https://translate.mn.gov/>

This Contract Release contains multiple awards for similar or like services and pricing is quoted by all vendors as maximum rates. State Agencies and CPV members should request quotes and compare all awarded contract vendors in order to ensure the best value for their particular project. Factors such as, but not limited to; minimum cost per project, accessibility requirements, desktop publishing or typesetting requirements, per word rates, specific timelines and/or other specifically requested requirements of the finished deliverables may contribute to the total cost/value of any individual project. **Multiple Vendors may be able to satisfy the requirements of the purchaser and therefore it is important for the purchaser to review ALL Quotes and Contract prices before executing an order for their particular project.**

### CLICK ON THE VENDOR LINK TO SEE PRICE PAGES

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#### CONTRACT VENDOR

#### CONTRACT NO.

#### TERMS

#### DELIVERY

*The following vendor is certified as an eligible Targeted Group, Economically Disadvantaged or Veteran-Owned business:*

**THE BRIDGE WORLD LANGUAGE CTR, INC 107973**  
FRANCISCO J. ALMARZA  
110 SECOND STREET SOUTH #213  
WAITE PARK, MN 56387  
USA

**NET 30**

**AS REQUESTED**

**VENDOR NO: 0000219742**

APRIL PETERSON  
COMMUNICATIONS MANAGER  
**OFFICE:** 320.259.9239 ext. 313

Contract Release: S-888(5)

**EMAIL:** [april@bridgelanguage.com](mailto:april@bridgelanguage.com)

Price Pages: [BWLC Price List](#)

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**CONTRACT VENDOR**

**CONTRACT NO.**

**TERMS**

**DELIVERY**

**BETMAR LANGUAGES, INC.**  
ELIZABETH A. LOO  
6260 HIGHWAY 65 NE #308  
MINNEAPOLIS, MN 55432  
USA

**107972**

**NET 30**

**AS REQUESTED**

**VENDOR NO: 0000205176**

LUKE REKUCKI  
ACCOUNT MANAGER  
**OFFICE:** 763.572.9711  
**EMAIL:** [best@betmar.com](mailto:best@betmar.com)

Price Pages: [http://www.mmd.admin.state.mn.us/pdf/S-888\(5\)BETMARPRICE04-15-2016.pdf](http://www.mmd.admin.state.mn.us/pdf/S-888(5)BETMARPRICE04-15-2016.pdf)

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**CONTRACT VENDOR**

**CONTRACT NO.**

**TERMS**

**DELIVERY**

**FOX TRANSLATION SERVICES**  
DINA REED  
1152 MAE STREET #122  
HUMMELSTOWN, PA 17033  
USA

**107986**

**NET 30**

**AS REQUESTED**

**VENDOR NO: 0000931907**

DINA REED  
CHIEF ADMINISTRATIVE OFFICER  
**OFFICE:** 1.866.369.1646 | **DIRECT:** 407.733.3720  
**EMAIL:** [dina@foxcasemanagement.com](mailto:dina@foxcasemanagement.com)

Price Pages: [Fox Translation Price List](#)

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**CONTRACT VENDOR**

**CONTRACT NO.**

**TERMS**

**DELIVERY**

**\*GLOBAL TRANSLATION & INTERPRETER**  
ROBSAN ITANA  
913 EAST FRANKLIN AVENUE #206  
MINNEAPOLIS, MN 55404  
USA

**107983**

**NET 30**

**AS REQUESTED**

**VENDOR NO: 0000879245**

SANDOR MIKO  
**OFFICE:** 612.722.1244  
**EMAIL:** [sandor@globaltranslationss.com](mailto:sandor@globaltranslationss.com)

Price Pages: [Global Translation Price List](#)

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<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
<b>*LATIN AMERICAN TRANSLATORS NETWORK (LATN), INC</b> ALICIA V. MITCHELL 845 SPRING STREET NW, Unit C1 ATLANTA, GA 30309 USA	<b>107985</b>	<b>NET 30</b>	<b>AS REQUESTED</b>

