


MEMORANDUM FOR THE RECORD

RFQ-10-09-377 was sent to the following three GSA vendors: Language Connections, Schreiber Translations, Inc. and SAIC, Language Services on August 18, 2009 with a closing date of Friday, 21 August 2009. On the closing date of the RFQ only one quote was submitted from Schreiber Translations Inc., and was forwarded to the Project Officer for technical evaluation. SAIC and Language Connections were nonresponsive.

The Project Officer reviewed the offer from Schreiber Translations Inc., (a small woman-owned business) in response to the agency's request for proposals through the GSA schedule and found Schreiber Translations, Inc.'s quote to be technically acceptable. Schreiber Translations Inc., has performed similar translation services for the agency as well as other agencies such as the U.S. Patent and Trademark Office, and therefore had good past performance.

The unit prices quoted by Schreiber Translations Inc., has been found fair and reasonable by GSA therefore, they are fair and reasonable for the NRC's procurement.

Based on the aforementioned, it is in the best interest to the Government to award a delivery order against GSA schedule number GS10F0107L to Schreiber Translations Inc. Schreiber Translations Inc., is currently registered in the Central Contractor Registration (CCR) database and is not listed under the excluded party's list system (EPLS). Therefore, it is recommended that a firm fixed price delivery order number NRC-DR-09-237 be issued to Schreiber Translations Inc., in the amount of \$16,775.00.


Morie Gunter-Henderson
Contracting Officer

8/28/2009
Date

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