



CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

**POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT
OR SERVICE**

PURCHASE ORDER

Vendor Address
Vendor Address Number 107110
MASTERWORD SERVICES INC
303 STAFFORD
HOUSTON TX 77079
USA

Mail Invoice to
COH HOUSING & COMMUNITY DEV
FINANCIAL SERVICES SEC, ACCT PAY
PO Box 1562
HOUSTON TX 77251-1562

Information
Purchase Order Number/Date 4500396097-0 / 06/14/2023
CoH Vendor Number 107110
Page 1 of 1
Buyer's Name Bunny Arita 455
Buyer's Telephone Number 832-394-6123
Buyer's Fax Number
Buyer's E-mail Address Bunny.Arita@houstontx.gov

**CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER
TO BUYER'S E-MAIL ADDRESS**

Shipping Address HOUSING & COMMUNITY DEVELOPMENT
PROCUREMENT SERVICES
2100 TRAVIS, 9TH FLOOR
HOUSTON TX 77002
USA

Terms of payment : Pay net 30 w/o deduction Currency USD

Shipping Terms FOB(Free on board) /DESTINATION

Your person responsible: LUDMILA RUSAKOVA GOLOVINE

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	96175 TRANSLATION SVCS TRANSLATION DR 21 AP TRANSLATION-112 PAGES	5,725.50 / AU	5,725.50
	Gross Price		5,725.50 USD 1 AU	1.000	5,725.50
			Expected value of unplanned services: 5,725.50		
Delivery Date: 07/07/2023					
Total ****					USD 5,725.50

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

I hereby certify a certificate of the necessity of this expenditure is on file in this department.

I hereby certify that the expenditure for the above goods has been duly authorized and appropriated and that sufficient funds are available to liquidate same.

Supervisor Turner *Chief Procurement Officer* *Q. B. Brown*

Mayor **Chief Procurement Officer** **Controller**



PROCUREMENT REQUEST FORM



Note: The Procurement Request form is to solicit quotes through an informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.318) and \$3,000 to 49,0000 using non-Federal funds (COH AP 5-8, Executive Order 1.14). Signature of this document is still required.
 * Required Fields [must be completed]

Description of Purchase *	Translation of DR21 AP	HCDD Division: *	Planning and Grants Mgmt
Deadline Date of Request: *	06/09/2023	Purchase Type: *	Service Under <50K
Requester Name: *	Mary Itz	Created:	05/26/2023
Requester Phone Number: *	832-394-6179	Funding Source's: *	Eligible for Funding: Yes Choose an item. CDBG-DR21 - Winter Storm

Brief Description of Scope of Work for Goods/Services:

Spanish translation of Action Plan for the 2021 Winter Storm.

Note: Please allow a minimum of three (3) days for bid responses.

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5000	Status:
Funding Source: CDBG DR21	Purchase Order No#:
Cost Center: 3200030002	Name of Vendor: MasterWord
G/L Account: 520605	Date Processed:
Business Area: 3200	Date Received:
Internal Order: BI3200001-22	Total Amount: \$5,725.50
BFY: 2022	Procurement Staff: Bunny Arita
Grant: 32000001-2022	Priority:
Funds Reservation:	Notify Department: Procurement
Funds Approval Mgr: Chau Pham	Notify Department: Finance

Justification of Need for Goods/Services

Spanish translation provides one way for more access to HCD budget/program information to vulnerable populations (LEP), as required by HUD.

Procurement Notes:

Requestor's Signature: Date: <i>Mary Itz</i> 79EF4F3D22FC493	5/26/2023	Supervising Manager (Purchase under \$5,000) Manager: Date: <i>[Signature]</i> E66DD51FAT15420	5/26/2023
Buyer's Signature: Date: <i>Diamantina Arita</i> 8CE56837A36C4	6/13/2023	Funds Approval Signature: Date: <i>Chau Pham</i> DCD9B8B3E3F455	6/13/2023
Procurement DPU Signature: Date: <i>Tywana Rhone</i> A3F8AADA2C684F9	6/13/2023	(Purchase over \$5,000) CFO Signature Date: <i>Temika Jones</i> B9760A7ECDDC4FB	6/5/2023
(Purchase over \$5,000) Assistant or Deputy Director: Date:		Director Signature (Only Consultant Services) Director or Designee: Date: <i>Deek Sellers</i> 451A6518C806416	6/5/2023