**VENDOR NO: 0000931068**

RACHEL HEIT **OFFICE:** 1-800-943-5286 EXT. 8641 **EMAIL:** [Translations@latn.com](mailto:Translations@latn.com)  
LOANA DENIS **OFFICE:** 1-800-943-5286 EXT. 8620 **EMAIL:** [ldenis@latn.com](mailto:ldenis@latn.com)

Price Pages: [Latin American Translators Price List](#)

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*The following vendor is certified as an eligible Targeted Group, Economically Disadvantaged or Veteran-Owned business:*

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
<b>LATITUDE PRIME, LLC.</b> ELLE BRIGITTE JAHANSOUZ 80 SOUTH 8TH STREET #900 MINNEAPOLIS, MN 55402 USA	<b>107984</b>	<b>NET 30</b>	<b>AS REQUESTED</b>

**VENDOR NO: 0000890215**

ELLE BRIGITTE JAHANSOUZ  
PRESIDENT/CEO  
**OFFICE:** 1.888.341.9080 ext. 501  
**EMAIL:** [email@latitudeprime.com](mailto:email@latitudeprime.com)

Price Pages: [Latitude Prime Price List](#)

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<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
<b>LINGUALINX LANGUAGE SOLUTIONS, INC.</b> Charlotte Knoll 433 RIVER STREET #6001 TROY, NY 12180 USA <a href="mailto:rfpteam@lingualinx.com">rfpteam@lingualinx.com</a>	<b>107977</b>	<b>NET 30</b>	<b>AS REQUESTED</b>

**VENDOR NO: 0000288196**

Becca Anderson  
**EMAIL:** [banderson@lingualinx.com](mailto:banderson@lingualinx.com)  
**PHONE:** 518.288.5100 x 1074

Price Pages: [LinguaLinx Language Price List](#)

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**CONTRACT VENDOR**

**PRISMA INTERNATIONAL, INC.**  
JAMES V. ROMANO, PH.D.  
1128 HARMON PLACE #310  
MINNEAPOLIS, MN 55403  
USA

**CONTRACT NO.**

**107971**

**TERMS**

**NET 30**

**DELIVERY**

**AS REQUESTED**

**VENDOR NO: 0000203954**

JAMES V. ROMANO, PH.D.  
CHIEF EXECUTIVE OFFICER  
**OFFICE:** 612.349.3111  
**EMAIL:** [jromano@prisma.com](mailto:jromano@prisma.com)

Price Pages: [Prisma International Price List](#)

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**CONTRACT VENDOR**

**SWITS, LTD.**  
SARAH ST. JOHN  
110 SOUTH THIRD STREET  
DELAVER, WI 53115  
USA

**CONTRACT NO.**

**107981**

**TERMS**

**NET 30**

**DELIVERY**

**30 DAYS**

**VENDOR NO: 0000808692**

LINDA SCARO  
PROJECT MANAGER  
**OFFICE:** 262.740.2590  
**EMAIL:** [translations@swits.us](mailto:translations@swits.us)

Price Pages: [SWITS Ltd. Price List](#)

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**\*Braille Transcription Services are available from these vendors.**

**CONTRACT USERS.** This Contract is available to the following entities as indicated by the checked boxes below:

- ☒ State agencies.
- ☒ Cooperative Purchasing Venture (CPV) members.

**STATE AGENCY CONTRACT USE.** This Contract must be used by State agencies unless a specific exception is granted in writing by the Buyer/AMS listed above. In the event a product or service is not available, the state agency may procure via another state contract or through Authority for Local Purchase (ALP) authority without a prior written exception from the Buyer/AMS. The State Agency should promptly email the Buyer/AMS any correspondence from the Contract Vendor indicating a product or service is not available.

**STATE AGENCY ORDERING INSTRUCTIONS.** Orders are to be placed directly with the Contract Vendor. State agencies should use a Contract release order (CRO) or a blanket purchase order (BPC). The person ordering should include his or her name and phone number. Orders may be submitted via fax.

