



# Federal Supply Service Authorized Federal Supply Schedule Price-List

## Professional Services Schedule (PSS)

SINs: 382-1, 382-1RC, 382-2,  
382-2RC, 382-3, 382-3RC,  
382-4, 382-4RC



On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The internet address for GSA Advantage! driven™ is: <http://www.gsa.gov>.

**Schedule PSS Language Services**

Federal Supply Group 00CORP

**Class(es)**

7389

**Contract Number / Modification Number**

GS-10F-0084L / PS-0026

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov>.

**Contract Period**

12/8/00 through 12/8/10 with 5-year option period through 12/7/20 (Period 3)

**Contractor**

JTG inc  
8245 Boone Blvd.  
Suite 700  
Vienna, VA 22182  
Telephone: 703.548.7570  
Fax Number: 703.548.8223

**Business Size**

Small Woman-owned  
DUNS Number: 96-4556062  
Contractor SAM Registered

JTG accepts Government Visa/MC



**Internet Address**

[www.jtg-inc.com](http://www.jtg-inc.com)

**Contract Administration**

Ahmed M. Shehata  
[Ahmed.Shehata@jtg-inc.com](mailto:Ahmed.Shehata@jtg-inc.com)  
571.527.2791

**Alternate Contract Administration**

Elspeth Greer  
[Elspeth.Greer@jtg-inc.com](mailto:Elspeth.Greer@jtg-inc.com)  
571.527.2795



JTG has more than 20 years of successful experience supporting the U.S. Government, more specifically 16 years on the GSA Schedule. JTG provides end-to-end solutions for customers who require deep knowledge of global intelligence, yet the agility to help them respond to a rapidly changing world. We offer four interconnected business lines with one mission – the success of our Government customers.

### Language

JTG helps governments and corporations succeed globally by understanding and solving complex issues regarding language, content authoring, business expansion, and making websites and software relevant to global customers. JTG's broad experience and global presence means that we can help our customers understand, gain acceptance in, and profit from global markets. JTG is experienced in language, national security, and global initiatives with an international presence in terms of both resources and customers. Our language services help governments and businesses make decisions and tackle global challenges when flawless communications are crucial to mission success.

We provide the following services:

- Translation
- Interpretation
- Localization
- Transcreation
- Multilingual Desktop-publishing
- Adaptation of online and print-ready materials
- Websites
- Adaptation of websites for global markets including visual assets, documentation, and e-commerce
- Software Localization
- Adaptation of software for users in other target markets
- Litigation Support
- Multilingual review capabilities

### Training

Corporations are challenged to deliver world-ready products and services under increasingly shortened development cycles. Governments need to integrate and deploy systems, and train personnel prior to deployment, with no room for error. JTG has built a team of exceptionally talented experts and trainers who can help. Programs are available in-person, online, and via mobile technologies.

We provide the following services:

- Foreign Language Acquisition
- Country-specific Training
- Translation and Interpretation Training
- Testing and Evaluation
- E-learning and mobile language proficiency testing and evaluation in 268 languages and dialects

### Analytics

Counterterrorism and security efforts depend on accurate data and relevant intelligence. JTG couples the right technology with the right experience to deliver the insights that help our customers accomplish critical defense, intelligence, and military missions.

We provide the following services:

- Social Media Analysis
- Foreign Media Monitoring and Open Source Analysis
- Digital Engagement
- Global Perspectives

### Awarded SINs

SIN	Recovery	SIN Description
382-1	382-1RC	Translation Services
382-2	382-2RC	Interpretation Services
382-3	382-3RC	Training and Educational Materials
382-4	382-4RC	Comprehensive Linguistic Analytical Support Services



### Translation Services (SIN 382-1)

JTG has performed technical translation work for numerous federal agencies including the U.S. State Department, Department of Justice, Department of Homeland Security, Department of Defense and various intelligence services. Our private sector clients include top industry practitioners in information technology, e-commerce, law, medicine, pharmaceuticals, chemicals, machine tools, chemicals, defense, agribusiness, finance, communications and engineering.

