

Global Perspectives. Analytics. Training. Language.



# General Services Administration Federal Supply Service

## Authorized Federal Supply Schedule Price List

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: [GSAAdvantage.gov](http://GSAAdvantage.gov).*

### Multiple Award Schedule (MAS)

Federal Supply Group: MAS

### FSC / PSC

3610 / R608

### Contract Number

47QRAA21D0028

*For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).*

### Contract Period

February 2, 2021 - February 1, 2026

### Business Size

Other than Small Business

### Contractor Name

JTG, inc.

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JTG has more than 25 years of successful experience supporting the U.S. Government, more specifically 20 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 three 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

### 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
- Open source analysis
- Digital engagement
- Global perspectives

### 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 training
- Foreign language materials development
- Curriculum development
- Country-specific training
- Translation and interpretation training
- Testing and evaluation
- Foreign language test development
- eLearning and mobile language proficiency testing and evaluation in 309 languages and dialects

### Awarded SIN

SIN	PSC	SIN Description
541930	R608	Translation and Interpretation
611630	R608	Linguistic Training and Education Services
OLM		Order Level Materials



### **Translation Services (SIN 541930)**

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, chemicals, machine tools, 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.

### **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 work 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.

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

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

### **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 in Required Media Formats**

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.

### **Translation Project Management & Consultation**

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.

### **Comprehensive Linguistic Analytical Support Services (CLASS)**

Comprehensive Language Services 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.



### Interpretation Services (SIN 541930)

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, voiceovers, sight translation services, any other forms of interpretation. Interpretation is used in multiple forums: meeting, conference, seminars, litigation, briefing, training, and more.

- **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.

### 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.

### Interpretation 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.



**Languages Offered**

JTG offers services in the following languages:

**Group 1 European Languages include:**

Basque	Dutch	German	Latin	Spanish
Castilian Spanish	English	Greek	Luxembourgish	Welsh
Catalan	Flemish	Irish/Gaelic	Macedonian	Yiddish
Danish	French	Italian	Portuguese	

**Group 2 Scandinavian Languages include:**

Finnish	Icelandic	Lapp	Norwegian	Swedish
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**Group 3 Eastern European Languages include:**

Albanian	Croatian	Latvian	Polish	Serbian-Croatian
Belarussian	Czech	Lithuanian	Romani	Slovak
Bosnian	Estonian	Moldovan	Romanian	Slovenian
Bosnian-Croatian	Georgian	Mongolian (Halh)	Russian	Ukrainian
Bulgarian	Hungarian	Montenegrin	Serbian	Yugoslavian

**Group 4 Middle Eastern Languages include:**

Arabic, Adeni	Arabic, Hijazi	Arabic, Sudanese	Chaldean	Kurdish, Sorani
Arabic, Algerian	Arabic, Iraqi	Arabic, Yemeni	Hebrew	Lebanese
Arabic, Egyptian	Arabic, Libyan	Assyrian	Kurdish	Syriac
Arabic, Gulf	Arabic, Modern Standard	Azeri/Azerbaijani	Kurdish, Kurdish/ Kurmanji	Turkish
Arabic, Hassaniva	Arabic, Moroccan	Balochi		

**Group 5 African Languages include:**

Acholi	Eastern Maninkakan	Kanuri	Luo	Somali
Afar	Ebira	Kiga	Malagasy	Soninke/Serahuli
Afrikaans	Efik	Kikuyu	Malinke	Sotho
Akan	Eritrean	Kimbundu	Mandinka/Mandingo	Susu
Amharic	Ewe	Kinyamulenge	Masai	Swahili
Anaang	Fang	Kinyarwanda	Mende	Swati
Ashanti	Fante	Kirundi/Rundi	Meru	Tamasheq
Bafang	Fin	Kissi	Mossi/Moore	Temne/Themne
Bamanakan/Bambara	Fulani	Kiswahili	Ndebele	Tigre
Bassa	Fulfulde	Kongo	Nuer	Tigrinya
Beja	Ga	Fang	Nyamwezi	Toucouleur
Bemba	Gogo	Fante	Nyanja	Tsonga
Judeo-Berber	Grebo	Krio/Sierra Leonean Creole	Oromo	Tswana
Berber/Tamazight	Guyanese	Kriolu/Cape Verde Creole	Plateau Malagasy	Twi
Bete	Hausa	Liberian	Pular	Umbundu
Chadic	Haya	Lingala	Sango/Sangho	Wolof



Chichewa	Ibibio	Logooli	Shawiya/Chaouia/	Xhosa
Dagomba/Dagbani	Igbo	Luba-Katanga	Tachawit	Yoruba
Dinka	Kalenjin	Luganda/Ganda	Shilha/Tachelit	Zarma/Djerma
Duala	Kamba	Luhya/Luyia	Shona	Zulu

**Group 6 Asian Languages include:**

Abkhaz	Chinese, Shanghai	Kanauji	Nepali	Tamang
Acehnese	Chinese, Wu	Kannada	Northern Punjabi/	Tamil
Armenian	Chundhari	Kapampangan/	Panjabi	Tatar
Assamese	Dari	Pampanggo	Oriya	Tausug
Awadhi	Dhivehi/ Maldivian	Kashmiri	Pahari-Pothwari	Telugu
Bahasa/Indonesian	Eastern Pwo Karen/	Kazakh	Pangasinan	Tetum/ Tetun
Bengali	Phlou	Khmer/Cambodian	Pashto	Thai
Bhojpuri	Farsi/ Persian	Korean	Punjabi/ Panjabi	Tibetan
Bhutanese	Gujarati	Korean, North	Rohingya	Turkic
Bikol	Hakka	Kutchi/Kacchi	Sama	Turkmen
Brahui	Hiligaynon	Kyrgyz/Kirghiz	Sanskrit	Urdu
Burmese/Myanmar	Hindi	Laki	Saraiki/ Seraiki	Uyghur/ Uighur
Cebuano	Hindko	Laotian	S'gaw Karen	Uzbek
Central Punjabi/ Panjabi	Hmong, Daw	Madura	Shan	Vietnamese
Chaozhou/ Chao-Chow	Hmong, Njua	Maguindanao	Sindhi	Visayan
Chechen	Ilocano	Maithili	Sinhalese/Sinhala	Waray
Chhattisgarhi	Indic	Malay	Southern Min	Waziri
Chinese, Cantonese	Iu Mien	Malayalam	Tagalog	Western Punjabi/Panjabi
Chinese, Fuzhou	Japanese	Malaya-Polynesian	Taishanese/Toishanese	Xiang/ Hsiang/
Chinese, Mandarin	Javanese	Marathi	Taiwanese Hokkien	Hunanese
Chinese, Minnan	Jingpho/Kachin	Mon	Tajik/ Tajiki	Yunnanese