**CONTRACT FEEDBACK.** If these commodities or service can be better structured to help you with your business needs, let us know. We solicit your comments and suggestions to improve all of our contracts so that they may better serve your business needs. If you have a need for which no contract currently exists, or you would like to be able to use an existing state contract that is not available to your entity, whether a state agency or CPV, please contact us. If you have specific comments or suggestions about an individual contract you can submit those via the [Contract Feedback Form](#).

**SERVICE CERTIFICATION FORM REQUIREMENTS.** Pursuant to Minn. Stat. § 16C.09, agencies must complete a "Service Contract Certification Form" prior to issuing an order for services offered from this Contract.

## **SPECIAL TERMS AND CONDITIONS**

**SCOPE OF WORK/OVERVIEW.** In order to meet the needs of populations whose primary language is not English, the State of Minnesota ensures "meaningful access," a standard of access required of federally funded entities which must make available to applicants/recipients free language assistance that results in accurate and effective communication, provided in a timely manner. Access is available in a variety of formats including written translation and/or Braille transcription, spoken and American Sign Language (ASL) interpreting services, producing audio/video materials, language blocks, etc.

This contract release is for written translation services, including transcribing to Braille as needed, and establishing standards whereby the State and contracting agencies can be reasonably assured that the level of translations or transcriptions are comparable to that of the English versions. Because various requesting agencies may have different requirements, individual requesting agency contacts will establish the reading/comprehension level for the documents being translated.

Accessibility is the removal of barriers that might otherwise prevent people from fully engaging with information, products, etc. Vendors are responsible for using accessibility-checking software (where applicable) and updated versions that are compatible with the software requested by the requesting agency and when commercially available. Software including but not limited to Braille 2000 and Duxbury can be used as a tool to assist with Braille transformation. **NOT ALL VENDORS HAVE BEEN AWARDED THESE SERVICES. REQUESTING AGENCIES NEED TO CHECK EACH VENDOR'S PRICING PAGES FOR ADDITIONAL SERVICES THAT MAY BE AVAILABLE.**

## **DEFINITIONS**

The service provider must ensure that translations are linguistically accurate and culturally appropriate. While recognizing that translation takes place on a "concept" basis, rather than word-for-word, the State requires that translation service providers create accurate translations without embellishments or omissions. Service providers must also ensure that translations are electronically accessible (when applicable) for people with disabilities when requested and if it's an available service offering from the individual vendor. For the purpose of this RFP, the following statements are adopted as definitions of the terms used:

**Back translation** refers to the translation of a document that has already been translated into another language back into the original language. This is done to check the quality of the original translation.

**Editing** ranges from light editing such as correcting spelling, punctuation, consistency, etc., to more substantive editing and/or rewriting which includes analyzing the accuracy of the translation as well as style, structure, and readability. **Proofreading** is the level of editing which primarily focuses on checking spelling, punctuation, grammar, and consistency.

**Community review** is a translation process that focuses on evaluating the *understandability* (dialect, reading level, etc.) of a translated document by members of the target audience. This target group represents a cross-section of the community (education level, economic level, etc.) and is not composed only of language professionals or experts in the field. Input from the community review is incorporated into the translation, as appropriate, by the Contract Vendor. Stylistic differences are de-emphasized.

**Cultural competency** is defined as having the awareness, linkages, and capacity to function and translate effectively within the context of the cultural beliefs, behaviors, and needs presented by the target population.

**Formatting and desktop publishing (DTP)** are design-related services which include arranging and stylizing printed text for production. Specialized layout and design software is required as well as the ability to provide these services in multiple languages while adhering to the font and formatting styles requested by the requesting agency. Also includes the production of electronic documents in a prescribed format so that they can be accessed by disabled people including print disabled (when applicable).

**Internal review** usually consists of review by bilingual staff, from within the requesting agency, who are familiar with the terms and concepts on the source document. Stylistic differences are de-emphasized. The requesting agency's project manager usually coordinates the review and submits review comments to be incorporated into the translation by the

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Contract Vendor.

