

RFQ25-001 Document and Plan Forms Translation Services

Vendor Questions

Treasury corresponding answers are in red

- What is your historical volume?
Volume is sporadic based on legal and regulatory requirements.
- What is your anticipated volume?
Volume is sporadic based on legal and regulatory requirements.
- What languages do you currently have a high demand for?
Spanish
- What languages do you anticipate frequently requesting?
Spanish
- What type of documents will require translation? (PDFs, word, Excel, PowerPoints, etc)?
PDFs, Word documents
- What is the general nature (content) of the work to be translated?
529 plan and ABLE plan disclosure documents and supplements, and disclosure language for marketing material.
- How many requests can we expect per day? Per week? Per month?
Requests vary based on legal and regulatory requirements, usually once per quarter but frequently may increase.
- Will you require Desktop Publishing services or formatting?
No
- Is an ISO 27001 certification necessary for submittal?
No
- Is there an expected budget range or historical pricing for similar contracts?
No
- How much do you spend on document translation in a year?
Varies based on need.
- How many words do you translate in a month?
Varies based on need.
- What is the average size of project in words or pages?
Varies based on need.

- Will the contract be awarded to single or multiple vendors? If multiple, how would the work be allocated among them?
A single vendor will be selected
- What is the evaluation criteria? Will the contract be awarded merely based on pricing to the lowest bidder?
The contract will be awarded based on cost and quality of examples of past work submitted.
- What is proposal submission requirements? Are bidders supposed to submit pricing only?
As requested in the RFQ, Fill out the translation Pricing Tables, Proof of experience (at least 5years), and 2 examples of legal documents you have translated in the past. Please read the requirements in detail.
- Who is the incumbent vendor(s)? We have used various vendors in the past.
- What are the rates of incumbent vendor(s)? Varies
- What is the contract terms? One year
- When is the anticipated contract award date? By early March
- When is the anticipated contract start date? Early April
- What is the estimated contract value? Varies, depending on rates, timing and volume
- How much did you spend last year based on services required?
All prior contracts are located on our transparency website at patreasury.gov
- Do you need the vendor to quote on providing desktop publishing/formatting services for the attached forms and documents?
No
- Should vendors assume that PA Treasury will provide the original editable source files for the documents after award? i.e. you will provide us with the original English language Adobe InDesign files to work with.
Treasury will provide the vendor with documents in the original format (PDF, Word, etc.)
- When filling out the pricing matrix for “Additional Linguist Proofreader”, should vendors list the rate for secondary proofreading or the total cost to proofread the specific documents?
Treasury will calculate the total cost based on per word rate. All quotes should be per word.
- Should we include both the rate per word and the total cost?
Treasury will calculate the total cost based on per word rate. All quotes should be per word.
- When filling out the pricing matrix for “Additional Costs”, should vendors list the per hour rate for desktop publishing/formatting or the total cost to format the specific document?
No, we do not require publishing/formatting.

- Should we include both the rate per hour and the total cost?
Treasury will calculate the total cost based on per word rate. All quotes should be per word.
- Are you asking for vendors to enter our per word pricing to translate ALL of the documents that were submitted in the sample within the various timeframes? For example, Section I contains sample documents that are almost 300 pages long. Are you asking for our per word price to translate 300 pages of material in 7 days, 14 days, etc.?
The documents sent as attachments were just samples of ones we may need to have translated.
As indicated in the RFQ, Yes, we are asking for per word translation for all timeframes. If unable to meet any of the timeframe deadlines, please indicate with "n/a"
- Are you asking for our standard contract pricing for Spanish translation in 7 days, 14 days, 30 days, etc.
Yes
- Will the vendor ever need to have remote access to PA Treasury computer systems?
No
- Will the vendor receive the files for translation from PA Treasury via email? If not, how will vendor receive the files for translation?
Treasury will transmit the files via email.
- Will the vendor deliver completed files via email? If not, how will vendors deliver the finished files?
Vendor will deliver the completed files via email.
- If the vendor is providing written translation, desktop publishing and secondary proofreading using staff at our own facilities with no physical or virtual presence at PA Treasury, will vendors have to conduct background checks of our employees, staff and subcontractors?
You, as a multi awarded vendor under Parent State Contract #4400029984, have previously agreed to the Commonwealth of PA terms and conditions.
- What is the historical usage for the document and form translation services outlined in Sections I-II of the RFQ in terms of the number of words translated per year?
Words translated per year vary widely based on legal and regulatory requirements.
- What is your expected budget for this contract?
That cannot be determined until vendor responses are received and reviewed.
- Is the RFQ restricted to vendors who are preapproved under the parent contract, otherwise are outside vendors allowed to participate?
RFQ25-001 is restricted to preapproved vendors under Parent State Contract #4400029984
- Vendor must provide two (2) examples of legal documents that they have translated, both in English and Spanish. **Due to confidentiality restrictions, we are unable to provide source and target samples. Could we provide client references or a list of clients for whom we provide legal translation services instead?**
No
- Are out-of-state vendors able to participate? Is there a local preference clause for businesses in Pennsylvania State?
RFQ25-001 is restricted to preapproved vendors under Parent State Contract #4400029984

- Are there any certification requirements?
No
- Are there any Small Business or Minority Business Enterprise preference clause? If yes, does the SBE or MBE have to hold a certification from the State?
All vendors have been preapproved under Parent State Contract #4400029984
- Is there an incumbent for this contract? If there is, can you tell us who the incumbent is? Can you share the rates you are currently being charged?
We have used various vendors in the past.
All prior contracts are located on our transparency website at patreasury.gov
- What is the estimated volume in minutes, hours, words and/or pages for this solicitation? Could you provide historical information of services utilization per language?
This information is not available.
- What percentage of the contract is for Spanish translation?
100%
- Can you provide the breakdown for spend per service (e.g. Written Translation, On site interpreting, remote interpreting, etc.)
We are asking for written translation English to Spanish. Spend varies based on need.
- The RFQ states: "PA Treasury is seeking quotes off of Parent State Contract #4400029984 for translation services from English to Spanish for Pennsylvania 529 College and Career Savings Program, Pennsylvania ABLE Savings Program, and Pennsylvania Keystone Scholars. This is a one-year contract, with a provision of services on an as-needed basis." Can we participate if we do not hold this contract?
No, but contact the Commonwealth of PA at pa.gov to inquire about being added to the existing contract for future considerations.
- Do you currently use Machine Translation and/or Post-edited Machine Translation?
Unknown
- Can you share an estimated number of projects for the year/by month?
The number of projects per year varies based on legal and regulatory requirements.
- Can you share your estimated spend/budget?
No, this cannot be determined until vendor responses are received and reviewed.