



*Embassy of the United States of America
General Services Office
Yaounde, Cameroon*

SCOPE OF WORK

Product/service required: Interpreter Support for the Africa Center for Strategic Studies (ACSS) to support the Gulf of Guinea Maritime Security and Law Enforcement Workshop. Period of performance is 13 - 16 April 2015

The US Embassy is seeking a qualified and experienced contractor to provide the below services;

1. **PURPOSE.** The PWS delineates the tasks required for interpreters and the required support for the ACSS to support the Gulf of Guinea Maritime Security and Law Enforcement Workshop Yaoundé, Cameroon.

2. **BACKGROUND.** The Africa Center is the pre-eminent Department of Defense institution for strategic security studies, research, and outreach in Africa. The Africa Center engages African partner states and institutions through rigorous academic and outreach programs that build strategic capacity and foster long-term, collaborative relationships.

3. **SCOPE.** The contract requires on-site support for interpreters per the program requirements. There will be simultaneous interpreting in three languages: English / French, Portuguese and 4 discussion groups consisting of 3 English / French groups and 1 English / Portuguese group.

4. **SERVICES.** Contractor shall provide interpreters and on-site support in accordance with the PWS. A strict policy of non-attribution will be observed. The contractor shall also provide support according to the requirements below and per the attached requirements schedule:

- a. English / French - Interpretation
4 days of Conference Interpretation (13-16 April) with 6 interpreters / day
- b. English / Portuguese Interpretation
4 days of Conference Interpretation (13-16 April) with 2 interpreters / day
- c. 1 Lead interpreter for 4 days of Conference Interpretation. During the Workshop, the Interpreter Coordinator is requested to check in with the Operations Officer daily no later than one half hour (1/2 hour) prior to the first scheduled program plenary session or discussion group to address any program changes, and attend any scheduled all-staff meetings. Also, the

Interpreter Coordinator is requested to check with the ACSS Academic Affairs Associate daily by close-of-business to address any specific content changes for the following day during seminar or collect relevant materials not already distributed (i.e. copies of plenary presentations, as available).

5. Approach. The contractor shall provide interpreters for all required assignments.

a. The PWS requires expert language interpretation services into and from the following languages: English, French and Portuguese. Interpreters proposed for this seminar should preferably be members of AIIC, the International Association of Conference Interpreters. The contractor will ensure that all interpreters have an acceptable certification or accreditation as an interpreter from a school of languages and linguistics. It is desirable that all interpreters be familiar with defense-related terms, have a good understanding of the dynamics and experience with dialogue on West African security matters. The Contracting Officer reserves the right to require that the contractor remove and replace, within one working day, any interpreter who, in his judgment, is not qualified or who does not maintain the highest standards of professional conduct.

b. For assurance of quality interpretation into working languages, preferred breakdown of language skills for 8 interpreters is as follows:

- i. 3 English-French-English: Native French-speaking interpreters preferred
- ii. 3 French-English-French: Native English-speaking interpreters preferred
- iii. 2 English-Portuguese-English: Native Portuguese-speaking interpreter preferred

c. Africa Center workshops are structured around thought-provoking plenary presentations and small discussion groups. The discussion groups are facilitated by an expert team of African and non-African academics and practitioners. Discussions are conducted under a strict policy of non-attribution, which fosters candid and open dialogue and builds trust and confidence among seminar participants. Four (4) simultaneous discussion groups will be broken down by language as follows:

- i. 3 English-French Discussion Groups
- ii. 1 English-Portuguese Discussion Group

6. Location of Performance: Work performed und the contract will be performed in Yaoundé, Cameroon.

7. Period of Performance: The period of performance is from 13-16 April.

8. Local travel: Parking will be available for those using personal vehicles.

9. Security: The security classification of work to be performed under the contract is unclassified. The contractor employees will comply with all applicable US Government security directives and regulations during the performance of work. Contractor employees will read and be familiar with the NDU facility and security information, and will properly wear the appropriate building pass or badge.

10. US Government Furnished Facilities, Equipment, Materials, and Support Functions: The Africa Center for Strategic Studies will provide working space and equipment to the contractor employees who are directly assigned to perform tasks required or specified by the contract.

11 Price Quote Due Date: All quotes must be submitted via email to: fortehia@state.gov. On or before April 06, 2015.

12 Contract vehicle: Open Market.

13 Set-aside restrictions? There are no set-aside restrictions for this procurement.

14 Meet or Exceed? Offers must meet or exceed requested specifications as described herein.

15 Award Type: Government Purchase Order.

16 Evaluation Factors:

- Award will be made to the lowest priced, acceptable, responsible offeror. Proposals shall include proof of prior experience.
- The Government reserves the right to reject proposals that are unreasonably low or high in price.
- Quoter acceptability will be determined by assessing the quoter's compliance with the terms of the RFQ.
- The Government will determine quoter responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:
 - Adequate financial resources or the ability to obtain them;
 - Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
 - Satisfactory record of integrity and business ethics;
 - Necessary organization, experience, and skills or the ability to obtain them;
 - Necessary equipment and facilities or the ability to obtain them; and

- Be otherwise qualified and eligible to receive an award under applicable laws and regulations

17 Offer validity: 30 days

Applicable FAR clauses: The selected Offeror must comply with all applicable FAR clauses. Please see final contracting instrument for a complete list, the full text of which may be accessed electronically at <http://www.acqnet.gov/far>.

SAM Registration: Vendors must be registered in SAM (System for Award Management) to be eligible for awards with the US Government.

Contracting Authority: This request for quotation does not constitute a contract with the U.S Government. Per FAR 1.602, the sole representative of the Government authorized to enter into an agreement is a warranted Contracting Officer. The selected Offeror must ensure that a valid obligating document (e.g. Government Purchase Order) signed by a Contracting Officer is in place before commencement of work. Any and all modifications after the commencement of work must likewise be authorized by a Contracting Officer.