**Language register** generally refers to stylistic variations and degree of formality determined by factors such as purpose and audience.

**Source text** or **text** refers to the document that will be translated.

**Target audience/population** refers to the group for whom the document will be translated.

**Target language** refers to the language into which the document will be translated.

**Translation** is concept-based written communication which:

- Uses the most commonly accepted language form used by each target audience.
- Communicates, as much as possible, the same meaning in the target language text as was intended in the source language text.
- Maintains the dynamics of the original source language text, meaning that the document appears as though it were created in the target language for that target audience.
- Is culturally sensitive in understanding, respecting, and conveying cultural characteristics that may apply to the message of the text.
- Computer-automated translations are not acceptable.

**Braille** is a system of writing or printing in which combinations of tangible dots or points are used to represent letters, characters, etc., that are read by touch. For the purpose of this contract release, converting written text to Braille will be referred to as “**transcription**.”

**Accessibility** refers to using electronic information technology (EIT) to make documents accessible through the use of computer technology to produce machine-readable documents for people with disabilities (when applicable).

**LANGUAGES REQUESTED (TARGET LANGUAGES).** The languages most commonly requested by State agencies include but are not limited to: Hmong, Russian, Somali, Spanish, and Vietnamese. Arabic, Khmer (Cambodian), Laotian, Oromo and Serbo-Croatian (Bosnian) may also be occasionally requested in addition to other languages as the need is identified. The service provider may propose to provide services in any or all of these languages in addition to any other languages in which they are qualified to provide translation services. All languages have been identified on each individual vendor's pricing pages.

**BRILLE (TARGET LANGUAGES).** The languages most commonly requested by SSB or other agencies may include but are not limited to: Hmong, Russian, Somali, Spanish, and Vietnamese. Arabic, Khmer (Cambodian), Laotian, Oromo and Serbo-Croatian (Bosnian) may also be occasionally requested in addition to other languages as the need is identified and commercially available. The service provider may propose to provide services in any or all of the languages that are commercially available in addition to any other languages in which they are qualified to provide services.

#### **TRANSLATION DISPUTE RESOLUTION.**

In the event the service provider, in its expert judgment, reasonably believes a term or phrase provided by the requesting agency is incorrect or otherwise misleading or ineffective, and/or the requesting agency and service provider disagree about terms or phrases in a document being translated, the service provider shall promptly notify the requesting agency's contact person and request resolution. After review of the problem or disagreement, the requesting agency's decision shall be final as to the appropriate or correct term or phrase to be used in any document. Such dispute and its resolution shall be documented in writing by the requesting agency.

Other disputes: Contract Vendor shall notify requesting agency contact person when there is a difference in judgment concerning a DTP or other related matter to request resolution. After review of the problem or disagreement, the requesting agency's decision shall be final as to the appropriate resolution. Such dispute and its resolution shall be documented in writing by the requesting agency.

**QUALIFICATION OF RESPONDERS.** The Responder must demonstrate the ability to produce culturally competent translations in the target language(s). Vendors are responsible for their experience demonstrating knowledge of the translation process or Braille transcription process, communication skills, knowledge of, and access to current desktop publishing (DTP) computer technology, and the ability to manage people, projects, and tools.

Vendors must accommodate State of Minnesota office hours, Monday through Friday, 8:00 AM to 4:30 PM CT, during which time their staff members are available to receive phone calls and other communications. The vendors must also have a contingency plan for handling customer communications when the designated representative is unavailable.

**CONTRACT ORDERING PROCESS.** Requests for translation services and/or Braille transcription are generated from the requesting agency and distributed to the individual Contracted Vendor(s). Requests should include, but not be limited to the following information:

- The material(s)/document(s) that are to be translated/transcribed including any data files.
- The languages into which the requested material(s)/document(s) will be translated/transcribed to.
- Any special instructions, specific delivery instructions, document formatting requirements or any other requirements to include but not limited to; documents incorporating materials from other documents already translated/transcribed, creating posters (with or without graphics), translating/transcribing text, symbols, etc.
- The deadline by which the project must be completed (if applicable).
- The deadline by which the quote must be submitted back to requesting agency.
- The requesting agency contact person and their contact information (i.e. phone, fax, email address).

