



**SF-1449**

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**SECTION 1 - THE SCHEDULE**

**CONTINUATION TO SF-1449, RFQ NUMBER S-JO100-16-Q-0039  
PRICES, BLOCK 23**

**I. Scope of Services**

A. General Scope The contractor shall translate, publish and distribute one printing of 2500 copies of the texts under reference in a full-length version in the Arabic language for distribution in all countries where the Arabic language is used.

II. Contract Type The contract type will be a firm fixed price contract type.

**III. Pricing**

A. The price listed below shall include all labor, materials, overhead, profit, and transportation necessary to translate, publish and distribute the identified seven books as per the specifications below.

B. Price: The price for the translation and publication of the 2500 copies of the identified books with 750 copies to be furnished to an address listed elsewhere in this contract shall be

1. \_\_\_\_\_ Jordanian Dinars.
2. \_\_\_\_\_ Jordanian Dinars.
3. \_\_\_\_\_ Jordanian Dinars.
4. \_\_\_\_\_ Jordanian Dinars.
5. \_\_\_\_\_ Jordanian Dinars.
6. \_\_\_\_\_ Jordanian Dinars.
7. \_\_\_\_\_ Jordanian Dinars.

VALUE ADDED TAX. Value Added Tax (VAT) is not applicable to this contract and shall not be included in the CLIN rates or Invoices because the U.S. Embassy has a tax exemption certificate from the host government.

**IV. Payment**

- A. The Contractor shall receive copyright payment upon submission of a proper invoice.
- B. The Contractor shall receive 50 percent of the Contract Price upon submission of a proper invoice and the Government approval of the final version of the translation of the book.
- C. The final 50 percent of the Contract Price shall be paid upon receipt of a proper invoice and delivery of 750 copies to the address specified elsewhere in this Purchase Order.

**V. Completion/Delivery Due Dates**

<b><u>Deliverable/Action to be Completed</u></b>	<b><u>Due Date/Completion Date</u></b>
Translation completed	March 31, 2017
Completion of publication of 2500 copies	August 31, 2017
Delivery of 750 copies to Embassy Amman	October 31, 2017

**VI. Delivery Due Dates and Completion Dates**

The 750 copies of the book to be furnished to the Government shall be delivered to:

Ruba Hattar  
Arabic Program Director  
Public Affairs Section  
Embassy of the United States of America  
Abdoun  
Amman, Jordan  
962-6-5906050

**VII. Contracting Officer's Representative (COR):**

The COR for this contract is Ruba Hattar, tel. 962-6-5906050.  
DOSAR clause 652.242-70 is incorporated by reference.

**CONTINUATION TO SF-1449, RFQ NUMBER S-JO100-16-Q-0039****SCHEDULE OF SUPPLIES/SERVICES, BLOCK 20  
DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****I. Specifications****A. Copyright Information**

1. The Contractor shall translate, publish and distribute one printing of 2500 copies of the texts under reference in a full-length version in the Arabic language for distribution in all countries where the Arabic language is used.
2. The contractor shall retain the right, in accordance with FAR 52.227-17 to translate, publish and distribute this book up to 2022 at which point this right shall terminate and revert to American Embassy-Amman if publication of this translated version of the book has not occurred by 2018.
3. In the event of publication of the translated text on or before January 2017 this license shall continue in full force and effect for 24 months after the actual date of publication or until the printing of 2500 copies is sold out, whichever occurs first. Thereafter, all rights shall revert to the American Embassy-Amman.
4. However, additional printings of the text may be agreed to by modification to this contract, in which event the rights for the additional printing will be licensed to the Contractor for an additional period mutually agreed upon by the Contractor and the American Embassy-Amman.
5. Copyright notice to be used: All rights reserved.
6. Author's full name, complete title and copyright notice must appear in English on the opposite of the title page of every Arabic copy of book.
7. Upon payment by the Government to the contractor for the approved translation of this book, the translation becomes the sole property of the United States Government for any purpose whatsoever, no interest or rights thereto being retained by the Contractor, except for the purpose of publication of the title stipulated herein

