

**FORM B:**  
**COST DETAIL**

**Offeror's Name:** \_\_\_\_\_

Indicate (by a check mark) the area(s) for which you will be providing a submittal:

- \_\_\_\_\_ Area I Interpretation – Various Languages
- \_\_\_\_\_ Area II Translation – Rate per Word – Various Languages
- \_\_\_\_\_ Area III Translation – Flat Rate Documents – English to Spanish

Please list the language(s) in which you interpret/translate:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Indicate any special circumstances your company has regarding cost of providing services, such as limitations to distance traveled or charge by the page instead of by word, etc.... (Use a separate sheet if necessary)

_____
_____
_____
_____

**AREA I – INTERPRETATION – Various Languages**

By submitting this offer, I agree to the set hourly rate ranges as defined in this RFQ.

<b>Item</b>	<b>Hourly Rate Ranges</b>	<b>Criteria</b>
1.	\$20.00 - \$24.99	HS Diploma, demonstrated knowledge of Spanish and English interpreting skills
2.	\$25.00 - \$29.99	Master's Degree, 2 -5 years of experience interpreting
3.	\$30.00 - \$32.99	Bachelor's Degree, 5-10 years of experience interpreting
4.	\$33.00 - \$35.00	Court Certification, other qualified court certification, 10 or more years of experience
5.	Above \$35.00	Depending on the scarcity of interpreters in particular languages

**AREA II - TRANSLATION – Rate per Word – Various Languages**

Proof of certification from the American Translator’s Association (ATA) or a minimum of two (2) continuous years translating educational material will be required. Documentation of verifiable experience and/or certification must be provided.

*Spanish - English*

Due to the limited budget for English-Spanish translators, APS will consider rates ranging from \$0.08 to \$0.13. Specifying whether a contractor will invoice the rate per word based on the target versus the source language may affect scoring. The Evaluation Committee will review all rates to determine the most advantageous to APS after receiving all bidders’ responses. The rate per word does not include New Mexico Gross Receipts tax for translation services.

<b>Item</b>	<b>Rate per word</b>	<b>Target or Source</b>
1. Spanish - English		

*Languages Other Than Spanish*

Due to the limited budget for translators, APS will consider rates ranging from \$0.08 to \$0.20. Specifying whether a contractor will invoice the rate per word based on the target versus the source language may affect scoring. The Evaluation Committee will review all rates to determine the most advantageous to APS after receiving all bidders’ responses. The rate per word does not include New Mexico Gross Receipts tax for translation services.

<b>Item (if applicable, list by language)</b>	<b>Rate per word</b>	<b>Target or Source</b>
1.		
2.		
3.		

**AREA III - TRANSLATION – Flat Rate Documents – English to Spanish**

Proof of certification from the American Translator’s Association (ATA) or a minimum of two (2) continuous years translating educational material will be required. Documentation of verifiable experience and/or certification must be provided.

Document flat rates are for Addendums to Individualized Education Program (IEP) documents, and/or IEP documents. This area and rates will be specifically used for and by the Special Education Department. The rate per word does not include New Mexico Gross Receipts tax for translation services.

<b>Item</b>	<b>Document</b>	<b>Flat Rate</b>
1.	Addendum	\$ 40.00
2.	IEP	\$150.00

**By signature below, Offeror agrees to and shall fully comply with all rates shown in this section of RFQ.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_