**Translation Services Work Order**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: |  |  | Date of  Request: |  |
|  | *Contractor* |  |  |  |
| From: |  |  |  | |
|  | *Department/Agency* |  | *Work Order/Project Name* | |
| **Work Order Response is due to requesting Agency by**: | | | |  |

Scope of Work (Sections A – D)

|  |  |
| --- | --- |
| - Agency to complete  Section A. Service Required | - Contractor to complete |
| *Agency:* Description of Service  *This is a detailed description of the required service.*  ***Attach the English version of work to be translated.*** | |
|  | |

|  |
| --- |
| Section B. Schedule |
| *Agency:* *List important dates including expected start and completion dates.* |
| Work Order responses are due by close of business      .  Responses will be evaluated and consultant selected by      .  Work Orders signed and distributed by      .  Work may begin       and is expected to be completed by      . |

|  |  |  |
| --- | --- | --- |
| Section C. Deliverables | | |
| *Agency:* *List deliverables and deadlines* | | |
| Deliverable |  | Deadline |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| *Contractor:*  *Proposal*  *Provide a description of your approach to the service specified. Confirm your ability to meet deliverable deadlines and reporting* requirements listed above. |
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|  |

Section D. Pricing

|  |
| --- |
| *Agency: King County Acceptance****.***  *The following item(s) must be delivered prior to King County approval of payment.* |

Contractor and King County agency may revise based on final negotiation if total cost is $25,000 or more.

|  |  |  |
| --- | --- | --- |
| Agency fills out ‘Deliverable’ and ‘Due Date’ columns, Contractor fills out ‘Price ’column.  Use the same Deliverables listed in Section C. | | |
| Deliverable | Price | Due Date |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
| Fixed price total |  |  |

Section E: Work Order Evaluation

|  |  |
| --- | --- |
| ***Agency: King County Selection Criteria***  The following items and weighted score will be used in evaluating Work Orders. (Percents may be 0-100%, and criteria may be changed as needed. i.e., Pricing may be 100% while Proposal Sections and Personnel may be Pass/Fail.) | |
| ***Item*** | ***Percent (%) of Score*** |
| *Proposal (Sections B & C)* |  |
| *Pricing (Section D)* |  |
|  |  |
|  |  |
| ***Total*** | ***100%*** |

Section H. Signatures

*Terms, conditions and pricing represented in this work order are in accordance with King County Master Contract # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

*Contractor shall submit invoice pursuant to this specific Work Order within thirty (30) calendar days of completion of the task(s)/deliverables.*

IN WITNESS WHEREOF, the parties hereto have executed this Work Order (Sections A-G) as of the \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

AGREED TO:

|  |  |  |  |
| --- | --- | --- | --- |
| Contractor Information: |  | King County Information: | |
|  |  |  | |
| Contractor’s Signature Date |  | Project Manager’s Signature Date | |
|  |  |  | |
| Title |  | Agency Signing Authority Date | |
|  | | | |
| Company Name |  | |  |

( This section to be completed by Procurement & Contract Services )

*Work Order Contract Number \_\_\_\_\_\_\_\_\_\_\_\_*

Procurement Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_