## **II. Specifications of book to be translated, published and distributed**

The books will be published by the Contractor as indicated below, as the provided samples and as approved by the Embassy:

<u>SR</u>	<u>Title</u>	<u>Retail Sales Price in JD</u>
<u>1</u>	Brene Brown.  The Gifts of Imperfection: Let Go of Who You think You're Supposed to be and Embrace Who You Are.	
<u>2</u>	The Little House books (a set of 9 short kids' books).	
<u>3</u>	Doreen Cronin and Harry Bliss  Diary of a Spider	
<u>4</u>	Richard Bolles:  Careers: Graphic Guide to Finding the Perfect Job For You	
<u>5</u>	Nido Qubein.  Uncommon Sense	
<u>6</u>	Mac Anderson.  The Essence of Leadership	
<u>7</u>	Randall Munroe.  Thing Explainer: Complicated Stuff in Simple Words	

### **III. Translation Information**

#### **A. Translator**

1. The Contractor shall use a translator who has the following experience/credentials:
  - a. The translator shall have successfully translated books of similar nature within the preceding 7 years. Please provide samples of his works.
  - b. Examples of similar works are as follows:

*Guns, Germs and Steel* by Jared Diamond

*The Joy Luck Club* by Amy Tan

*The Everything Kids' Science Experiments Book* by Tom Robinson

2. This information shall be submitted to the Contracting Officer within 15 days of award and the Contracting Officer shall notify the contractor within 15 days whether the Government has determined this individual complies with the stated experience/credentials.

3. The Contractor shall make no substitutions for the translator unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph 4. to the Contracting Officer at least 15 days prior to making any permanent substitutions.

4. The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitution, complete resume for the proposed substitute, and any additional information requested by the Contracting Officer. The proposed substitute must possess qualifications comparable to the original key person, as well as satisfying any minimum standards set forth elsewhere in the solicitation/contract. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on the substitution. This clause will be modified to reflect any changes in key personnel.

- B. Translation – The contractor shall translate into the Arabic language the text of the publication identified herein. The Contractor agrees to make the translation complete, faithful to the original, and of good literary quality. The Contractor shall not simplify, adapt, or abridge the original text, nor shall he make additions without authorization from the copyright owner.

The Contractor shall perform non-personal translation services conforming to high professional standards. The Contractor shall:

- i. Translate from and into English, producing full, idiomatic translations of documents that may include highly technical papers, legal documents, and international treaties or national laws, regulations, or government correspondence.
- ii. Perform analysis as deep as is needed under the circumstances in order to understand correctly the substance of the words and information to be translated, including attention to detail and nuances. The Contractor shall carefully analyze the simplicity or complexity of the language to be used in order to reach adequately the intended target audience. The Contractor shall perform sufficient research as to be able to apply the correct approach to translating documents that will fit various and complex sets of circumstances. The Contractor shall apply analytical skill to extract essential information from research material in order to apply it readily to the solution of

problems of semantics or substance. The Contractor shall resolve linguistic problems as they arise and coordinate the work with others as necessary and as directed by the Contracting Officer's Representative (COR).

iii. Display fluent written command of English and Arabic Language, covering a wide range of terminology and specialized vocabulary in many fields, which may include important diplomatic, legal, economic, financial, technical, scientific, or other texts, which may originate from the highest levels of the U.S. government or foreign governments. Translations shall be of such quality as to accuracy, terminology, and style that they require minimal review by the Embassy/Consulate. The Contractor may be required to compare the English and foreign language versions of texts of treaties, agreements, and other documents for conformity of meaning prior to signature and publication.

iv. Apply a high degree of judgment to understand the thrust of specific, often conceptually complex statements, such as typically drafted by leading experts in a field, and to transpose them into another language without loss of important nuances. The Contractor shall develop research patterns in order to define the specific parameters that must be mastered to overcome communications problems, often caused by differences in general philosophy, academic education, or scientific methodology among various countries and cultures