### Translation of Documentation

JTG's translation methodology is to assure that the translation reads as though it were originally written in the target language. This requires close attention to linguistic and cultural nuances and references. JTG takes a total approach to each assignment focusing on and anticipating how, when and in what environment the translation will be used.

### Technically Qualified and Experienced Native-Speaking Language Experts

Our minimum requirements for translators are:

- Native speaker of the target language
- Training and/or degree in translation from a reputable program
- Professional degree: Bachelor minimum
- Three years proven experience translating full-time
- Professional accreditation/affiliation
- Experience in Machine Translation (MT) and Memory Management Tools (MMT)

All translators are screened by JTG's senior personnel to meet or exceed these requirements. JTG adheres to the Federal Interagency Language Roundtable (ILR) and American Translators Association (ATA) guidelines as an integral part of its selection process.

### Proofing and Editing Services

Every JTG translation is edited as an essential service. For each project, a team of at least two equally qualified translators per language works in tandem to translate, revise and proof the text. This ensures that each translation is grammatically and syntactically correct, technically accurate, and linguistically and culturally adapted to the target audience.

In addition, the JTG project manager provides a final content check of each translation before it is delivered to the client. In the event the government has previously translated material to review or evaluate, JTG will follow the same stringent review procedures.

### Glossary Development

Glossary development is the initial step to translation / localization projects. JTG translators gather reference materials and build a glossary of key industry terms. For projects that fit certain criteria, JTG also uses terminology management software to assist in the process of maintaining consistency in terminology within and across documents as well as in the glossary development phase.

### Final Production Layout and Output in the Required Media Format

Completed assignments can be delivered and received as hard copy, electronically, or in any format that is required. JTG works across platforms (PC and MAC). We accept source documents in a variety of formats.

### Project Management and Consultation Services

Superior project management and knowledge of the language industry and support software tools differentiates JTG from other firms. JTG organizes resources around each project's objectives. Each assignment's language team is carefully tailored to the project's requirements.

JTG is always available to meet with our clients and is available to consult on topics such as project scope, resources, best practices, and best tools for the project.

### Schedule Pricelist

*Special item number 382-1: Translation services*  
Translation services to/from English for business, legal, medical, technical documents, software, manuals, web sites, intranet, video and audio, graphic, electronic, multi-media and various other forms of communication. This includes Software and Website Localization (HTML, Testing & Validation, Content Management), Video Subtitling, Captioning, Transcription (including for Title III Monitoring), and Voice-overs.



**Language Groups:**

- Group 1** - Spanish
- Group 2** - French
- Group 3** - German, Italian, Portuguese, Russian
- Group 4** - Dutch
- Group 5** - Bulgarian, Czech, Polish, Romanian, Slovak, Albanian, Ukrainian, Croatian, Haitian Creole
- Group 6** - Finnish, Flemish, Hebrew, Norwegian, Swedish, Danish
- Group 7** - Korean, Vietnamese, Indonesian
- Group 8** - Chinese, Greek, Japanese

- Group 9** - Arabic, Farsi, Hmong, Khmer, Laotian, Somali
- Group 10** - Afar, Afrikaans, Akan, Amharic, Armenian, Ashanti, Assyrian, Azari, Bafang, Bahasa Indonesian, Bamanankan/Bambara, Basque, Belarussian, Bemba, Bengali, Burmese, Catalan, Cebuano, Chaldean, Chuukese, Dari, Duala, Efik, Estonian, Ewe, Fijian, Fulfude, Ga, Ganda, Georgian, Gujarati, Hausa, Hindi, Icelandic, Igbo, Llokano, Indic, Kamba, Kannada, Kazakh, Kiga, Kinyarwanda, Kiswahili, Kriolu (Cape Verde), Kurmanji Kurdish, Kyrgyz, Latvian, Lingala, Lithuanian, Luganda, Luyia (Logooli dialect), Macedonian, Malay, Marathi, Marshallese, Mien, Mongolian, Ndebele, Nepali, Oromo, Pashto, Pulaar, Punjabi (including Shahmukhi script), Samoan, Sindhi, Sorani Kurdish, Sotho, Sudanese, Swahili, Tagalog, Tajik, Tamil, Tausug, Telugu, Thai, Tigrinyan, Tongan, Turkish, Turkmen, Twi, Urdu, Uyghur, Uzbek, Wolof, Xhosa, Yiddish, Yoruba, Zulu