Requests are distributed to Contracted Vendor(s). The requesting agency contact person reviews all responses received by the deadline and selects the Contracted Vendor to work with based on the information and criteria established by the requesting agency. The Contracted Vendor's quote will detail the costs in an amount not to exceed that contracted. After a Contract Vendor is selected, the requesting agency contact person sends an authorization to the Contract Vendor to begin the work. Before beginning work on a translation/transcription project, the Contract Vendor must give the requesting agency contact person a finalized project work plan in writing.

#### **VENDOR REQUIREMENTS:**

It is the expectation of the State that translations/transcriptions submitted to the State are accurate, have been proofread after each series of corrections or revisions until the product is finalized, and meet all additional requirements and specifications per the requesting agency. Translations may be requested from English into the target language(s), or from the language(s) provided into English, as specified in the written request from the requesting agency. State Agencies and eligible CPV Members will designate a contact person for each translation/transcription request. If there are any questions concerning the requesting agency's meaning or intent of the source text, the service provider must contact the requesting agency's contact person for all additional information as needed.

Prior to starting any translation/transcription work as well as during the translation/transcription document preparation process, the service provider must do the following:

- Use updated/compatible versions of software as needed by the requesting agency. Current software includes but is not limited to: Adobe Acrobat XI Professional and Creative Cloud InDesign.
- Review the text, and identify key terms, concepts, and typography needs that might require clarification.
- Review with the requesting agency's contact person terms and concepts if needed.
- Review previously translated materials if relevant or other information the requesting agency's contact person provides.
- Use a requesting agency's approved glossary (if available) or develop a working glossary of terms and concepts for each language being translated.
- If warranted, propose changes to the requesting agency's approved glossary(ies) for the purposes of updating, expanding, and correcting the terminology.
- Retain the requesting agency's approved working glossary for future use (if a glossary was not available for translation request).
- Service provider's translation/transcription and DTP staff must use the terms and concepts consistently throughout the translated/transcribed document.
- Communicate with the requesting agency's contact person during document production concerning formatting questions as they arise (spacing, extra pages needed, etc.).
- The final translation product must be furnished in electronic format and/or camera-ready hard copy or as determined by the requesting agency. For Braille transcription, the final document must be delivered as specified in the final work plan.
- Document translation and DTP production staff must be available (preferably Monday through Friday, 8:00 AM to



4:30 PM CT) for consultation as needed to assure compatibility and consistency between English and translated documents.

- The service provider must also provide operational and technical supervision to all service provider's staff, contractors, and subcontractors involved in the agreed upon translation process.
- The Responder must have a minimum of two (2) years' experience providing translation and Braille Transcription (if awarded).
- Computer-automated translations are not acceptable under this contract.

To ensure the accuracy of the translations/transcription, the service providers must provide a team of translators, transcribers staff, proofreaders, editors, and consultants/reviewers, when specified (minimum two (2) staff per language) to produce a translated/transcribed product as defined in the definitions above. As specified in the request, the translation/transcription process may include a review of the draft product by the requesting agency contact person, an internal (requesting agency) review, and/or the opportunity for a community review.

Provide DTP services that must produce a final product that meets the publishing needs and/or standards of the requesting agency. Translated documents which are being typeset by the service provider must mirror the source text.

The service provider's designated representative(s) must review all translations/transcriptions to ensure they meet requirements prior to submitting to the requesting agency. Translation/transcription products determined by the requesting agency to not meet the initial requirements in the finalized work plan and/or at any stage of the process will be returned to the service provider and corrected at no cost to the requesting agency. Any additional State requested changes that may occur after a finalized work plan has been agreed upon is subject to additional costs that must be agreed upon in writing by both parties.