Attachments [Click here to attach a file](#)





PROCUREMENT REQUEST FORM

Additional Funding Page

Eligible for Funding: Choose an item. No

Funding Notes:

FINANCE FUNDING USE ONLY

Fund Number:

Funding Source:

Cost Center:

G/L Account:

Business Area:

Internal Order:

BFY:

Grant:

Funds Reservation:

Funds Approval Mgr:

Funding Additional Notes :



Quote # 2322575

Quote Date: 06/05/2023
Client Name: Bunny Arita
Company Name: City of Houston - City of Houston - Housing
Service Type: Translation
Project Name: DR21 Action Plan

Scope of Work

Translation with Quality Assurance

The service includes translation followed by editing and proofreading performed by qualified linguists. This service ensures the highest quality of translation ensuring that translated materials are print- or user-ready.

Quality management process is defined as our "5 Sets of Eyes" approach. This approach is very robust and utilizes a combination of at least three and up to all five of the following steps as needed for any given project to ensure accurate, consistent and appropriate output: translation, editing, proofreading, desktop publishing/formatting and project management

Process: Based on the document's subject matter, your Project Manager will select a team of language professionals, with relevant subject matter expertise, to translate/localize your document. The language professional(s) will use the project resources, such as glossary, style guide and translation memory to ensure adherence to project terminology, style and other requirements. The correctness of the target text is ensured by using a specialized subject matter linguistic expert; therefore, the resulting translated/localized content will be an accurate reflection of the source text. Your Project Manager will perform pre-delivery quality assurance by ensuring that the source text was properly translated/localized, and the target document meets your specified layout requirements.

Quoted turnaround time in business days: 22 days

The turnaround is quoted based on industry standards, language combination, project complexity, and availability of resources. Rush services may be available. Please contact your Project Manager if your translation is needed faster.

Estimated Cost

Language Pair	Service	Unit	Rate	Quantity	Total
English - Spanish	Desktop Publishing/Formatting	Hour(s)	34.97	15	\$524.55
English - Spanish	Translation with Quality Assurance	Exact Match (Repetitions)	0.048	3037	\$145.78
English - Spanish	Translation with Quality Assurance	Exact Match (101%)	0.048	3	\$0.14
English - Spanish	Translation with Quality Assurance	Exact Match (100%)	0.048	1434	\$68.83
English - Spanish	Translation with Quality Assurance	Fuzzy Match (95%-99%)	0.096	8896	\$854.02
English - Spanish	Translation with Quality Assurance	Fuzzy Match (85%-94%)	0.096	1955	\$187.68
English - Spanish	Translation with Quality Assurance	Fuzzy Match (75%-84%)	0.096	969	\$93.02
English - Spanish	Translation with Quality Assurance	Unique Word (50%-74%)	0.137	2343	\$320.99
English - Spanish	Translation with Quality Assurance	Unique Word (0%-49%)	0.137	25770	\$3,530.49
				Total TM Savings:	882.81
				Total:	5725.50

Terms

The above rate per word includes:

Translation with Quality Assurance by **qualified language professionals**.

- Unique words constitute new content that has not been previously translated using Translation Memory tools, and thus requires translation "from scratch". Fuzzy and Exact words constitute content that can be leveraged with our Translation Memory technology and are thus billed at a reduced rate.

- The target word count may differ from language to language. You will be billed based on the number of words in the original source files. Exceptions are for when translation is requested from character languages, where the billable word count will be based on the number of words in the translated English files, or except for documents submitted for translation in hard copy or uneditable PDF format - the word count will also be based on the word count in the final translated documents (target language).
- Linguistic hour is applicable for various separate activities, such as editing, proofreading, incorporation of changes/revision, line editing, linguistic assets development and/or management, testing and other linguistic activities that will be quoted based on required scope of work.
- Minimum charges apply when jobs do not meet the minimum threshold.
- Rates for other translation and localization related services (e.g. transcription, subtitling, voice over, eLearning conversion, transcreation, subject matter expert (SME) recruitment & review, localization & video engineering, customized website connector development, accessibility services (including braille & remediation, etc.) are available and can be quoted upon request.

Cancelation Policy:

If the CLIENT cancels the request after having approved it, the portion of the work completed at the time of cancelation will be billed based on percentage of work completed at the time cancellation is acknowledged.