**Group 7 Pacific Island Languages include:**

Chamorro/ Chimora	Marshallese	Samoaan	Maori	Tahitian	Fijian
Chuukese	Palauan	Tongan	Hawaiian	Papuan	

**Group 8 Dialects include:**

Brazilian Portuguese	Mayan	Cherokee	Esperanto	Navajo
Central Aymara	Miskito	Creole Patois (Jamaica)	French Patois	Papiamentu
Guarani	Q'anjob'al/ Kanjobal	Dominican Republic Native	Haitian/ Haitian Creole	Apache, Western
Kaqchikel/ Kackchiquel	Suriname Tongo/	Ebonics	Inupiak	Latin American
Suriname Dutch	Taki-Taki	Jamaican Patois		Spanish
	English/ Pidgin			



### Translation & Interpretation Services (SIN 541930)

Translation and interpretation services include translation services to/from English for business, legal, medical, technical, and scientific documents, software, manuals, websites, intranet, video and audio, graphic, electronic, multimedia, 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), & Voiceovers.

#### Awarded labor categories:

- Team Lead
- Project Manager
- Program Manager I
- Program Manager II
- Editor/Copy Editor/Quality Assurance Specialist
- Desktop Publisher/Graphic Specialist
- Terminologist
- On-Site Translator (Hourly Rate)
- Interpreter (Group 1, 2, 3)
- Interpreter (Group 4, 5, 6, 7, 8)
- Telephonic Interpreter/VTC Interpreter (Group 1, 2, 3)
- Telephonic Interpreter/VTC Interpreter (Group 4, 5, 6, 7, 8)
- Production Coordinator (A/V)
- Linguist/Analyst I
- Linguist/Analyst II
- Linguist/Analyst III
- Transcriber
- Translator (Group 1)
- Translator (Group 2)
- Translator (Group 3)
- Translator (Group 4)
- Translator (Group 5)
- Translator (Group 6)
- Translator (Group 7)
- Translator (Group 8)

### Translation and Interpretation Services (SIN 541930) Language Groups:

JTG offers translation and interpreting services in the following Language Groups (full list of languages included on pages 5 and 6):

- Group 1** - European Languages
- Group 2** - Scandinavian Languages
- Group 3** - Eastern European Languages
- Group 4** - Middle Eastern Languages
- Group 5** - African Languages
- Group 6** - Asian Languages
- Group 7** - Pacific Island Languages
- Group 8** - Dialects

### Labor Category Descriptions:

#### Team Lead

JTG's Team Lead often combines Project Management activities with other assignments relating to their subject matter expertise. Plans, organizes, and controls the overall activities of the project.

Minimum requirements for Team Lead are:

- Three (3) years of professional experience and expertise.
- Bachelor's degree.  
\* In some instances, US citizenship may be required.

#### Project Manager

JTG's Project Manager selects teams of subject matter experts in various languages and domains and quality control specialists to deliver finished projects. Manages ten (10) to twelve (12) projects and teams of varying size from four (4) to one hundred (100), depending on project scope and magnitude.

Minimum requirements for Project Manager are:

- Two (2) years of full-time experience preparing, organizing, and delivering projects and materials in multiple languages and domains. Familiar with management software, processes, and workflows.
- Bachelor's degree.  
\* In some instance, US citizenship may be required.

#### Program Manager I

JTG's Program Manager I recruits and hires subject matter experts, assigns tasks, maintains quality control during development process, prepares budget, authorizes payments, establishes delivery schedule, oversees all aspects of projects.

Minimum requirements for Program Manager I are:

- Three (3) years of work experience directing projects and managing teams of project managers/coordinators, subject matter experts in various languages and/or domains and quality control specialists. Familiar with management software, processes, and workflows.
- Bachelor's degree.  
\* In some instances, US citizenship may be required.

#### Program Manager II

JTG's Program Manager II manages multiple programs, oversees program personnel, maintain/improve processes (including Quality Control), prepares budget, authorizes payments, establishes delivery schedule, oversees all aspects of the program(s).



Minimum requirements for Program Manager II are:

- Five (5) years of work experience directing projects and managing teams of project managers/coordinators, subject matter experts in various languages/domains, and Quality Control Specialists. Oversees the integration of technologies and train personnel on methodologies, processes, workflows and software/tools.
- Masters's degree.

*\* In some instances, US citizenship may be required*

### **Editor/Copy Editor/Quality Assurance Specialist**

JTG's Editor/Copy Editor/Quality Assurance Specialist works in a team of at least two equally qualified translators per language in tandem to translate, revise and proof the text for each project. This ensures that each translation is grammatically and syntactically correct, technically accurate, and linguistically and culturally adapted to the target audience. Editors must attend to detail, produce professional quality and convey the language level, the style, and the intent of the original document in the target language.

Minimum requirements for Editor/Copy Editor/Quality Assurance Specialist are:

- Three (3) years of experience as an in-house/independent translator or editor, native writing proficiency in the target language, degree/training/specialization in the subject matter preferred.
- Bachelor's degree or professional certification and/or language test by a nationally recognized entity (ATA, AICC, FBI Language Test, State Department exam, court certification).

*\* In some instances, US citizenship may be required.*

### **Desktop Publisher/Graphic Specialist**

JTG's Desktop Publisher/Graphic Specialist utilizes extensive knowledge of professional graphics, layout/formatting, software, and integration with industry standard desktop publishing software (Adobe CS6 Digital Publishing Suite (InDesign, Illustrator, and Photoshop) as well as MS Word and Powerpoint. Works proficiently with foreign scripts (including Arabic, CJK, Cyrillic, Latin and other complex scripts) in desktop publishing (DTP) software.

Minimum requirements for Desktop Publisher/Graphic Specialist are:

- Three (3) years of professional experience as a Desktop Publishing (DTP) specialist in-house or as an independent.
- Bachelor's degree or equivalent.

*\* In some instances, US citizenship may be required.*

### **Terminologist**

JTG's Terminologist primary duty is to standardize terminology. Prepares terminology corpora. Researches and compiles monolingual and multilingual terminology banks and makes them available to translation teams in order to maintain terminology consistency through translated products across language and domains of expertise. Tracks terminology drift and insert corrections.