**SERVICE PROVIDER'S STAFFING REQUIREMENTS.** For the language(s) in which the service provider will provide translation services, the translators, editors, reviewers/consultants, and proofreaders must be bilingual and culturally competent. Staff should either have a college degree, related work experience, accreditation or certificate of course completion in one or more of the following but not limited to the professional field areas of; translation, interpreting, linguistics, non-English language, English, English literature, journalism or similar field. The translator/editor/proofreader must have the equivalent of one (1) year experience in translation. An American Translators Association (ATA) accreditation is preferred (where available).

**BRILLE TRANSCRIPTION STAFF.** When providing Braille Transcription, all foreign languages shall be uncontracted grade 1 Braille. Standards to be used are from 2011 English Braille American Edition, Braille Formats, Principles of Print to Braille Transcription. Effective 1/2016, Unified English Braille & Nemeth Code is to be used. Braille translation software is computer automated and not acceptable.

**DESKTOP/PUBLISHING STAFF.** For the language(s) in which the service provider will provide services, the DTP staff must have related work experience to include but not limited to: using non-roman language fonts, preparing final translated documents which are accessible to a target audience including people with disabilities, and formatting documents using current versions of software programs to include but not limited to: Adobe Acrobat XI Professional and Creative Cloud InDesign, Microsoft Word, and others (to be determined by the requesting agency). Ongoing training must be provided to keep DTP staff skills updated as new software becomes available or is needed.

The providers must demonstrate that DTP personnel are experienced and skilled at producing accessible electronic documents for screen reader computers. Responders must provide a sample of recent projects requiring accessibility (list title of document, length of project, languages used). The requesting agency will determine the level of accessibility that is acceptable and specify the software to use for checking accessibility.

**CONFIDENTIALITY.** Some of the documents to be translated/transcribed may contain material that is not classified as public information by statute or law. It is mandatory that the Contract Vendor assures that no information provided is permitted to be viewed by any person other than those authorized by the Contract Vendor. All materials and computer media are to be handled in a manner approved by the requesting agency. It is the responsibility of the Contract Vendor to assure that its officers and employees and all subcontractors and their officers and employees who come into contact with the information maintain the not-public classification of such information through compliance with the requesting agency's data practices policies and procedures. Additional Agency specific data/confidentiality agreement may be required.

**CONTINGENCY PLANNING.** The Contracted Vendor and any of its subcontractors need to have a Contingency Plan so that translation services are available to the State of Minnesota which meets the following written service priorities:

- Priority 1: Services that could result in an immediate threat to public health and/or safety cannot be interrupted.
- Priority 2: Services that could result in disorder or have an economic impact can be idled up to a maximum of two (2) weeks.
- The Contracted Vendor agrees to ensure access to translation and/or transcription services if a health emergency is declared by the Governor, Commissioner of the Minnesota Department of Health or equivalent.
- The Contracted Vendor outlines procedures for implementing the Contingency Plan. The plan shall include procedure for obtaining requests, translation, proofreading, desktop publishing, and related administrative activity.
- The Contracted Vendor identifies an individual to serve as contact to the State during the planning and/or implementation of the Contingency Plan.

**PRICES.** Prices are firm through the initial period of the contract. After that period, prices may increase once a year. Price increases are not effective until they are approved by the AMS. **NOTE:** At no time should the ordering entity pay more than the Contract price. Agencies must contact the AMS immediately and fill out a [Vendor Performance Report](#) if there is a discrepancy between the price on the invoice and the Contract price.

