

Near East South Asia Center for Strategic Studies

Performance Work Statement
for
Simultaneous Interpretation Services
Afghan-Pak Seminar 01-18
22 January – 2 February 2018

1. Purpose: This PWS details the tasks required for language and translation support services to the Near East South Asia Center for Strategic Studies to enhance stability in the Near East and in South Asia by providing an academic environment where strategic issues can be addressed, understanding deepened, partnerships fostered, defense-related decision-making improved, and cooperation strengthened among military and civilian leaders from the region and the United States.

Background: The Near East South Asia Center for Strategic Studies (NESA), an element of the Defense Security Cooperation Agency, is responsible for developing civilian and military specialists from the region of the Near East and in South Asia by providing professional seminars designed to meet the needs of mid-to-upper level military and civilian officials in the national security policy and strategy planning divisions of regional governments, to include but not limited to the Ministry of Interior; General Headquarters; Ministry of Defense; Ministry of Foreign Affairs and Foreign Police Force.

Afghan-Pak Confidence Seminar: To assist NESA in fulfilling its responsibilities, contractors will provide interpretation/translation services & equipment to support a 9 day professional seminar to be hosted in the metropolitan Washington, DC and Virginia areas.

2. Scope: The contract requires expert language interpretation, interpretation equipment, on-site support and translation service into and from the following languages: **Dari and Pashto**. The contractor will also provide an experienced project manager based on paragraph 5.

3. Approach:

Contractor shall provide interpretation and on-site support in accordance with PWS at the National Defense University (NDU). The contractor shall provide support according to the below setup configurations.

An on-site technician will be required from **22 January – 2 February 2018** ready to operate, trouble-shoot, set-up, and repair any problems with the equipment.

Equipment:

Main Plenary- (Room 3321(Caribe) will require (4 Transmitters, 2 Interpretation Full Size Booths/supporting equipment, 30 Headsets and Receivers), dropped off to the NESA Center on Monday 22 January 2018.

Discussion Room:

One (1) discussion group rooms will require, for **2 languages, (1 Full booths)** each, for a total of **(1 booth)** for setup on **30 January 2018** to be completed no later than **1600 to be in operation on 31 January and 1 February**. Discussion group rooms will consist of 15 chairs around a square-shaped table. Minimum 6 microphones, 20 receivers and headsets per discussion group will be needed to complete this task order.

A complete system will be setup in each discussion group room. Installation will include one microphone per two chairs, plus all receivers and transmitters that are necessary.

EQUIPMENT REQUIRED:

SERVICE	QUANTITY	UNIT	TOTAL
Lecture Hall LH 3321 (Caribe) Headsets/Receivers Full Booth	30 each	10 Days	1
Lecture Hall LH 3321 (Caribe) Need 2 Transmitters	2	10 Days	2
Discussion Room LH 3325 (Colon) Need 1 Full booth	1 each	2 Days	2
Room LH 3321 (Caribe) Need Microphones Installed per room	12 microphones per room with 30 headsets and receivers	10 Days	12 Mics; 30 Headsets
Room LH 3325 (Colon) Need Microphones Installed per room	10 microphones per room with 20 headsets and receivers	2 Days (31 January-1 February 2018)	12 Mic; 30 Headset
Portable devices for outside visits to be delivered by 22 January to NESA	20 headsets 20 receivers 4 transmitters with carrying case	10 Days	20 headsets 20 receivers 4 transmitters with carrying case

INTERPRETATION REQUIREMENT SCHEDULE 22 January – 1 February 2018

Date	#of Interpreters needed-DARI & PASHTO
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Tuesday 23 January 0830-1330 NESA Includes Welcome Lunch (1200-1330)	2 of each language ALL DAY
Tuesday 23 January: DC Tour (1630-1900)	2 OF EACH LANGUAGE
Wednesday, 24 January: NESA 0830-1630	2 OF EACH LANGUAGE
Thursday 25 January: Pentagon Tour (0715-1200)/ NESA Center (1200-1600)	2 OF EACH LANGUAGE
Friday 26 January: Capitol Hill Visit (0715-1200)	2 OF EACH LANGUAGE
Monday, 29 January: NESA 0830-1630	2 OF EACH LANGUAGE
Tuesday, 30 January: Director's Dinner 1830-2030)	2 OF EACH LANGUAGE
Wednesday 31 January; NESA (0815- 1615)	4 DARI/2 PASHTO
Thursday 1 February: NESA (0815-1615)	4 DARI/2 PASHTO

4. Task:

Task 1: Simultaneous Interpreters

The Contracting Officer or the representative (COR) will define changes or adjustments in the "Language Agenda" to be provided to the contracted project manager at least 5-working days in advance of the seminar. The contractor will assign a team of three interpreters. Exact number of interpreters will be noted on the "Language Agenda."