*Minimum order is 1,000 target words per language per project*

**Schedule Price List**

*Special item number 382-1: Translation services*

SIN(s)	Service Proposed (e.g. Labor Category or Job Title/Task)	Group	Price Offered to GSA (including IFF)
382-1	Translation	Group 1	0.1985 per word
382-1	Translation	Group 2	0.2055 per word
382-1	Translation	Group 3	0.2215 per word
382-1	Translation	Group 4	0.2314 per word
382-1	Translation	Group 5	0.2374 per word
382-1	Translation	Group 6	0.2633 per word
382-1	Translation	Group 7	0.2703 per word
382-1	Translation	Group 8	0.2763 per word
382-1	Translation	Group 9	0.2763 per word
382-1	Translation	Group 10	0.2963 per word
382-1	Editing & Proofing	Group 1, 2, 3	\$51.87 per hour
382-1	Editing & Proofing	Group 4	\$66.84 per hour
382-1	Editing & Proofing	Group 5, 6, 7, 8, 9, 10	\$65.84 per hour
382-1	Formatting /DTP /Typesetting	Group 1, 2, 3	\$51.87 per hour
382-1	Formatting / DTP /Typesetting	Group 4	\$61.85 per hour
382-1	Formatting /DTP /Typesetting	Group 5, 6	\$70.82 per hour
382-1	Formatting /DTP /Typesetting	Group 7, 8, 9, 10	\$80.80 per hour
382-1	Project Management	All groups*	\$51.87 per hour



### Interpretation Services (SIN 382-2)

The types of interpreting JTG may provide include:

- **Simultaneous Interpreting**

Simultaneous interpreting is rendered in the simultaneous mode (i.e., with no pauses) and typically takes place in formal settings, where the interpreter is in a booth, outfitted with sound equipment, and cannot seek clarification or affect the pace of the discussion.

- **Consecutive Interpreting**

Consecutive interpreting is rendered in the consecutive mode (i.e., with pauses) and typically takes place in informal settings, but it can also take place in formal settings, if requested. In consecutive interpreting, the interpreter begins speaking only after a speaker has finished and typically stands near the speaker while listening and taking notes as the speech progresses.

- **Escort Interpreting**

Escort interpreting is rendered in the consecutive mode, and the interpreter accompanies an individual or a group on a tour or a visit, or to an interview or meeting.

Interpretation services include: Oral communication to and from English and native foreign languages, and involves but is not limited to: Simultaneous, Consecutive, Escort. These three forms of interpretation apply to Community, Telephonic, Voice-overs, Sight Translation services, any other forms of interpretation. Interpretation is used in multiple forums: meeting, conference, seminars, litigation, briefing, training, and more.

### Highly-Skilled, Linguistically Gifted Interpreters

JTG's excellence in providing interpretation services has been substantiated in its pool of trained interpreters who are known professionally not only for their interpreting and linguistic ability, but also for their broad and continuing educations, specialized knowledge, cultural sensitivity, physical and intellectual dexterity, interpersonal skills, and flexibility.

The staff at JTG continually monitors its corps of interpreters by obtaining customer feedback and continually measuring that feedback against its staff's own expertise in the field, acquired at various specialized institutions of higher learning, as well as through active involvement in the interpreting industry and in memberships with professional associations and standards organizations. The most important components are the credentials of highly qualified interpreters. Effective language service management requires in-depth knowledge of individual practitioners.