***The following information explains the method(s) for calculating and/or confirming the contract prices.***

*The Contract(s) was executed with FIXED PRICING. The fixed pricing offered must match or be lower than that detailed herein. The Contract(s) also include minimum HOURLY RATES. Confirm that the correct rate has been utilized by the Contract Vendor and that the number of hours are properly calculated/subtotaled. Review the number of hours quoted against the scope of your project.*

***Only accept contract vendor quotes that provide itemized contract pricing (lump sum price quotes must be rejected and reworked by the Contract Vendor to show itemized State contract pricing). Prior to accepting an order and/or issuing payment on an invoice, inspect the goods and/or deliverables to ensure they match both the terms and pricing of the contract.***

**VENDOR REQUIREMENTS, continued:**

**BULK RATE NEGOTIATIONS.** The contract will be utilized by agencies needing ongoing service and also by entities needing one-time service. The final details of the work will be negotiated with awarded vendor(s) and the requesting agency. Vendors have quoted their maximum hourly rates for Written Translation Services. Based on volume of service, further negotiations may take place after award for volume discount rates. The costs can NEVER be higher than the maximum rates stated in each vendor's pricing pages.

**IT ACCESSIBILITY.** When agencies are making purchasing decisions, the purchasing entities are responsible for evaluating the accessibility of IT products in accordance with the State of MN IT Accessibility standards that incorporate both Section 508 standards and Web Content Accessibility Guidelines 2.0 level 'AA' standards. This contract requires vendors to provide accessibility information, known as VPATs, for the products available through this contract. It is the purchasing agency's responsibility to request, collect, evaluate, and make a purchasing decision in compliance with these state laws.

**UNSPSC CODES**

82111804

**DESCRIPTION**

Written Translation Language (Not Pt)

**REVISIONS**

05.21.24	All contracts extended under the same terms, conditions, and pricing until November 30, 2024
11.21.23	All contracts extended under the same terms, conditions, and pricing until May 31, 2024
07.28.23	All contracts extended under the same terms, conditions, and pricing until November 30, 2023
04.11.23	SWITS and Bridge contracts extended under the same terms, conditions, and pricing until July 31, 2023.
02.01.23	Betmar, Fox, Latitude, Global, and Prisma extended under the same terms, conditions, and pricing until July 31, 2023.
08/01/22	Extended all contracts under the same terms, conditions, and pricing until January 31, 2023.

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03/10/22 Extended contracts 107977 and 107972 under the same terms, condition, and pricing.  
01/15/22 Extended contracts 107973, 107986, 107983, 107985, 107984, and 107971 until July 31, 2022 under same terms, conditions, and pricing.  
05/01/21 Changed AMS from Bonnie Lundgren to Matt Hassenstab. Updated contact for LinguaLinx.  
04/30/21 Extended contracts 107972, 107985 and 107986 until January 31, 2022.  
04/28/21 Extended contracts 107971, 107973, 107977, 107981, 107983, and 107984 until January 31, 2022.  
Updated address for LATN.  
03/05/21 Updated TG status on Latitude Prime's contract.  
08/11/20 Added several languages of lesser diffusion to BWLC contract #107973 per Amendment 3 – Exhibit A.  
05/01/20 Extended contacts until April 30, 2021.  
03/19/20 Revised State Agency Contract Use Language.  
05/16/19 Updated POC on contract 107985 LATN.  
02/14/19 Contract 107984 reinstated.  
01/04/19 Contract 107972 reinstated.  
12/27/18 Contract 107972 is pending insurance compliance.  
10/15/18 Contract 107980 was cancelled due to non-compliance of insurance requirements.  
09/18/18 Contract 107980 is temporarily unavailable, waiting for verification of insurance compliance.  
06/04/18 The following contracts are expired and no longer listed on the Contract Release; 107979, 108081, 107974, 107984, and 107976.  
05/01/18 Extended contracts 107973, 107972, 107980, 107986, 107983, 107985, 107977, 107971, and 107981 until April 30, 2020 at the same prices, terms and conditions.  
01/22/18 Updated Betmar Languages status, no longer a Certified or Eligible TG Vendor.  
01/11/18 Updated contact information on contract 107974.  
08/15/17 Added language to clarify fixed pricing and minimum hourly rates.  
10/19/16 Updated contact information on contracts; 107973, 107980, 107979, 107974, 107977, 107985.  
07/27/16 Updated mailing address on contract 107980.  
07/13/16 Updated project manager information on contract 107981.