

# Request for Quotations: Simultaneous Spanish<->English Interpretation for Study Tours

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## Executive Summary

Global Ties U.S. is requesting quotations from experienced Spanish<->English interpreters and interpretation firms to provide interpretation for a series of study tours that will be conducted for law enforcement and security professionals in Mexico. These study tours are components of our Law Enforcement and Security Exchange Program, funded by the U.S. Department of State's Bureau of International Narcotics and Law Enforcement.

## Scope of Work

We anticipate a total of nine study tours in 2023. Each study tour will last one week and will visit two different cities in the United States. The typical study tour will have the following format:

Sunday:	International Arrivals in City A
Monday – Tuesday:	Professional Programming in City A
Wednesday:	Travel Day
Thursday – Friday:	Professional Programming in City B
Saturday:	International Departures

Program days will typically run from approximately 9:00am – 5:00pm.

Groups will vary in size from 15 – 20 participants. We anticipate that two (2) interpreters will be needed per group. All groups will be accompanied by a Global Ties U.S. staff member who will serve in a programmatic and logistical capacity.

Global Ties U.S. will provide wireless interpretation equipment, including transmitters and receivers.

In addition to simultaneous interpretation, we may require translation of program materials. Our preference is for the interpreting team to do these translations, but it is not a requirement.

Study tours will all be on topics related to law enforcement and security. Specific topics may include:

- Combating Gender-Based Violence
- Community Policing
- Internal Affairs and Police Oversight

## Submission Dates and Contract Details

Quotations are due by **Friday, December 16**. Deadline for questions is Friday, December 9.

## Pricing Details

In your quotation, please include the cost **per study tour (based on two interpreters \* 7 days)**, given the scope of each study tour as described above. Cost should be *inclusive* of meals and incidentals and transportation between home and airport. Global Ties U.S. will be responsible for procuring flights and lodging and will reimburse interpreters for any program-related expenses incurred during the assignment.

If you are able to provide translation, please include per word rate.

Global Ties U.S. will endeavor to confirm all study tours with as much advanced notice as possible, and to minimize postponements and cancellations. However, as these matters are often dictated by circumstances beyond our control, please include a cancellation policy in your cost proposal.

## Timelines

We anticipate that we will implement approximately one study tour per month from February through October, 2023. Topics and locations will be determined at a later date.

## Selection Criteria

### Vendor requirements:

- A proven record of providing simultaneous interpretation in support of study tours and exchange programs
- Familiarity with vocabulary related to law enforcement and criminal justice

### Additional considerations:

- Ability to speak with Mexican or Latin American dialects of Spanish

Please note that Global Ties U.S. reserves the right to select multiple vendors.

## Contact Details

Questions and proposals may be submitted by to:

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