Minimum requirements for Terminologist are:

- Three (3) years of experience in language technologies and/or translation.
- Bachelor's degree.

*\* In some instances, US citizenship may be required.*

### **On-Site Translator (Hourly Rate)**

JTG's On-Site Translator (Hourly Rate) converts written text from a source language to a designated target language, assuring 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. Translators must also adhere to the Federal Interagency Language Roundtable (ILR) and American Translators Association (ATA) guidelines. Takes a total approach to each assignment focusing on and anticipating how, when, and in what environment the translation will be used.

Minimum requirements for On-Site Translator (Hourly Rate) are:

- Three (3) years proven experience translating full-time, native speaker of the target language, training and/or degree in translation from a reputable program, professional accreditation/affiliation, experience with Machine Translation (MT), terminology and Memory Management Tools (MMT) as required.
- Bachelor's degree and/or language test by a nationally recognized entity (ATA, AICC, FBI Language Test, State Department exam, court certification), or equivalent preferred.

*\* In some instances, US citizenship may be required.*

JTG's **On-site Translator (Hourly Rate)** can be applied to all languages (**Groups 1 through 8**) listed on pages 5 and 6.



### **Interpreter (Group 1, 2, 3)**

JTG's Interpreter (Group 1, 2, 3) attends to detail, produces professional quality interpretation, and conveys the language level, the style, and the intent of the original message in the target language.

Minimum requirements for Interpreter (Group 1, 2, 3) are:

- Three (3) years of professional experience as an interpreter, certification and/or testing by a nationally recognized entity (ATA, AICC, FBI Language Test, State Department exam, court certification).
- Associate's degree, Bachelors preferred.  
*\* In some instances, US citizenship may be required*

**Group 1, 2, and 3** languages are listed on page 5.

### **Interpreter (Group 4, 5, 6, 7, 8)**

JTG's Interpreter (Group 4, 5, 6, 7, 8) attends to detail, produces professional quality interpretation, and conveys the language level, the style, and the intent of the original message in the target language.

Minimum requirements for Interpreter (Group 4, 5, 6, 7, 8) are:

- Three (3) years of professional experience as an interpreter, certification and/or testing by a nationally recognized entity (ATA, AICC, FBI Language Test, State Department exam, court certification).
- Associate's degree, Bachelors preferred.  
*\* In some instances, US citizenship may be required*

**Group 4, 5, 6, 7, and 8** languages are listed on pages 5 and 6.

### **Telephonic Interpreter/VTC Interpreter (Group 1, 2, 3)**

JTG's Telephonic Interpreter/VTC Interpreter (Group 1, 2, 3) attends to detail, produces professional quality interpretation, and conveys the language level, the style, and the intent of the original message in the target language.

Minimum requirements for Telephonic Interpreter/VTC Interpreter (Group 1, 2, 3) are:

- Two (2) years of professional experience as a telephonic interpreter. Must test at least a Level 3 in the source and the target language on the ILR Scale.
- Associate's degree, Bachelors preferred.  
*\* In some instances, US citizenship may be required.*

**Group 1, 2, and 3** languages are listed on page 5.

### **Telephonic Interpreter/VTC Interpreter (Group 4, 5, 6, 7, 8)**

JTG's Telephonic Interpreter/VTC Interpreter (Group 4, 5, 6, 7, 8) attends to detail, produces professional quality interpretation, and conveys the language level, the style, and the intent of the original message in the target language.

Minimum requirements for Telephonic Interpreter/VTC Interpreter (Group 4, 5, 6, 7, 8) are:

- Two (2) years of professional experience as a telephonic interpreter. Must test at least a Level 3 in the source and the target language on the ILR Scale.
- Associate's degree, Bachelors preferred.  
*\* In some instances, US citizenship may be required.*

**Group 4, 5, 6, 7, and 8** languages are listed on pages 5 and 6.

### **Production Coordinator (A/V)**

JTG's Production Coordinator (A/V) provides English and foreign language multimedia production and design expertise using video, audio, and multimedia software to support online audiovisual production and communications. Utilizes experience in online media and social networking platforms.

Minimum requirements for Production Coordinator (A/V) are:

- Three (3) years of professional experience and expertise.
- Bachelor's degree, Master's degree preferred.
- If required, must be able to obtain and maintain a security clearance.  
*\* In some instances, US citizenship may be required.*

### **Linguist/Analyst I**

JTG's Linguist/Analyst I provides language services technical expertise by conducting and/or participating in the strategic, tactical, and operational aspects of projects. May review, analyze, translate, interpret, edit, summarize, and write reports. Utilizes background in geopolitics, journalism, religion, culture, and science in general and is highly educated in the culture of the target regions.

Minimum requirements for Linguist/Analyst I are:

- Three (3) years of professional experience and expertise.
- Bachelor's degree.
- If required, must be able to obtain and maintain a security clearance.  
*\* In some instances, US citizenship may be required.*



### Linguist/Analyst II

JTG's Linguist/Analyst II reviews, analyzes, translates, interprets, edits, summarizes, and writes reports. Utilizes background in geopolitics, journalism, religion, culture, and science in general, and is highly educated in the culture of the target regions. Plans and designs language services projects. Develops or directs the development of findings, draw conclusions, and develops recommendations. Prepares and presents reports.

Minimum requirements for Linguist/Analyst II are:

- Four (4) years of professional experience and expertise.
- Bachelor's degree.
- If required, must be able to obtain and maintain a security clearance.

*\* In some instances, US citizenship may be required.*

### Linguist/Analyst III

JTG's Linguist/Analyst III develops or directs the development of findings, draws conclusions, and develops recommendations for language services. Prepares and presents reports. Conducts large projects and is responsible for meeting goals within time and cost constraints. Provides expert language services, technical and managerial guidance and direction for problem definition, analysis, requirements development, and implementation of complex projects and programs. Utilizes background in geopolitics, journalism, religion, culture, and science in general and is highly educated in the culture of the target regions.

Minimum requirements for Linguist/Analyst III are:

- Five (5) years of professional experience and expertise.
- Master's degree.
- If required, must be able to obtain and maintain a security clearance.