Additional Fees may also be included in the quote:

- A Project Management fee.
- A Rush Fee (if Client requests a translation to be performed on a rush basis, for instance at night, during a weekend or a public holiday. All Rush Fees will be communicated to the Client in writing in advance.

Payment terms:

Unless otherwise indicated in the contract or a prepayment is necessary, payment of final invoice is due within 30 days of receipt. All past due invoices will incur a 1.8% late charge every 30 days until paid in full.

FAX BID REQUEST FORM

BID REQUESTED BY:

RESPONSE FROM:



CITY OF HOUSTON

Housing and Community Development
2100 Travis
Houston, Texas 77007

Attention: Bunny

Telephone: 832-394-6123

Fax:

CM/WDBE: Yes No

Vendor Name: Donatti Translation & Interpreting

ATTENTION:

Vendor Number:
140565

Address:
3600 Montrose #1003

Telephone: 281-495-9491

Fax: 281-754-4379

BID DUE DATE:

6/9/2023

TIME:

COB OR SOONER

ALL PRICES MUST BE QUOTED F.O.B. DESTINATION (QUOTES VALID FOR 90 DAYS).

Item Number	QTY	UM	Description & Model/Part No.	Unit Cost	Total Amt	Availability
10	1	AU	Translation from English to Spanish-DR 21 AP-Estimate 112 pages	0.16		25-28 business day:
			New Words 44,500 at \$0.16 per translated word	0.16	7,120.00	
			Repetitive Words 4,500 at \$0.08 per translated word	0.08	360.00	

TOTAL BID AMOUNT: \$7,480.00

THANK YOU FOR YOUR BID!!!!!!

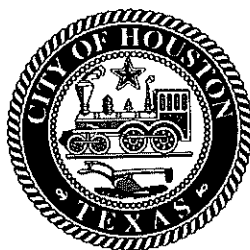
BIDDER'S SIGNATURE

Diana Donatti

DATE: 12-Jun-23

FAX BID REQUEST FORM

BID REQUESTED BY:



RESPONSE:

CITY OF HOUSTON

Housing and Community Development
2100 Travis
Houston, Texas 77007

Attention: Bunny

Telephone: 832-394-6123

Fax:

CM/WDBE: Yes No

BID DUE DATE:

6/9/2023

TIME:

COB OR SOONER

Vendor Name: TransPerfect

ATTENTION: Christina Vongpradith

Vendor Number: N/A

Address: 1717 Main Street #3950
Dallas, Tx 75201

Telephone: 214-296-9634

Fax: N/A

ALL PRICES MUST BE QUOTED F.O.B. DESTINATION (QUOTES VALID FOR:

Item Number	QTY	UM	Description & Model/Part No.	Unit Cost
10	1	AU	Translation from English to Spanish-DR 21 AP	1
			112 pages	

TOTAL BID AMOUNT:
THANK YOU FOR YOUR BID!!!!!!

BIDDER'S SIGNATURE

Christina Vongpradith

DATE:

FAX BID REQUEST FORM

FROM:

90 DAYS).

Total Amt	Availability
\$8,960.20 USD	TAT = 24 to 25 Business Days

\$8,960.20 USD

BID REQUESTED BY:

BEST RESPONSE FROM:



CITY OF HOUSTON
 Housing and Community Development
 2100 Travis
 Houston, Texas 77007
 Attention: Bunny
 Telephone: 832-394-6123
 Fax:
 CM/WDBE: Yes No

BID DUE DATE:
 6/9/2023
 TIME:
 COB OR SOONER

Vendor Name:
 ATTENTION: *Ahora Translations*
 Vendor Number:
 Address:
 PO Box 2943
 Bellaire, TX 77402
 email: *ahora@ahoratranslations.com*
 Telephone: 832-567-6211
 Fax: 281-754-4262

ALL PRICES MUST BE QUOTED F.O.B. DESTINATION (QUOTES VALID FOR 90 DAYS)

Item Number	QTY	UM	Description & Model/Part No.	Unit Cost	Total Amt	Availabili
10	1	AU	Translation from English to Spanish-DR 21 AP 112 pages	22 cents p/word	approx. \$11,000	3 week delivery

TOTAL BID AMOUNT: approx. \$11,000
THANK YOU FOR YOUR BID!!!!!!

BIDDER'S SIGNATUR James Clark

DATE: 7-Jun-23