C. Approval of Translation - The Contractor agrees to submit to the Contracting Officer's Representative (COR), identified elsewhere herein for approval a typed or printed copy of such translation no later than 100 calendar days before typesetting begins. The Government shall have 60 calendar days to review and request changes/approve this copy. The contractor further agrees to make changes or revisions in the translation in accordance with the comments provided in writing by COR, in order to obtain an acceptable translation. He will then submit two copies of the translation in clean type and in double space, incorporating all revisions or changes recommended by COR no later than 10 calendar days before typesetting begins.

D. The United States Government, its licensees, or assignees, may not publish or otherwise use the translation without credit or attribution to the translator.

#### **IV. Printing And Distribution Information**

A. The Contractor shall:

1. Publish the translation in an edition of not less than 2500 copies, following a format, including the cover design, in accordance with the specifications set forth in Paragraph II above. The Contractor shall omit in the translated edition any statement identifying the Government and Embassy of the United States, and the American Center with the translated edition. He also shall submit one set of page proofs to the COR for approval before proceeding with publication. The Government shall have 60 calendar days to review and approval of Proofs. Publication shall be accomplished on or before December 31 2017. In the event the book has not been published by such date, the Government exercise its right to terminate for cause or the Government may extend this period upon due consideration from the contractor, in which case the contract shall be modified to show the new due date for publication.

2. Inform the COR in writing immediately on completion of the print run. At the same time, the contractor shall either permit the Government to inspect the volumes printed at the contractor's site or, at the Government's request, deliver to the Government not more than ten copies for inspection

by the Government. This inspection shall include, but not be limited to, verification of number of copies printed and examination of the printed book to determine whether it is in accordance with the format required under this contract and the translation approved by the American Embassy-Amman, whether the proper copyright notice and credits are printed, and the name of the author spelled properly. The American Embassy-Amman will carry out this verification of copies printed and examination of the printed book within 7 working days after receipt of notification by the Contractor that publication has been completed.

3. Print in the book the Arabic Cataloguing in Publication.
4. Place on sale at a time mutually arranged between the Contractor and the American Embassy-Amman after the Contractor has received written notice from the Government authorizing him to place the book on sale. Within 7 days after such notice, the Contractor agrees to deliver to the American Embassy-Amman 750 copies. The Contractor agrees that 50 of the copies provided to the American Embassy-Amman will be suitably hardbound for use in libraries. The Contractor agrees to sell to the American Embassy-Amman additional copies at a discount of retail price less 35 percent. The American Embassy-Amman agrees not to distribute copies to the general public during a period of 12 months after publication of the book without prior permission from the Contractor.
5. Distribute and sell the book at the retail price set forth in this contract through all the means available to him in order to obtain the widest possible distribution of the book. Should the production costs of the book increase, the retail price of the book can be adjusted by mutual agreement and as evidenced by modification to this contract.
6. Promote sales of the book by advertising in local newspapers or magazines, mailing circulars and leaflets to distributors and to appropriate institutions, and by any other means suggested by the American Embassy-Amman and considered feasible by the Contractor.
7. Provide the American Embassy-Amman with monthly reports on the progress of printing of the book and reports at the end of each calendar year on the distribution and sales of the translated edition.

#### V. QUALITY ASSURANCE AND SURVEILLANCE PLAN (QASP)

This plan provides an effective method to promote satisfactory contractor performance. The QASP provides a method for the Contracting Officer's Representative (COR) to monitor Contractor performance, advise the Contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The Contractor, not the Government, is responsible for management and quality control to meet the terms of the contract. The role of the Government is to monitor quality to ensure that contract standards are achieved.

Performance Objective	Scope of Work Para	Performance Threshold
<u>Services.</u> Performs all translate, publish and distribute services set forth in the scope of work.	As mentioned	All required services are performed and no more than one (3) customer complaint is received per month.