*\* In some instances, US citizenship may be required.*

### Transcriber

JTG's Transcriber utilizes familiarity with transcription processes, format and software tools to transcribe foreign languages and English audio and video. Must test at least a Level 3 in the source language on the ILR Scale, and test at Level 4 in the target language on the ILR Scale. Native ability in the target language is preferred, as well as an excellent command of grammar and punctuation.

Minimum requirements for Transcriber are:

- Two (2) years of professional experience and expertise.
- Bachelor's degree or equivalent.

*\* In some instances, US citizenship may be required.*

### Translator (Group 1)

Translators convert written text from a source language to a designated target language, assuring that the translation reads as though it were originally written in the target language. This requires close attention to terminology, linguistic and cultural nuances and references. Translators must also adhere to the Federal Interagency Language Roundtable (ILR) and American Translators Association (ATA) guidelines. They take a total approach to each assignment focusing on and anticipating how, when, and in what environment the translation will be used.

Minimum qualifications for Translators (Group 1) are:

- Three (3) years proven experience translating full-time, native speaker of the target language, training and/or degree in translation from a reputable program, professional accreditation/affiliation, experience in Machine Translation (MT), terminology, & Memory Management Tools (MMT).
- Bachelor's degree and/or language test by a nationally recognized entity (ATA, AIIC, FBI Language Test, State Department exam, court certification), or equivalent preferred

*\*In some instances, US citizenship may be required.*

**Group 1** languages are listed on page 5.

### Translator (Group 2)

Translators convert written text from a source language to a designated target language, assuring that the translation reads as though it were originally written in the target language. This requires close attention to terminology, linguistic and cultural nuances and references. Translators must also adhere to the Federal Interagency Language Roundtable (ILR) and American Translators Association (ATA) guidelines. They take a total approach to each assignment focusing on and anticipating how, when, and in what environment the translation will be used.

Minimum qualifications for Translators (Group 2) are:

- Three (3) years proven experience translating full-time, native speaker of the target language, training and/or degree in translation from a reputable program, professional accreditation/affiliation, experience in Machine Translation (MT), terminology, & Memory Management Tools (MMT).
- Bachelor's degree and/or language test by a nationally recognized entity (ATA, AIIC, FBI Language Test, State Department exam, court certification), or equivalent preferred

*\*In some instances, US citizenship may be required.*

**Group 2** languages are listed on page 5.



### Translator (Group 3)

Translators convert written text from a source language to a designated target language, assuring that the translation reads as though it were originally written in the target language. This requires close attention to terminology, linguistic and cultural nuances and references. Translators must also adhere to the Federal Interagency Language Roundtable (ILR) and American Translators Association (ATA) guidelines. They take a total approach to each assignment focusing on and anticipating how, when, and in what environment the translation will be used.

Minimum qualifications for Translators (Group 3) are:

- Three (3) years proven experience translating full-time, native speaker of the target language, training and/or degree in translation from a reputable program, professional accreditation/affiliation, experience in Machine Translation (MT), terminology, & Memory Management Tools (MMT).
- Bachelor's degree and/or language test by a nationally recognized entity (ATA, AIIC, FBI Language Test, State Department exam, court certification), or equivalent preferred

*\*In some instances, US citizenship may be required.*

Group 3 languages are listed on page 5.

### Translator (Group 4)

Translators convert written text from a source language to a designated target language, assuring that the translation reads as though it were originally written in the target language. This requires close attention to terminology, linguistic and cultural nuances and references. Translators must also adhere to the Federal Interagency Language Roundtable (ILR) and American Translators Association (ATA) guidelines. They take a total approach to each assignment focusing on and anticipating how, when, and in what environment the translation will be used.

Minimum qualifications for Translators (Group 4) are:

- Three (3) years proven experience translating full-time, native speaker of the target language, training and/or degree in translation from a reputable program, professional accreditation/affiliation, experience in Machine Translation (MT), terminology, & Memory Management Tools (MMT).
- Bachelor's degree and/or language test by a nationally recognized entity (ATA, AIIC, FBI Language Test, State Department exam, court certification), or equivalent preferred

*\*In some instances, US citizenship may be required.*

Group 4 languages are listed on page 5.

### Translator (Group 5)

Translators convert written text from a source language to a designated target language, assuring that the translation reads as though it were originally written in the target language. This requires close attention to terminology, linguistic and cultural nuances and references. Translators must also adhere to the Federal Interagency Language Roundtable (ILR) and American Translators Association (ATA) guidelines. They take a total approach to each assignment focusing on and anticipating how, when, and in what environment the translation will be used.

Minimum qualifications for Translators (Group 5) are:

- Three (3) years proven experience translating full-time, native speaker of the target language, training and/or degree in translation from a reputable program, professional accreditation/affiliation, experience in Machine Translation (MT), terminology, & Memory Management Tools (MMT).
- Bachelor's degree and/or language test by a nationally recognized entity (ATA, AIIC, FBI Language Test, State Department exam, court certification), or equivalent preferred

*\*In some instances, US citizenship may be required.*

Group 5 languages are listed on page 5 and 6.

### Translator (Group 6)

Translators convert written text from a source language to a designated target language, assuring that the translation reads as though it were originally written in the target language. This requires close attention to terminology, linguistic and cultural nuances and references. Translators must also adhere to the Federal Interagency Language Roundtable (ILR) and American Translators Association (ATA) guidelines. They take a total approach to each assignment focusing on and anticipating how, when, and in what environment the translation will be used.

Minimum qualifications for Translators (Group 6) are:

- Three (3) years proven experience translating full-time, native speaker of the target language, training and/or degree in translation from a reputable program, professional accreditation/affiliation, experience in Machine Translation (MT), terminology, & Memory Management Tools (MMT).
- Bachelor's degree and/or language test by a nationally recognized entity (ATA, AIIC, FBI Language Test, State Department exam, court certification), or equivalent preferred

*\*In some instances, US citizenship may be required.*

Group 6 languages are listed on page 6.



**Translator (Group 7)**

Translators convert written text from a source language to a designated target language, assuring that the translation reads as though it were originally written in the target language. This requires close attention to terminology, linguistic and cultural nuances and references. Translators must also adhere to the Federal Interagency Language Roundtable (ILR) and American Translators Association (ATA) guidelines. They take a total approach to each assignment focusing on and anticipating how, when, and in what environment the translation will be used.

