

American EPAY, Inc.
8430 Bryn Mawr Avenue, Ste 450
Chicago, IL 60631



Request for Proposal #10-09PL

October 6, 2009

American EPAY, Inc is requesting proposals from potential bidders for Language Interpreter/Translator Services. EPAY is interested in services which include oral and written interpretation. Interested parties may submit a bid to provide services in the United States.

Sealed proposals: Any interested parties will deliver one (1) original with original signature(s) and two (2) copies which are clearly marked as such to the following address:

Patty Laarveld
American EPAY, Inc
8430 W Bryn Mawr Ave
Ste 450
Chicago, IL 60631
RE: #10-09PL

Initial due date: October 19, 2009 at 3:00 pm

This is an open request for proposal. Requests for proposals to provide services can be submitted at any time. Please direct any questions regarding this RFP to Patty Laarveld via email to patty@americanepay.com.

Please NO phone calls!

Definition:

An EPAY client is defined as “a client who may have an employee or employees who are unable to speak, read, write or understand the English language at a level that permits him or her to interact effectively in EPAY training and with EPAY products.

Services Available for Bid:

Foreign Language Translation: The bidder will provide language translator services for EPAY in the form of written materials and dubbing over training videos which are provided to EPAY clients. Services include oral interpretation from the source language (English) into the target language (Spanish and/or Polish) and include translation of written materials from the source language (English) into the target language (Spanish and/or Polish).

Proposal Due Date:

This is an open panel with an initial due date of October 19, 2009 at 3:00pm. Applicants are able to submit an application under this RFP at any time.

An original application with signature and two copies in a sealed envelope must be submitted to **American EPAY, Inc.**

Criteria for Judging Bids:

American EPAY reserves the right to reject any bid, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept any bid determined through the review process to represent the best interest of the American EPAY and its clients. Bids will not be awarded solely on the basis of cost and selected proposals may not be the lowest bids. Notification of the above-mentioned circumstances will be provided by American EPAY. All bids will be evaluated by a committee of American EPAY staff and/or board members and clients.

Directions: Complete this application in full. Additional pages may be used if necessary. Incomplete applications will not be considered.

Name/Name of Agency: _____

Federal Tax ID Number: _____

Billing Address: _____

Billing Phone Number: _____

Email Address: _____

What hours/days of the week are you (or are employees at your agency) available to provide services?

How much advance notification is required prior to providing service?

What is your (or the employees working for your agency) educational qualifications to provide foreign language interpretation/translation services? You may attach this information on a separate page if necessary.

How long have you (or has your agency) been providing foreign language interpretation/translation services?

Have you (or has your agency) provided foreign language interpretation/translation services to any business entities in the past? If so, please discuss program specifics. If not, please indicate what other experience you (or your agency) have.

For agencies, how many interpreter/translator staff does your agency currently employ?

For agencies, how do you ensure the competency of your agency's staff? Please discuss employee hiring, training, and evaluation processes. If this information is captured in agency policy, please attach a copy of the relevant personnel policies.

For individual applicants, what type of ongoing education/training do you participate in to ensure the continued quality of your foreign language interpretation/translation skills?

Please submit a sample of your work & references as an attachment.