JTG is well aware that simply recruiting bilingual individuals is not the solution to meeting client demands. To select and recruit professional interpreters to supplement its current teams, JTG has developed a set of criteria that goes beyond the usual education and language background. In fact, 40% of our interpreters have advanced technical degrees such as M.D. and Ph.D. Our minimum requirements for interpreters are:

- Native speaker of the target language
- Ability to interpret not only language but also nuance, intonation, and culture
- Subject matter expertise, according to project requirements
- Excellent comprehension, fact retention, and note-taking abilities
- Training and/or degree in interpreting from a reputable program
- Professional degree: Bachelor minimum
- Three years proven experience interpreting full-time
- Professional accreditation/affiliation
- Experience in consecutive and simultaneous modes of interpreting
- Familiarity with simultaneous interpreting equipment



**Project Management**

JTG adheres to scrupulous project management principles during all phases of its interpreting projects including the following:

- Selecting appropriate Program and Project Managers
- Assigning appropriate interpreters and/or interpreting teams
- Adhering to standard travel and project logistics, in line with government requirements
- Assuring that JTG senior management and project managers maintain communication with the client and the interpreter(s) during all phases of interpreting assignments.
- Providing a full-time employee on-site for potentially urgent client meetings or continued customer requests. JTG maintains an up-to-date roster of interpreters who can be called on as needed for non-urgent requests to assure success in future projects
- Soliciting client feedback during and after an interpreting project
- Monitoring interpreter performance and advising interpreters, when necessary, taking care to address crucial issues as they arise, and conducting performance reviews with the interpreter(s) to assure that expectations are understood and fulfilled in all assignments

**Schedule Pricelist**

*Special item number 382-2: Interpretation services*  
 Interpretation services to/from English for meetings, conferences, seminars, litigation proceedings, briefings, training, escort and various other forms of voice

**Schedule Price List**

*Special item number C382-2: Interpretation services*

SIN(s)	Service Proposed (e.g. Labor Category or Job Title/Task)	Group	Price Offered to GSA (including IFF)
382-2	Interpretation	Group 1, 2, 3, 4, 5, 6	\$650.00 per day
382-2	Interpretation	Group 7, 8, 9	\$900.00 per day
382-1	Project Management	All groups	\$51.870 per hour

communication. All forms of interpretation as listed below apply to the various formats and environment where interpretation is necessary: Community, Medical, Telephonic, Voice-overs, and more.

**Interpreting Language Groups:**

- Group 1** - Spanish
- Group 2** - French
- Group 3** - German, Italian, Portuguese, Russian
- Group 4** - Dutch
- Group 5** - Bulgarian, Czech, Polish, Romanian, Slovak
- Group 6** - Finnish, Flemish, Hebrew, Norwegian, Swedish
- Group 7** - Korean, Vietnamese
- Group 8** - Chinese, Greek, Japanese
- Group 9** - Arabic, Farsi

**Note: All Interpretation Services**

- There is a minimum charge for interpreters of one day (8 hours). This applies even if fewer than 8 hours are worked.
- All Other Direct Costs will be handled at the task order level with the individual ordering agency under the Schedules program.
- Interpretation equipment is not included.
- Project Management fee is not included.
- Logistics (travel, per diem, incidentals) are not included.



### Training and Education Materials (SIN 382-3)

#### *Training and Educational Materials Services include:*

Customized or standardized off-the-shelf Foreign Language training courses at on and off site locations in classroom, private, semi-private, tutorial and in-country immersion forums. Instructional training for various language proficiency levels and testing is included. Educational material in publication, software, audio and video formats may be provided.

#### **Awarded labor categories:**

- Program Manager
- Production Coordinator
- Curriculum Designer/Developer
- Copy Editor
- Language Instructor
- Workshop Trainer
- Programmer (E-learning system)
- Language Test Developer

#### **Labor Category Descriptions:**

##### **Program Manager**

JTG Program Managers recruit and hire subject matter experts, assign tasks, maintain quality control during development process, prepare budget, authorize payments, establish delivery schedule, and oversee all aspects of the project.

Minimum requirements for Program Managers are:

- Five to ten years of work experience directing educational, instructional, testing projects, language research, linguistics or related fields, and e-learning and education mobile technologies.
- Expertise in proficiency testing and content authoring.
- A Master's Degree/Doctorate in a field related to language education, instruction, testing, research, e-learning, and educational software, etc.

##### **Production Coordinator**

JTG provides a full range of production coordination (electronic page design and layout, graphic design/ illustration, photo research, and multimedia) for the development and production of professional quality basic course textbooks and assessments. Our organized, visually appealing, and methodologically sound materials facilitate the language acquisition process.