Minimum qualifications for Translators (Group 7) are:

- Three (3) years proven experience translating full-time, native speaker of the target language, training and/or degree in translation from a reputable program, professional accreditation/affiliation, experience in Machine Translation (MT), terminology, & Memory Management Tools (MMT).
- Bachelor’s degree and/or language test by a nationally recognized entity (ATA, AIIC, FBI Language Test, State Department exam, court certification), or equivalent preferred  
*\*In some instances, US citizenship may be required.*

Group 8 languages are listed on page 6.

**Educational Equivalency:**

- **Two years of higher-level education** = One (1) year general experience.
- **Bachelor of Science (BS)/Bachelor of Arts (BA)** = Six (6) years general experience.
- **Master of Science (MS)/Master of Arts (MA)** = Ten (10) years general experience, or BS/BA + four (4) years general experience.
- **Doctorate (Ph.D.)** = Thirteen (13) years general experience, or BS/BA + six (6) years general experience, or MS/MA and three (3) years experience, or MS/MA and three (3) years experience.

**Schedule Price List - SIN 541930: Translation and Interpretation Services**

**Translation Pricing:**

SIN (PSC)	Source Language	Target Language	Both To and From	Price Offered to GSA (including IFF)
541930 (R608)	Group 1: European Languages	English	Yes	\$0.2599 per word
541930 (R608)	Group 2: Scandinavian Languages	English	Yes	\$0.2791 per word
541930 (R608)	Group 3: Eastern European Languages	English	Yes	\$0.272 per word
541930 (R608)	Group 4: Middle Eastern Languages	English	Yes	\$0.3025 per word
541930 (R608)	Group 5: African Languages	English	Yes	\$0.3045 per word
541930 (R608)	Group 6: Asian Languages	English	Yes	\$0.3045 per word
541930 (R608)	Group 7: Pacific Island Languages	English	Yes	\$0.3045 per word
541930 (R608)	Group 8: Dialects	English	Yes	\$0.3045 per word

**Translator (Group 8)**

Translators convert written text from a source language to a designated target language, assuring that the translation reads as though it were originally written in the target language. This requires close attention to terminology, linguistic and cultural nuances and references. Translators must also adhere to the Federal Interagency Language Roundtable (ILR) and American Translators Association (ATA) guidelines. They take a total approach to each assignment focusing on and anticipating how, when, and in what environment the translation will be used.

Minimum qualifications for Translators (Group 8) are:

- Three (3) years proven experience translating full-time, native speaker of the target language, training and/or degree in translation from a reputable program, professional accreditation/affiliation, experience in Machine Translation (MT), terminology, & Memory Management Tools (MMT).
- Bachelor’s degree and/or language test by a nationally recognized entity (ATA, AIIC, FBI Language Test, State Department exam, court certification), or equivalent preferred  
*\*In some instances, US citizenship may be required.*

Group 8 languages are listed on page 6.



**Labor Category Pricing:**

SIN (PSC)	Labor Category/Service Title	Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)	Price Offered to GSA (including IFF)
541930 (R608)	Team Lead	hour	\$111.38
541930 (R608)	Project Manager	hour	\$78.89
541930 (R608)	Program Manager I	hour	\$114.79
541930 (R608)	Program Manager II	hour	\$152.51
541930 (R608)	Editor/Copy Editor/Quality Assurance Specialist	hour	\$59.26
541930 (R608)	Desktop Publisher/Graphic Specialist	hour	\$50.00
541930 (R608)	Terminologist	hour	\$69.89
541930 (R608)	On-site Translator (Hourly Rate)	hour	\$82.99
541930 (R608)	Interpreter (Group 1, 2, 3)	day	\$650.01
541930 (R608)	Interpreter (Group 4, 5, 6, 7, 8)	day	\$900.00
541930 (R608)	Telephonic Interpreter/VTC Interpreter (Group 1, 2, 3)	minute	\$1.35
541930 (R608)	Telephonic Interpreter/VTC Interpreter (Group 4, 5, 6, 7, 8)	minute	\$1.85
541930 (R608)	Production Coordinator (AV)	hour	\$91.82
541930 (R608)	Linguist/Analyst I	hour	\$81.60
541930 (R608)	Linguist/Analyst II	hour	\$86.70
541930 (R608)	Linguist/Analyst III	hour	\$96.90
541930 (R608)	Transcriber	hour	\$81.60

**Note: All Translation and Interpretation Services**

- All hourly rates are language independent.
- All other Direct Costs will be handled at the task order level with the individual ordering agency under the Schedule's program.
- Project Management fees are not included.
- There is a minimum order for translations of 1,000 target words per language per project.
- There is a minimum charge for interpreters of one day (8 hours). This applies even if fewer than 8 hours are worked.
- For interpreting assignments, interpretation equipment is not included in the price.
- For interpreting assignments, logistics (travel, per diem, incidentals) are not included.



## Linguistic Training & Education Services (SIN 611630)

*Linguistic Training and Education 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:

- Team Lead
- Project Manager
- Program Manager I
- Program Manager II
- Project Coordinator
- Production Coordinator
- Curriculum Designer/Developer
- Copy Editor
- Language Instructor
- Workshop Trainer
- Programmer (ELearning)
- Language Test Developer/Item Writer
- Second Language Acquisition (SLA) Specialist
- Second Language Acquisition (SLA) Expert
- Instructional Systems Designer I
- Instructional Systems Designer II
- Graphic Design Specialist
- Web Designer
- Web Developer
- Web Content Manager
- Quality Assurance IV & V Specialist
- Quality Assurance IV & V Manager

### Labor Category Descriptions:

#### Team Lead

JTG's Team Lead often combines Project Management activities with other assignments relating to their subject matter expertise. Plans, organizes, and controls the overall activities of the project.

Minimum requirements for Team Leads are:

- Three (3) years of professional experience or expertise
- Bachelor's degree.

*\*In some instances, US citizenship may be required.*

#### Project Manager

JTG Project Managers select teams of subject matter experts in various languages and domains and quality control specialists to deliver finished projects. Manages ten (10) to twelve (12) projects and teams of varying size from four (4) to one hundred (100), depending on project scope and magnitude.

Minimum requirements for Project Managers are:

- Two (2) years of full-time experience preparing, organizing, and delivering projects and materials in multiple languages and domains.
- Familiar with management software, processes, and workflows.
- Bachelor's degree.

*\*In some instances, US citizenship may be required.*

#### Program Manager I

JTG Program Manager I recruits and hires subject matter experts, assigns tasks, maintains quality control during development process, prepares budget, authorizes payments, establishes delivery schedule, oversees all aspects of projects.

