



REQUEST FOR PROPOSALS

Chamorro-English, Carolinian-English Translation Services

The Northern Marianas Humanities Council (“the Council”) is seeking proposals from qualified individuals or organizations for translation services.

The Council may engage with a single or multiple contractor(s) to provide the best value for these services.

Scope of Work:

1. Provide the Council on a regular basis, timely professional-quality translations from English to Chamorro, English to Carolinian, Chamorro to English, and Carolinian to English.
2. Provide services to the Council, on a “required” basis, with timely professional-quality translation, editing, proofreading, and quality control of text from English into target language and vice versa.
3. Provide translation services, without the use of machine translation. Texts that obviously have been translated using machine translation software will fail quality control and will be deemed unsatisfactory and returned to Contractor for correction.
4. Provide editing services, correcting spelling and grammatical errors, style, syntax, structure and uniformity to ensure the translation is easily understood. Proofread final document ensuring it reflects original intent, tone, message when re-transcribed or transposed in various mediums.
5. Provide quality control services through a second edit.
6. Compare translation to originals to ensure integrity, accuracy and quality of texts, which are distributed simultaneously. Insert in the translated text all missing words or parts of the original text.
7. Deliver documents in an electronic version on a compatible electronic medium.
8. Ensure that the work contains standardized and consistent terminology.
9. Meet the prescribed “Work Due Date” for delivery of the work.
10. Deliver work that is free from major errors and contain no more than two (2) minor errors for every 400 words of translated text. Minor errors are defined as grammar, punctuation and spelling mistakes.
11. Deliver work in the application, format style and layout of the source document provided.

Specific Conditions:

The Contractor shall follow the standards for grammar and orthography as established by the following sources:

- Chung, S. (2020). *Chamorro grammar*. <http://dx.doi.org/10.48330/E2159R> Retrieved from <https://escholarship.org/uc/item/2sx7w4h5>.
- The [Standard Chamorro Language Orthography](#) adopted by the CNMI Chamorro Carolinian Language Policy Commission on April 23, 2010.

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- Alléghúl Mesal Ischil Refalúwasch Carolinian Orthography adopted by the CNMI Chamorro Carolinian Language Policy Commission and printed July 2007.
- [Carolinian-English Dictionary](#) Compiled by Frederick H. Jackson and Jeffrey C. Marck.

Cost:

Price is to remain firm/fixed for the term of the contract. Any proposed price increase must be submitted at time of renewal with supporting documentation.

The Contractor must submit a fee schedule that clearly identifies the services that are included in the basic fee structure, as well as all services that are provided in addition to or outside of the standard services. The fee structure for all non-standard services shall be detailed fully in this section.

Please submit a proposal that addresses items #1-11 above, a fee schedule for services, and credentials/letters of recommendation attesting to target language mastery.

Address materials and letters of recommendations to:

Leo Pangelinan
Executive Director
Northern Marianas Humanities Council
PO Box 506437
Saipan, MP 96950

Submit proposals to info@nmhcouncil.org by December 14, 2020.

Print Ad:



**Northern Marianas
Humanities Council**
Navigating the Human Experience

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Interested parties can access more details for
this RFP at www.nmhcouncil.org.

Submission Deadline: December 14, 2020