



REQUEST FOR PROPOSALS

Translation Services for the House Democracy Partnership

Issued: November 6, 2024
Responses Due: December 6, 2024

Vendors may email questions and responses to the following contacts:

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I. About NDI

The [National Democratic Institute](#) (NDI) is a nonprofit, nonpartisan, nongovernmental organization working to support and strengthen democratic institutions worldwide through citizen participation, openness and accountability in government. Since its founding in 1983, NDI has worked with local partners in 156 countries and territories, bringing together individuals and groups to share ideas, knowledge, experiences and expertise. Partners receive broad exposure to best practices in international democratic development that can be adapted to the needs of their own countries. NDI's multinational approach reinforces the message that while there is no single democratic model, certain core principles are shared by all democracies. The Institute's work upholds the principles enshrined in the Universal Declaration of Human Rights. It also promotes the development of institutionalized channels of communications among citizens, political institutions and elected officials, and strengthens their ability to improve the quality of life for all citizens.

II. Introduction

NDI seeks to establish a preferred vendor agreement with a translation company for translation services for its House Democracy Partnership (HDP) programming. [HDP](#) is a bipartisan commission of the U.S. House of Representatives that works with more than 20 countries around the world to support the development of effective, independent, and responsive legislatures. NDI and the International Republican Institute (IRI) conduct programming on behalf of HDP. Over the coming year (2025), NDI plans to organize 12-14 peer-to-peer HDP exchanges, both in person and virtually, which involves convening members and staff of the US Congress with international legislators. These programs may require material translation in HDP partner languages. NDI also plans to assist partner legislatures through the development of a variety of knowledge products, research papers, and legislative toolkits, some of which may require translation into HDP partner languages.

NDI intends to use a preferred vendor agreement mechanism for this contract. Under this mechanism, the contract itself does not authorize any work or guarantee any payment but rather establishes agreed-upon rates for the work. The work itself will be authorized through email or through a translation company portal, and payment will only be issued once the task is completed. NDI requests that each translation project be paid under separate invoices, to allow for accurate task tracking internally.

III. Scope of Work

NDI is seeking document translation services for the period of January 1, 2025 until December 31, 2026 for its HDP programming. The Contractor will be expected to provide ad-hoc document translation services upon request of NDI. The exact number of documents, document type, word counts, and languages may vary throughout the period of this agreement. NDI may provide both word documents (agendas, memos, talking points, written guides or academic papers, etc.) and

powerpoints, which may include charts, graphs, or other relevant data for translation. NDI may request translation services between English and any of the following languages:

Albanian
Arabic (Modern Standard Arabic)
Armenian
Dari
French
Georgian
Indonesian
Kurdish
Kyrgyz
Macedonian
Mongolian
Nepali
Pashto
Portuguese
Russian
Serbian
Spanish
Ukrainian

Note that as HDP programs may at times include partner countries and languages in additional countries to be determined at a later date, and therefore language needs may incorporate those outside of the ones listed above.

IV. Criteria for Vendor Selection

Vendors who meet the following criteria will be given preference:

- Ability to provide translation services in as many of the above listed languages as possible
- At least ten years of demonstrated experience translating technical language focused on matters pertaining to parliament, government, law policy, international affairs, international development, and other related topics
- Where possible, ability to return translated document that mirror the exact formatting as the original documents
- Internal system for checking translations before complete documents are returned
- Reasonable cost per word
- Ability to provide services quickly (as little as a 24-hour turnaround) and accurately

V. Proposal Guidelines and Submission Process

Proposals should include the following information:

- Company history and core services
- Client list, particularly any government, non-profit, or non-governmental organizations
- A detailed cost breakdown for translation services, including:

- Price per word for each of the languages listed above
- Any additional cost rates associated with formatting documents such as PowerPoint presentations
- Fee to rush documents, if applicable, as well as information on what is considered a “rush request” and the number of words per day that can be included in a rush request.
- Any additional charges that may be applied to total translation costs
- A detailed description of the time required to return translated documents, including noting any details that shift according to language
 - How fast can a document of approximately 500 words be returned?
 - How fast can a document of approximately 2,000 words be returned?
 - How fast can a document of approximately 10,000 words be returned?
 - How fast can a document of approximately 20,000 words be returned?
 - Are there translation page limits, or specific page limits associated with time bound or rush requests?
 - When determining turnaround time, are weekend days included?
 - Please specify whether your staff will be able to do each of the following during weekends or outside normal business hours (9 a.m. - 5 p.m. Eastern time): (1) review documents and provide NDI with a quote for the project, (2) conduct the document translation and any necessary review processes, and (3) provide translated documents to NDI
- Please provide a detailed description of your document review, proofreading, and quality assurance procedures
- Please provide information on points of contact at the Company and the method for submitting requests
 - Will NDI be assigned a specific project manager for all requests, or will individual project managers be determined by language requested?
 - How will NDI request translation quotes and submit documents? (i.e. online portal, via email with a designated project manager, website submission, etc.)
- Please provide detailed information on billing and payment:
 - Is payment due in advance or upon receipt of completed documents?
 - What payment methods do you accept? (Credit Card, Bank Wire, etc.)
- A complete list of languages the Company has expertise in translating
- A portfolio of past work (please provide at least five (5) documents of varying styles in at least three (3) of the languages listed above)
- If the execution of work to be performed by your company requires the hiring of subcontractors, you must clearly state this in your proposal. NDI will not refuse a proposal based upon the use of subcontractors, however, NDI retains the right to refuse the subcontractors selected by a vendor.

All final proposals should be submitted via email to contact information (same as above) at the National Democratic Institute by **5:00 pm ET on December 6, 2024.**

Early submissions are welcome and appreciated. NDI will evaluate bids based on the vendor’s experience, costs and ability to satisfy the proposed requirements. NDI may request meetings or calls to discuss proposals and reserves the right to reject any and all bids. NDI also reserves the right to consider bids for modification at any time before an award is made. NDI will not be

liable for any costs associated with the preparation, transmittal or presentation of any materials submitted in response to this RFP, but reserves the right to request further information before making an award. Please note that selected vendor(s) would be expected to use NDI's standard contract template, a copy of which is available upon request.