Minimum requirements for Program Manager I are:

- Three (3) years of work experience directing projects and managing teams of project managers/coordinators, subject matter experts in various languages and/or domains and quality control specialists. Familiar with management software, processes, and workflows.
- Bachelor's degree.

*\*In some instances, US citizenship may be required.*

#### Program Manager II

JTG Program Manager II manages multiple programs, oversees program personnel, maintain/improve processes (including Quality Control), prepares budget, authorizes payments, establishes delivery schedule, oversees all aspects of the program(s).

Minimum requirements for Program Manager II are:

- Five (5) years of work experience directing projects and managing teams of project managers/coordinators, subject matter experts in various languages/domains, and Quality Control Specialists
- Oversees the integration of technologies and train personnel on methodologies, processes, workflows and software/tools
- Master's degree.

*\*In some instances, US citizenship may be required.*



### Project Coordinator

JTG's Project Coordinator coordinates ten (10) to twelve (12) projects and/or teams of varying size depending on project scope and magnitude. Internal POC for classroom and/or course/curriculum development project status. Pursues copyright permissions and responsible for administrative duties.

Minimum requirements for Project Coordinators are:

- Two (2) years of full-time experience working in the field of language and/or training preparing, organizing and delivering training administration in multiple languages and formats.
- Familiar with management software, course development processes and workflows
- Bachelor's degree.

*\*In some instances, US citizenship may be required.*

### Production Coordinator

JTG's Production Coordinator interacts in a multicultural work environment and produce professional quality, learner-centric materials for final publication for language acquisition programs. Coordinates all aspects of the production of textbooks and written manuals; in charge of professional graphic artist, familiar with graphic software.

Minimum requirements for Production Coordinators are:

- Three (3) years of professional experience and expertise
- Bachelor's degree.

*\*In some instances, US citizenship may be required.*

### Curriculum Designer/Developer

JTG's Curriculum Designer/Developer designs, develops, maintains, and review 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, they collaborate with team members, subject matter experts, and managers on course development. Utilizes expertise in developing pedagogue led online and mobile adult coaching courses and expert-level knowledge in Microsoft Office, Adobe Captivate, Articulate Storyline, Photoshop (preferred), Learning Management Systems (LMS), SCORM practices, and knowledge of HTML5 and CSS.

Minimum requirements for Curriculum Designer/Developer are:

- Three (3) 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.
- Bachelor's degree, preferably in education, instructional design or related field, with experience in multiple e-Learning technology platforms and developing mobile applications.
- Comprehensive knowledge of pedagogy and instructional theories principles.

*\*In some instances, US citizenship may be required.*

### Copy Editor

JTG's Copy Editor manages the work of two or more activities or projects simultaneously related to the work delivered by the content writers. Edits, proofreads and provides writing support, ensuring documents meet editorial and customer specifications and adhering to standards for quality, format, and style. Pays attention to detail, coordinates all content writers, and interacts with other members of the team to produce materials for final publication.

Minimum requirements for Copy Editor are:

- Two (2) years of professional experience and expertise.
- 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*).

*\*In some instances, US citizenship may be required.*

### Language Instructor

JTG's Language Instructor assesses student's abilities. Teaches using proficiency-oriented methods and materials aimed at ILR skill levels. Develops curriculum, prepares classes, assigns and grades tests.

Minimum requirements for Language Instructors are:

- Two (2) 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.
- Bachelor's degree, higher preferred.

*\*In some instances, US citizenship may be required.*

### Workshop Trainer

JTG's Workshop Trainer utilizes subject matter expertise in all aspects related to workshop training, including selection of materials and finalization of agenda. Delivers lectures, supervises group work, monitors progress of participants, and evaluates learning.

Minimum requirements for Workshop Trainer are:

- Three (3) years of workshop training experience or equivalent.
- Bachelor's degree.

*\*In some instances, US citizenship may be required.*



### **Programmer (eLearning)**

JTG's Programmer creates user experiences from a variety of tasks in a complex workflow and works with custom client-side JavaScript, jQuery/jQuery U, libraries, and simulated data. Able to create "full-functioning" prototypes for evaluation by end-user focus groups and internal evaluation teams. Utilize experience creating customized JQuery plugins, exposure to back-end programming languages and SQL, and experience with UNICODE and complex foreign language (CJK, right-to-left, Latin, Cyrillic, etc.) formatting/displays.

Minimum requirements for Programmers are:

- Three (3) years as a UI/UX web developer for LMS (Learning Management System).
- Bachelor's degree preferred; years of experience can offset the lack of a four-year degree.

*\*In some instances, US citizenship may be required.*

### **Language Test Developer/Item Writer**

JTG's Language Test Developer/Item Writer collaborates with foreign language experts in designing test questions in English appropriate for translated foreign language reading and listening comprehension passages (e.g. open-ended questions, questions followed by multiple choice answers). Ensures all test items measure the appropriate ILR level and meet customer specifications. Reviews test items developed by peers.

Minimum requirements for Language Test Developer/Item Writers are:

- Two (2) years in test development.
- Training in proficiency testing required.
- Bachelor's degree (*preferably in language testing, instruction, research, linguistics, or related field*).

*\*In some instances, US citizenship may be required.*

### **Second Language Acquisition (SLA) Specialist**

JTG's Second Language Acquisition (SLA) Specialist works closely with subject matter experts (native speakers of various languages) to design learning and assessment materials around authentic texts and/or video/audio passages at specified ILR levels to develop and/or assess listening or reading comprehension in a variety of languages. Reviews learning and assessment materials and provides feedback on pedagogical quality to ensure adherence to project standards and specifications.

Minimum requirements for Second Language Acquisition (SLA) Specialist are:

- Three (3) years of foreign language teaching experience, and solid experience with the ILR proficiency scale.
- Bachelor's degree, preferably in second language acquisition or education.

*\*In some instances, US citizenship may be required.*

### **Second Language Acquisition (SLA) Expert**

JTG's Second Language Acquisition (SLA) Expert works closely with subject matter experts (native speakers of various languages) to design learning and assessment materials around authentic texts and/or video/audio passages at specified ILR levels to develop and/or assess listening or reading comprehension in a variety of languages. Reviews learning and assessment materials and provides feedback on pedagogical quality to ensure adherence to project standards and specifications.

Minimum requirements for Second Language Acquisition (SLA) Expert are:

- Five (5) years of foreign language teaching experience, and solid experience with the ILR proficiency scale.
- Master's degree, preferably in second language acquisition or education.