JTG in-house production coordinators develop and produce professional quality basic course textbooks and assessments. They interact in a multicultural work environment and produce professional quality, learner-centric materials for final publication for language acquisition programs. Production Coordinators are involved at all aspects of the production of textbooks and written manuals.

Minimum requirements for Production Coordinators are:

- Three to seven years' professional experience.
- Familiar with graphic software.
- Bachelor's Degree and/or at least three (3) years equivalent experience in commercial publishing field.

##### **Curriculum Designer/Developer**

JTG provides a full range of editorial content, production coordination, educational publishing, educational technology and programming expertise. JTG develops print, digital, and online foreign language curriculum, regional and cultural studies, and ancillary materials/ courses. JTG Curriculum Designer/Developers design, develop, maintain, and take a look at the course of study content in conjunction with trainers for maintenance of the curriculum as required. In addition to developing a range of scenario-based training modules and collaborate with team members, subject matter experts, managers for course development.

Minimum requirements for Curriculum Designer/ Developer are:

- Three years of expertise as instructional designer to facilitate training needs by making and developing instructor led training (ILT) in addition to e-learning, web- based, and mobile learning curriculum.
- Expertise in developing pedagogue led on-line and mobile adult coaching courses.
- Must be an expert in Microsoft office, Adobe captivate, Articulate storyline, Photoshop (preferred), LMS, and SCORM practices and knowledge of HTML5 and CSS.
- Minimum of a bachelor's degree in education, instructional design, or related field, with expedites in multiple e-Learning technology platforms and experience in developing mobile applications. Comprehensive knowledge of pedagogy and instructional theories principles.





### **Copy Editor**

JTG's Copy Editors manage the work of two or more activities or projects simultaneously related to the work delivered by content writers. They pay attention to details, coordinate all content writers and interact with other members of the training team to produce professional quality, learner-centric materials for final production.

Minimum requirements for Copy Editors are:

- Two years' experience.
- Bachelor's Degree and/or equivalent experience in related field, (i.e., have at least two (2) years of experience teaching a Foreign Language or English as a Second Language.

### **Language Instructor**

JTG Language Instructors are qualified to present language training in the areas of economics, politics, geography, military, science and technology, culture, and commercial business topics. Our instructors know how to use proficiency oriented methods and materials aimed at ILR skill levels and are responsible for the full coverage of core and basic course curriculum in their respective language course. Instructors prepare authentic and supplemental materials to support the core teaching material. They prepare, administer, grade, and provide summative and formative feedback on homework, quizzes, tests, and examinations. They develop curriculum, prepare classes, assign and grade tests.

Minimum requirements for Language Instructors are:

- Two years' experience minimum in teaching the target language to adult learners in a proficiency-oriented environment.
- Educated native speakers of the current standard form of the language/dialect they will teach.
- Experience preparing for each class he/she teaches, devising remedial or evaluation tools as necessary to enable each student the best opportunity to reach his/her course objectives.
- Experience assessing student's abilities.
- Minimum of a Bachelor's Degree.

### **Workshop Trainer**

JTG's Workshop Trainers are subject-matter experts in the domain they teach. They are responsible for all aspects related to workshop training including selection of materials and finalization of agenda. They ensure full coverage of the core basic course curriculum in their respective language course, to include specific skills in accordance with each cohort's Final Learning Objectives (FLOs). They deliver lectures, supervise group work, monitor progress of participants, and evaluate learning.

To accommodate varying language training needs JTG has the capabilities to facilitate distance learning. JTG provides live instruction through online platforms tailored to each individual course and cohort, no matter where they operate.

Minimum requirements for Workshop Trainers are:

- Three years of workshop training experience or equivalent.
- Bachelor's degree or higher in a field related to language instruction, testing, linguistics or equivalent.

### **Programmer (E-learning system)**

When a program requires an e-learning system, JTG offers front to back programming in support of language training requirements. JTG UI/UX Web Developers creates easy-to-use user experiences from a variety of tasks in a complex workflow and, using custom client-side JavaScript, jQuery/jQuery UI/Other libraries, and simulated data, able to create "full-functioning" prototypes for evaluation by end-user focus groups and internal evaluation teams. They are experienced with UNICODE and complex foreign language (CJK, right-to-left, Latin, Cyrillic, etc.) to support any language training program.

