

Request for Quotations: Simultaneous Spanish<->English Interpretation of Webinars

Executive Summary

Global Ties U.S. is requesting quotations from experienced Spanish<->English translators to support a series of twelve webinars that will be conducted for law enforcement and security professionals in Mexico. These webinars 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 twelve webinars from January through December, 2023. Each webinar may consist of the following components:

- A one-hour rehearsal session
- Two two-hour sessions OR one three-hour sessions

All webinars will be held using Zoom, unless otherwise specified.

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

Webinars 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.

All webinars will be recorded for archival purposes, and all recordings and materials will be considered property of the Law Enforcement and Security Exchange Program.

Pricing Details

In your quotation, please include the cost **per webinar**, given the scope of each webinar as described above. We assume that each webinar will require a two-person interpretation team.

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

Global Ties U.S. will endeavor to confirm all webinars 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 approximately one webinar per month from January 1 through December 31, 2023. Rehearsals will take place approximately one week prior to the scheduled webinar.

Selection Criteria

Vendor requirements:

- A proven record of providing high-quality webinar interpretation
- 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 and/or to engage a vendor on a trial basis prior to signing a longer-term contract.

Contact Details

Questions and proposals may be submitted by to:

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