*\*In some instances, US citizenship may be required.*

### **Instructional System Designer I**

JTG's Instructional System Designer I develops and manages associated media products, including graphics, animation, audio, digital video, still images, etc. Conducts field production and post production to produce video elements of a curriculum development program. Designs and develops computer-based training, electronic performance support systems and other technology-based learning solutions. Develops appropriate training objectives and test methods and design instructionally valid training materials. Works on complex instructional systems design projects.

Minimum requirements for Instructional System Designer I are:

- Two (2) years minimum experience in instructional development developing media products to support courseware products.
- Bachelor's degree or equivalent.

*\*In some instances, US citizenship may be required.*



### **Instructional System Designer II**

JTG's Instructional System Designer II develops associated media products needed to support courseware products, which can include graphics, animation, audio, digital video, still images, etc. Conducts field production and post-production to produce video elements of a curriculum development program. Designs and develops computer-based training, electronic performance support systems and other technology-based learning solutions. Develops appropriate training objectives and test methods and design instructionally valid training materials. Works on complex instructional systems design projects. Acts as a technical task lead. May supervise the work of lower-level training personnel.

Minimum requirements for Instructional System Designer II are:

- Five (5) years minimum experience in instructional development developing media products to support courseware products. May act as technical task lead.
- Master's degree or equivalent.  
*\*In some instances, US citizenship may be required.*

### **Graphic Design Specialist**

JTG's Graphic Design Specialist performs computer graphic design activities to produce brochures, briefings, displays, and other materials; involved in all aspects of graphics/illustration projects from conceptualization and development to final presentation. May act as a technical consultant on matters of design, composition and methods of presenting technical data; uses a broad range of graphics production software and equipment. Exercises creative judgment and originality by translating needs into graphics capabilities; may participate in website design; provides supervision and technical training and guidance to lower-level graphics personnel.

Minimum requirements for Graphic Design Specialist are:

- Three (3) years of related experience.
- Knowledge of the principles, methods, and techniques used in the preparation of graphics materials as well as the associated software and equipment, in addition to knowledge of graphics software programs.
- Bachelor's degree or equivalent.  
*\*In some instances, US citizenship may be required.*

### **Web Designer**

JTG's Web Designer designs and builds web pages using a variety of graphics software applications, techniques, and tools within a cyber-security environment. Designs and develops user-interface features, site animation, and special-effects elements. Designs the website to support the customer's strategies and goals relative to external communications and contributes to the web design group's efforts to specify, improve, and implement the look, feel, and function of online projects. Interfaces directly with customers, users, graphic artists, and web software developers.

Minimum requirements for Web Designer are:

- Two (2) years of experience in the principles, methods, and techniques used in web page design.
- Bachelor's degree or equivalent.  
*\*In some instances, US citizenship may be required.*

### **Web Developer**

JTG's Web Developer provides application development and technical support for internal and external websites within a cyber-security environment. Develops webpages and applications for customers and collaborates with graphic artists to develop webpage graphics that support interactive, marketing-focused content. Provides technical consultation in new systems development, new package evaluations and enhancements of existing systems. Prepares functional specifications from which programs will be written and then designs, codes, tests, debugs and documents programs. Participates in the technical design, development, testing, implementation and maintenance of website enhancements. Plans, schedules and conducts systems tests, monitors test results, and takes appropriate corrective action. May prepare technical user guides.

Minimum requirements for Web Developer are:

- Four (4) years' experience in Security IT or cyber-security software development, installation, and modification in an online environment.
- Bachelor's degree or equivalent.  
*\*In some instances, US citizenship may be required.*

### **Web Content Manager**

JTG's Web Content Manager develops and provides content and managing/performing website editorial activities including gathering and researching information that enhances the value of the site. Locates, negotiates, and pursues content. Seeks out customers to gather feedback for website improvement and enhancements.



Minimum requirements for Web Content Manager are:

- Two (2) years' experience in production management, webpage design, web design languages, and web graphics types and standards.
- Bachelor's degree or equivalent.  
*\*In some instances, US citizenship may be required.*

**Quality Assurance IV & V Specialist**

JTG's Quality Assurance IV & V Specialist assists in the evaluation of software and associated documentation. Participates in formal and informal reviews to determine quality.

Minimum requirements for Quality Assurance IV & V Specialist are:

- Three (3) years of experience, of which at least two (2) years must be specialized (*includes configuration management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance and quality control*).
- Bachelor's degree or equivalent.  
*\*In some instances, US citizenship may be required.*

**Quality Assurance IV & V Manager**

JTG Quality Assurance IV & V Manager organizes and maintains all quality assurance documentation required. Ensures compliance with recognized standards and practices. Reviews all documentation for completeness, accuracy, and correctness. Supports the test and integration personnel as a witness to testing requirements. Certifies that deliverables have met all quality requirements.

Minimum requirements for Quality Assurance IV & V Manager are:

- Five (5) years of experience, of which at least three (3) years must be specialized (*Engineering and/or system analysis and programming experience, including quality assurance experience*).
- Bachelor's degree or equivalent.  
*\*In some instances, US citizenship may be required.*

**Language Training Courses**

JTG provides customized Foreign Language, and English as a Second Language, training on a part-time, full-time or blended basis. JTG's language students, range from beginners to advanced-level language learners, who require skill acquisition, building and/or maintenance with various timelines and learning objectives. JTG tailors language training to meet each students' individual needs, and provides the targeted curricula, supplementary materials and technology-based tools necessary to deliver this training.