Minimum requirements for Programmers are:

- Three to five years as a UI/UX web developer for LMS (Learning Management System).
- Experience creating customized JQuery plug-in and exposure to back-end programming languages and SQL.
- Experience with UNICODE and complex foreign language (CJK, right-to-left, Latin, Cyrillic, etc.) formatting/display.
- Bachelor's degree preferred; Years of experience can offset the lack of four-year degree.



**Language Test Developer**

JTG Language Test Developers create listening, speaking, reading and writing language tests at various levels, measuring individual language proficiency. They create test specifications, incorporate relevant and authentic materials where possible, ensure accurate leveling, review test items, liaison with test validation team, and supervise item writers, transcribers or translators.

Minimum requirements for Language Test Developer are:

- Two years in test development.
- Training in proficiency testing required.
- Bachelor’s Degree in language testing, instruction, research, linguistics, or related field.

**Schedule Price List**

*Special item number 382-3: Training and Education Materials*

SIN(s)	Service Proposed (e.g. Labor Category or Job Title/Task)	Price Offered to GSA (including IFF)
382-3	Program Manager	\$116.82 per hour
382-3	Production Coordinator	\$57.47 per hour
382-3	Curriculum Designer/Developer	\$70.91 per hour
382-3	Copy Editor	\$62.25 per hour
382-3	Language Instructor	\$69.03 per hour
382-3	Workshop Trainer	\$80.95 per hour
382-3	Programmer (E-Learning)	\$87.67 per hour
382-3	Language Test Developer	\$69.03 per hour

**Training Pricing:**

	Proposed Course Title	Course Length	Minimum Participants	Maximum Participants	Contractor or Customer Facility or Both	Price Offered to GSA (including IFF)
382-3	Language Training	2-8 hours per day	1	1	Both	\$69.65 per hour
382-3	Language Training	2-8 hours per day	2	2	Both	\$73.13 per hour
382-3	Language Training	2-8 hours per day	3	5	Both	\$76.78 per hour
382-3	Translation & Interpretation Training	2-8 hours per day	1	5	Both	\$80.95 per hour

*All hourly rates are language independent.*



## **Comprehensive Linguistic Analytical Support Services (CLASS) (SIN 382-4)**

*Comprehensive Language Services include:*

Support local, national, or global requirements that support the missions of military, law enforcement, homeland and national security organizations among others. Services include but are not limited to: Collecting, translating/interpreting and delivering mission related data; performing data analysis; cultural consulting; role-playing; Title III monitoring, transcriptions, and intercepts; interview support, preparing related reports and assessments; forensic processing; screening/gisting; related project/program management and control for linguist screening and recruitment; logistical coordination; site supervision and quality control of all related services. Linguists with security clearances are included in the above mentioned services. Services provided under this SIN must include communication from a source language to a target language.

### **Awarded labor categories:**

- Team Lead/Program Manager II, Program Manager III
- Linguist-Analyst I, Linguist-Analyst II, Linguist-Analyst III
- Transcriber
- Production Coordinator

### **Labor Category Descriptions:**

#### **Program Manager**

JTG differentiates between the levels of experience required for varying assignments, and offers three levels of Program Management.

#### **Team Lead**

A Team Lead is responsible for the planning and organization of a project and controls the overall activities. This position often combines onsite Project Management activities with other assignment such as analysis.

Minimum requirements for Team Lead are:

- Four (4) years of professional experience and expertise.
- If required, must be able to obtain and maintain a security clearance.
- BA/BS or equivalent desired.

#### **Program Manager II**

Level II Program Managers are responsible for Language services projects. They plan, organize and control the overall activities of the project. They ensure that all activities conform to the terms and conditions of the contract and deliver orders. In addition they provide client consultation and project management services for scheduling, assignment and logistical coordination of linguist support.

Minimum requirements for Program Manager II are:

- Five (5) years of professional experience and expertise.
- If required, must be able to obtain and maintain a security clearance.
- MS/MA or equivalent desired.