Seminars and sessions require continuous effort. Sessions requiring interpreters usually begin at 0830 and last until 1130 or 1200 depending on daily schedule. A 1-hour break is generally given for lunch. Afternoon sessions usually begin at 1300 and end before 1630. The COR reserves the right to make changes or adjustments to the actual start time of the workday. Contractor is to ensure that interpreters are to dress in "business attire," Business attire includes a collared shirt with tie along with dress pants/trousers. Jeans, athletic gear, and or tennis shoes are not permitted to be worn during hours of work.

4.1.1

Afghan-Pak Seminar = 10 working days x 2 Dari interpreters = 20 days.

10 working days x 2 Pashto interpreters = 20 days.

Two (2) interpreters per language needed for Welcome Luncheon and DC Tour on 23 January, 2018.

Four (4) Dari interpreters needed for breakout support= 2 working days 1/31 and 2/1) from 0815-1615

Two (2) Pashto interpreters on needed for breakout support= 2 working days 1/31 and 2/1) from 0815-1615

Four (4) interpreters, two per language, needed for **Director's Dinner on Tuesday 30 January**. Please review the Schedule of Service. Holidays most likely will not be during seminar session days, but Government reserves the right to use the interpreters on a holiday as an emergency seminar day such as make up for inclement weather. *Interpreters must be available to go to any training location in the Metro area if NESA must relocate training.*

Interpreters will switch out of the simultaneous booths every 20-30 minutes in plenary sessions in accordance with established industry standards. Interpreters shall be provided to conduct face to face interpretation when they are in discussion rooms.

Performance Objective No. 1: Contractor to provide simultaneous certified interpreters.

Performance Measurement No. 1: Simultaneous interpretation services.

Performance Standard No. 1: English/Dari/Pashto

The contractor may be required to provide interpretation services for up to two (2) official evening events for this seminar. The assignments may be either two (2) hours or four (4) hours.

Group site visits may be scheduled during the week. If interpreter support is required for site visits, NESA will notify the contractor at least five (5) working days prior to the event. Site events will follow normal seminars timeframes for switch out. Most site events require face to face or whisper microphone usage.

COR will notify the contractor at least three (3) days in advance for interpretation services for non-scheduled seminars and other important events. In each case, the number of interpreters will be determined by the specific requirements for each event, and the contractor will assign interpreters based on the specific requirements. In the event that additional services are required for events/excursions not covered in the current line item structure, the contractor will be asked to submit a new proposal for the additional services.

The contractor will ensure that all interpreters possess a Bachelor Degree and have copies of proficiency certification. Certification shall be as a court interpreter, through the Department of State Interpreters Examination or accreditation as an interpreter from a school of languages and linguistics. Advanced Certification is preferred. Simultaneous Interpreters must have a minimum of 3 years of professional/formal simultaneous interpreting experience in international conferences and seminars. Interpreters must have experience with defense-related terms/ DOD Terminology and must be able to interpret “all dialogue.” When attending these seminars, participants will be introduced and will need to know exactly who they are sharing dialogue with throughout the course of the seminar, their titles, backgrounds and government affiliations.

NOTE:

At the discretion of the Program Office, simultaneous interpretation testing may be required on all interpreters prior to any interpreter performing interpretation services before or after award either on the phone or at the NESA location. NESA staff interpreters can determine if an interpreter cannot perform their duties due to lack of proficiency, experience or incompetent.

Substitutions: In the event an interpreter must be replaced after award of the contract, the contractor must abide by the same requirements as those listed under the Technical Capability of the solicitation and Performance Work Statement. Credentials and resume must accompany the

interpreter on the first work day when last minute substitutions are made and must be approved by the Program Office.

To maintain the integrity of NESAs branding efforts, all interpreters must present themselves in a professional manner at all times, display the highest standards of personal deportment and judgment; demonstrate organizational abilities and excellent communication skills; possess the ability to interact with senior foreign representatives and preclude from providing any personal opinions. Additionally, interpreters are only allowed to ask questions of speakers within confines of clarification interpretation clarification purposes as professionally necessary.

The Contracting Officer reserves the right to require that the contractor remove and replace, within one working day, an interpreter who, in his judgment, is not qualified or who does not maintain the highest standards of professional conduct.

Should the performance of work include entry to The Pentagon, Capitol Hill or Department of State, interpreters who are not US citizens must be able to provide their passport along with a state ID or driver's license for identification purposes at time of location visit.

4.2 Task 2: Manpower Reporting Requirement:

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for DSCA via secure data collection site. The Contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported anytime during FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2013. Contractor may direct question to the help desk at <http://www.ecmra.mil/>

5. Task - Project Manager: The contractor shall assign a project manager on site who has had substantive experience in personnel management, logistics planning and administration in a seminar environment. A lead interpreter can be assigned the role as the on-site project manager and Fluency in the Dari language is mandatory. The project manager shall display the highest standards of personal deportment and judgment; possess demonstrated organizational abilities and excellent communication skills. It is essential that the project manager have a working knowledge of the Washington, D.C. diplomatic and military organizations and the ability to interact with senior foreign representatives. The project manager acts as the single point of contact for all activities pertaining to interpreters, and interpretation equipment for the NESAs COR.