**Educational Equivalency:**

- **Two years of higher-level education** = One (1) year general experience.
- **Bachelor of Science (BS)/Bachelor of Arts (BA)** = Six (6) years general experience
- **Master of Science (MS)/Master of Arts (MA)** = Ten (10) years general experience, or BS/BA + four (4) years general experience
- **Doctorate (Ph.D.)** = Thirteen (13) years general experience, or BS/BA + six (6) years general experience, or MS/MA and three (3) years experience

**Schedule Price List - SIN 611630: Linguistic Training and Education Services**

**Training Pricing:**

SIN (PSC)	Course Title	Course Length	Minimum Participants	Maximum Participants	Price Offered to GSA (including IFF)
611310 (R608)	Language Training	2-8 hours per day	1	1	\$69.65
611310 (R608)	Language Training	2-8 hours per day	2	2	\$73.13
611310 (R608)	Language Training	2-8 hours per day	3	5	\$76.78
611310 (R608)	Translation & Interpretation Training	2-8 hours per day	1	5	\$84.63



**Labor Category Pricing:**

SIN (PSC)	Labor Category/Service Title	Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)	Price Offered to GSA (including IFF)
611310 (R608)	Project Coordinator	hour	\$57.85
611310 (R608)	Production Coordinator	hour	\$54.27
611310 (R608)	Curriculum Design/Developer	hour	\$71.50
611310 (R608)	Copy Editor	hour	\$60.67
611630 (R608)	Language Instructor	hour	\$71.50
611630 (R608)	Workshop Trainer	hour	\$84.63
611630 (R608)	Programmer (e-Learning)	hour	\$84.82
611630 (R608)	Language Test Developer/Item Writer	hour	\$71.50
611630 (R608)	Second Language Acquisition (SLA) Specialist	hour	\$78.89
611630 (R608)	Second Language Acquisition (SLA) Expert	hour	\$110.44
611630 (R608)	Instructional Systems Designer I	hour	\$74.16
611630 (R608)	Instructional Systems Designer II	hour	\$92.22
611630 (R608)	Graphic Design Specialist	hour	\$79.99
611630 (R608)	Web Designer	hour	\$79.99
611630 (R608)	Web Developer	hour	\$91.23
611630 (R608)	Web Content Manager	hour	\$69.55
611630 (R608)	Quality Assurance IV & V Specialist	hour	\$106.18
611630 (R608)	Quality Assurance IV & V Manager	hour	\$122.25

**Note: All Linguistic Training and Education Services**

- All hourly rates are language independent.



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| <p><b>1a. Table of Awarded Special Item Number (SINs) with appropriate cross-reference to page number's Special Item Number</b><br/>                 SIN 541930 Translation and Interpretation Services (PSC R608) Pages 3-13<br/>                 SIN 611630 Linguistic Training and Education (PSC R608) Pages 14-19<br/>                 SIN OLM Order Level Materials N/A</p> <p><b>1b. Identification of the lowest priced item/service and lowest unit price for that item/service for each SIN awarded</b><br/>                 N/A</p> <p><b>1c. If contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided.</b><br/>                 See pages 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19</p> <p><b>2. Maximum Order</b><br/>                 SIN 541930: \$350,000.00<br/>                 SIN 611630: \$1,000,000.00<br/>                 SIN OLM: \$250,000.00</p> <p><b>3. Minimum order</b><br/>                 \$2,000.00</p> <p><b>4. Geographic coverage (delivery area)</b><br/>                 SIN: 541930 - W-Worldwide<br/>                 SIN: 611630 - W-Worldwide</p> <p><b>5. Point(s) of production (city, county, and State or foreign country)</b><br/>                 Same as Contractor</p> <p><b>6. Discount from list prices or statement of net price</b><br/>                 Government net prices (discounts already deducted).</p> <p><b>7. Quantity discounts</b><br/>                 None</p> <p><b>8. Prompt payment terms</b><br/>                 Net 30 days<br/>                 Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.</p> | <p><b>9. Foreign items (list items by country of origin)</b><br/>                 N/A</p> <p><b>10a. Time of delivery</b><br/>                 To Be Determined at the Task Order Level</p> <p><b>10b. Expedited delivery</b><br/>                 Contact Contractor</p> <p><b>10c. Overnight and 2-day delivery</b><br/>                 Contact Contractor</p> <p><b>10d. Urgent requirements</b><br/>                 Contact Contractor</p> <p><b>11. FOB Point(s)</b><br/>                 Destination</p> <p><b>12a. Ordering address</b><br/>                 Same as Contractor</p> <p><b>12b. Ordering procedures</b><br/>                 For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3</p> <p><b>13. Payment address</b><br/>                 Same as Contractor</p> <p><b>14. Warranty provision</b><br/>                 None</p> <p><b>15. Export Packing Charges</b><br/>                 N/A</p> <p><b>16. Terms and conditions of rental, maintenance, and repair (if applicable)</b><br/>                 N/A</p> <p><b>17. Terms and conditions of installation (if applicable)</b><br/>                 N/A</p> <p><b>18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)</b><br/>                 N/A</p> <p><b>18b. Terms and conditions for any other services (if applicable)</b><br/>                 N/A</p> <p><b>19. List of service and distribution points (if applicable)</b><br/>                 N/A</p> |
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- 20. List of participating dealers (if applicable)  
N/A
- 21. Preventative maintenance (if applicable)  
N/A
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)  
N/A

- 22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).  
N/A
- 23. Data Universal Numbering System (DUNS) Number  
964556062
- 24. Notification regarding registration in Service System For Award Management (SAM.gov) database  
Registered

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination Number
Translator	30110 Foreign Language Translator	1987-0989
Editor/Copy Editor/ Quality Assurance Specialist	30110 Foreign Language Translator	1987-0989
Transcriber	30110 Foreign Language Translator	1987-0989
On-Site Translator	30110 Foreign Language Translator	1987-0989
Interpreter	30110 Foreign Language Translator	1987-0989
Simultaneous/ Conference Interpreter	30110 Foreign Language Translator	1987-0989
Court Interpreter	30110 Foreign Language Translator	1987-0989
Terminologist	30110 Foreign Language Translator	1987-0989
Desktop Publisher/ Graphic Specialist	15080 Graphic Artist	2015-4281
Language Instructor	15090 Technical Instructor	2015-4281
Workshop Trainer	15090 Technical Instructor	2015-4281
Curriculum Designer/ Developer	15095 Technical Instructor/Course Developer	2015-4281
Language Test Developer/ Item Writer	15060 Educational Technologist	2015-4281
Second Language Acquisition (SLA) Specialist	15060 Educational Technologist	2015-4281
Second Language Acquisition (SLA) Expert	15060 Educational Technologist	2015-4281
Instructional System Designer I	15060 Educational Technologist	2015-4281
Instructional System Designer II	15060 Educational Technologist	2015-4281
Production Coordinator	15060 Educational Technologist	2015-4281
Instructional Designer	15060 Educational Technologist	2015-4281
Project Coordinator	01311 Secretary	2015-4281
Web Content Manager	30461 Technical Writer I	2015-4281
Copy Editor	30461 Technical Writer I	2015-4281
Production Coordinator	30462 Technical Writer II	2015-4281

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