#### **Program Manager III**

Level III Program Managers plan and design projects, conducts large projects and is responsible for meeting goals within time and cost constraints. They prepare and present reports, and plan, organize and control the overall activities of the project. Level III Program Managers ensure that all activities conform to the terms and conditions of the contract and delivery orders. They provide client consultation and project management services for scheduling, assignment and logistical coordination of linguist support. They may also be responsible for the effective management of funds and personnel, and are accountable for the quality and timely delivery of contractual items.

Minimum requirements for Program Manager III are:

- Seven (7) + years of professional experience and expertise.
- If required, must be able to obtain and maintain a security clearance.
- MS/MA or equivalent desired.

#### **Linguist-Analyst**

JTG linguists and cultural advisors are proficient in both language and culture, and possess regional expertise through firsthand experience living and working in the region they are tasked to monitor. JTG follows the guidelines of recognized professional interpreters' associations and institutions, such as the ATA (American Translators Association), Translators & Interpreters Guild, AIIC (International Association of Conference Interpreters). Speaking a language does not guarantee that the linguist would understand the importance of vocabulary required for unique domain information. Our linguists are native



speakers of one language and near native in the target language. JTG's linguists and cultural advisors have undergraduate degrees at a minimum. They are educated and have a deep understanding of the cultures in which they work.

JTG differentiates between the levels of experience required for varying assignments, and offers three levels of Linguists/Analysts.

### **Linguist/Analyst I**

Level I Linguist/Analyst provides language services technical expertise by conducting and/or participating in the strategic, tactical, and operational aspects of projects. They can review, analyze, translate, interpret, edit, summarize, and write reports.

Minimum requirements for Linguist/Analyst level I are:

- Three (3) years of professional experience and expertise.
- If required, must be able to obtain and maintain a security clearance.
- Background in geopolitics, journalism, religion, culture, and science in general.
- Highly educated in the culture of the target regions.
- BS/BA or equivalent desired.

### **Linguist/Analyst II**

Level II Linguists/Analysts review, analyze, translate, interpret, edit, summarize and write reports. They are highly educated in the culture of the target regions, and plan and design language service projects. They develop or direct the development of findings, draw conclusions and develop recommendations. They prepare and present reports.

Minimum requirements for Linguist/Analyst level II are:

- Four to five (4 to 5) years of professional experience and expertise.
- If required, must be able to obtain and maintain a security clearance.
- Background in geopolitics, journalism, religion, culture, and science in general.
- BS/BA or equivalent desired.

### **Linguist/Analyst III**

Level III Linguists/Analysts direct the development of findings, draw conclusions and develop recommendations for language services. They prepare and present reports, conduct large projects and are responsible for meeting goals within time and cost constraints. They provide expert language services, technical and managerial guidance and direction for problem definition, analysis, requirements development, and implementation of complex projects and programs.

Minimum requirements for Linguist/Analyst level III are:

- Five years of professional experience and expertise.
- If required, must be able to obtain and maintain a security clearance.
- Background in geopolitics, journalism, religion, culture, and science in general.
- Highly educated in the culture of the target regions
- MS/MA or equivalent desired.

### **Transcription**

JTG considers transcription to require skills and ongoing training. Transcription should be performed by qualified linguists, with in depth knowledge of the culture behind the source language, and the ability to derive intent and meaning from expression and verbiage. More so than with written content, audio and video formats, allow for the preservation of the language register, the style, and intent of the original communication, and should be rendered in the target language.

Our personnel are proficient in using workstation, Microsoft applications, as well as tape/video recording equipment, and other communication collection equipment.

Minimum requirements for Transcribers are:

- Two (2) years of professional experience and expertise.
- If required, must be able to obtain and maintain a security clearance.
- Familiarity with transcription processes and tools.
- Experience transcribing foreign languages and English audio and video.
- Must be at least a 3 in the source language on the ILR scale and a 4 in the target language on the ILR scale.
- Native ability in the target language is preferred. Excellent grammar required.
- BS/BA or equivalent (or a minimum of 6 years' experience).