The COR will provide the contractor with the materials and information necessary for the proper performance of work, to include schedules, agendas, and guidelines.

The project manager and COR may be required to meet at least 2 days prior to finalize the service schedule.

The project manager will immediately inform the COR of any issues, problems, or concerns that pertain to participants, guests, or scheduled activities.

6. Location of Performance: Work performed under this task order will be performed at US Government-owned facilities or US Government-leased facilities. NESA is located at the National Defense University, 300 5th Ave SW, Lincoln Hall, Building 64, Washington, D.C 20319. Contracted interpreters must be immediately accessible, in person; in the greater Washington metropolitan area for the duration of the seminar. The contractor will perform services at the NESA offices and other sites as designated on the agenda schedule. For excursions that are out of town and/or on weekends, the interpreters will accompany participants on the bus. *The contractor shall be able to perform services at any location within the Washington metropolitan area that the Government deems a need emergency training site.*

7. Period of Performance: The period of performance is from **22 January – 2 February 2018.**

8. Local Travel: Parking is provided for contractors privately owned vehicles on Fort McNair. Travel may be required in the performance of designated tasks and duties, to include supporting seminar sessions, conducting training sessions, and supporting off-site events.

9. Security: Interpreters must bring a Government photo ID or Driver's License to process visitor badges.

10. US Government Furnished Facilities, Equipment, Materials, and Support Functions: NESA will provide office supplies and materials, to include access to telephones, copying machine, fax machine, and personal computers to support these contracted periods and NESA official business only. Other support will be provided to contract employees as required performing the contract tasks. NESA will provide access to those documents and files that are relevant to the project and that are required to perform the tasks specified in the contract. NESA personnel will provide such assistance and information as is appropriate and necessary for liaison functions and for the contractor employees' performance of the task order.

11. Invoicing Procedures:

Invoices are to be submitted electronically via the Internet through Wide Area Work Flow- Receipt and Acceptance (WAWF-RA) system at **<https://wawf.eb.mil>**. Contractors must create two documents (Invoice and Receiving Report; i.e. Combo Documents) with a single data entry session.

All communication will occur between the contractor and the contracting officer. Any requirements from NESA must be addressed to the Contract Specialist, TBD

Service Schedule:

Estimated hours per day 8:30am-4:30pm – Times subject to change

Weekend and evening events currently scheduled are subject to change.

CLIN:	SERVICE	QUANTITY	UNIT	UNIT PRICE	TOTAL
0001	2- DARI Interpretation 22 January- 1 February 2018; 2 x 9 days	18	DAYS		
0002	2- PASHTO Interpretation 22 January-1 February 2018; 2 x 9 days	18	DAYS		
0003	2 -DARI 23 January, Welcome Luncheon 1200-1330 and DC Tour 1630-1900	2	EACH		
0004	2 -PASHTO 23 January, Welcome Luncheon 1200-1330 and DC Tour 1630-1900	2	EACH		
0005	2-Additional DARI Interpreter 31 January and 1 February 2 x 2 days	4	DAYS		
0006	2- DARI Interpreters 30 January Directors Dinner 1830-2030	2	EACH		
0007	2-PASHTO Interpretation 30 January Directors Dinner 1830-2030	2	EACH		

0008	<u>Equipment-Discussion Room</u> FFP 1 Separate Discussion Rooms Package includes: Each Room: -1 Full size booth with whisper system for each room (Full size booth to be installed in 3325 -10 mics/ 20 receivers per discussion room; -all sound system, -2 Transmitters; 2 per booth; are necessary to complete this task for 31 January-1 February 2018 Set up on 30 Jan 18 by 1600	2	DAYS		
0009	<u>Equipment-Plenary Room</u> FFP 1 Plenary Room- Package includes 2 Full size booths with whisper system (2 Full size booths to be installed in TBD LH 3321 Caribe): 30 headsets/receivers only -12 mics All sound system -4 Transmitters; 2 per booth 23 January-1 February 2018 Set up on 22 Jan 18 by 1600	10	DAYS		

00010	On-Site Technician 23 January-1 February 2018	10	DAYS		
00011	(20) Portable interpretation equipment and (4) transmitters will be required on 23 Jan-1 Feb 18 Portable devices needed for outside visits -20 headsets -20 receivers -4 transmitters with carrying case 23 January -DC Tour, 25 January 2018- Pentagon, 26 January Capitol Hill 30 January-State Dept. and Directors Dinner	10	DAYS		
0012					
	<u>Manpower Reporting</u> (Not Separately priced)	1	NSP		
GRAND TOTAL				\$	GRAND TOTAL