**Production Coordinator**

JTG Production Coordinators provide English and foreign language multimedia production and design expertise using video, audio and multimedia software to support online audiovisual production and communications. Through electronic page design and layout, graphic design/illustration, photo research, and multimedia, JTG develops and produces professional quality reports, briefings and books, online or in print, delivering dissemination ready products.

- Minimum requirements for Production coordinators are:
- Three (3) years of professional experience and expertise.
  - If required, must be able to obtain and maintain a security clearance.
  - Experienced in online media and social networking platforms.
  - BS/BA or equivalent desired.

**Schedule Price List**

*Special item number 382-4: Comprehensive Linguistic Analytical Support Services (CLASS)*

SIN(s)	Service Proposed (e.g. Labor Category or Job Title/Task)	Price Offered to GSA (including IFF)
382-4	Team Lead	\$97.63 per hour
382-4	Program Manager II	\$110.89 per hour
382-4	Program Manager III	\$130.47 per hour
382-4	Production Coordinator (Video, Audio, Multi Media)	\$92.51 per hour
382-4	Linguist/Analyst I	\$82.22 per hour
382-4	Linguist/Analyst II	\$90.14 per hour
382-4	Linguist/Analyst III	\$97.63 per hour
382-4	Transcriber	\$65.49 per hour

*All hourly rates are language independent.*



- 1a. Table of Awarded Special Item Number(s) (SINs) with appropriate cross-reference to page numbers Special Item Number**  
C382-1 and 382-1RC (Translation Services), Pages 4-5  
C382-2 and 382-2RC (Interpretation Services), Pages 6-7  
C382-3 and 382-3RC (Training and Educational Materials), Pages 8-10  
C382-4 and 382-4RC (Comprehensive Linguistic Analytical Support Services, Pages 11-13
- 1b. Identification of the lowest priced item/service and lowest unit price for that item/service for each special item number awarded**  
See item 6 below
- 2. Maximum order Limitation**  
\$1,000,000.00
- 3. Minimum order**  
\$100.00
- 4. Geographic coverage (delivery area)**  
FOB (U.S. and worldwide)
- 5. Point of production**  
Same as Contractor
- 6. Discount from list prices or statement of net price**  
Government net prices (discounts already deducted).  
Special Item Number (SIN) awarded  
382-1 (See SF-26 for price list)  
382-2 (See SF-26 for price list)  
382-3 (See SF-30 for price list)  
382-4 (See SF-30 for price list)
- 7. Quantity discounts**  
Contact Contractor
- 8. Prompt payment terms**  
Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micropurchase threshold**  
Yes.
- 9b. Notification whether Government purchase cards are accepted above the micropurchase threshold**  
Contact Contractor
- 10. Foreign items (list items by country of origin)**  
None
- 11a. Time of delivery**  
Specified on the Task Order
- 11b. Expedited delivery**  
Contact Contractor
- 11c. Overnight and 2-day delivery**  
Contact Contractor
- 11d. Urgent requirements**  
Contact Contractor
- 12. FOB Point(s)**  
Destination
- 13. Ordering address**  
Same as Contractor
- 14. Payment address**  
Same as Contractor
- 15. Warranty provision**  
None
- 16. Export Packing Charges**  
N/A
- 17. Terms and conditions of rental, maintenance and repair**  
N/A
- 18. Terms and conditions of installation (if applicable)**  
N/A



**19. The Service Contract Act (SCA)**

The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire Professional Service Schedule (PSS) and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CFR 5413.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.

**20. GSA Schedule Contract # GS-10F-0084L – Awarded labor categories**

SIN 382-1: page 4  
SIN 382-2: page 6  
SIN 382-3: page 8  
SIN 382-4: page 11

**21. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)**

N/A

**21a. Terms and conditions of any other services (if applicable)**

N/A

**22. List of service and distribution points (if applicable)**

N/A

**23. List of participating dealers (if applicable)**

N/A

**24. Preventative maintenance (if applicable)**

N/A

**25. Environmental attributes**

N/A

**26. Data Universal Numbering System (DUNS) Number**

96-4556062

**27. Notification regarding registration in Service System For Award Management (SAM.gov) database**

Registered

**28. Uncompensated overtime**

N/A

