

June 8, 2026

Subject: Request for Quotation (RFQ) – Preferred Vendors for Translation
RFQ # 060826/DO

To potential bidders:

The Institute of International Education, Inc. (“IIE”) is requesting quotations for the Translation Services referenced below. Please provide a price quote no later than **Monday, June 22, 2026** by 5:00pm EST to dobied@iie.org. Please be sure to include in the subject line: **RFQ #060826/DO-Preferred Vendors for Translation**. Late quotations will not be evaluated.

SPECIFICATIONS/REQUIREMENTS

A. OVERVIEW

The purpose of this Request for Quotation (“RFQ”) is to invite qualified individuals and organizations to submit their quotations for translation of varied materials for different departments at IIE.

Translation may be from English to other languages or from other languages into English. Languages frequently needing translation to, or from, English include but are not limited to Arabic, Spanish, French, Dari, Pashto, Farsi, Russian, Ukrainian, Thai, Portuguese, Brazilian Portuguese, Indonesian, Malaysian, Romanian, Bengali, Hindi, Vietnamese, Sinhala, Urdu, Turkish and Simplified Chinese among others. Material translated should maintain all formatting from the source document and delivered by the translator in the exact format as the source document. Translations should be proofread to ensure accuracy in meaning, spelling and grammar.

B. DETAILED REQUIREMENTS

- Quality of samples of prior translation work and formatting work. Vendors must provide samples of forms, brochures or pamphlets containing translations and/or form design work in various languages performed by the Vendor. Each sample must be uniquely numbered, and the attached sample must include the sample number. One of the samples must be of translation from English into Arabic. Vendors must list these samples in their RFQ response and indicate whether the sample is for general translation, legal translation and/or formatting purposes (a sample can be used for both purposes). Vendors should include any comments about the sample. Samples submitted must demonstrate localization in translation such that the text sounds natural to a native speaker and accounts for cultural nuances.
- Client references for translation to, and from, English into Arabic and Vietnamese.
- Translation of Articles 1-5 of the *General Terms and Conditions for Subcontractor’s* document available on <https://www.iie.org/wp-content/uploads/2025/10/IIEContractorTCs2025.pdf> into Arabic and Vietnamese.
- Quality assurance process: Vendors must describe their quality assurance process, including localization quality assurance, translation workflow (i.e., review, editing, proofreading, in-context checks etc..), use of native-speaking reviewers, terminology management (glossaries), style guide adherence, automated quality assurance tools, and how revisions and error corrections are addressed.
- Use of Artificial Intelligence (AI): Vendors must explain whether AI is utilized in translations (machine translation or generative AI). If AI is used, (a) in what capacity is AI used, (b) is there

- human oversight/review of translations, (c) are there situations where AI is not appropriate for the use of AI and (d) how is confidentiality of the data shared preserved.
- Software capabilities: (a) Vendors must provide services in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Adobe PDF (read and create) or their equivalent and demonstrate their use of these software programs. Vendors must describe how it was used. (b) Describe how vendor is able to provide translated documents in native format, convert translated documents in PDF format, and receive and transmit original and final versions electronically via e-mail or web portal. (c) List any additional software utilized and the languages such software supports (if there are no restrictions as to what types of languages are supported for the names software, please state “supports all languages”). Include any additional comments or descriptions of software used.
 - Ability to turn around translations within a short amount of time. Please provide turnaround times for translating documents consisting of 1,000 words, 10,000 words and 20,000 words in your RFQ response.
 - Willingness to enter into a preferred vendor master services agreement with IIE.
 - Willingness to participate in the Third-Party IT Risk Management Process (TPRM). An **IT Security Questionnaire** is required prior to signing a contract if the vendor will process IIE proprietary data or Personal Data according to GDPR’s definition on behalf of IIE or connect to IIE’s network.
 - Vendors who can furnish evidence of an **ISO 27001 Certification** are asked to attach such documentation and to provide their up-to-date **System and Organization Controls (SOC) 2 Type 2 Attestation**.
 - Vendors who cannot furnish IIE with ISO 27001 Certification evidence will be asked to provide a **SOC 2 Type 2 attestation** and complete a **security assessment that is mapped to the National Institute of Standards and Technology (NIST) Cyber Security Framework (CSF)**. NIST is a guidance, based on existing standards, guidelines, and practices for organizations to manage better and reduce cybersecurity risk. The NIST CSF consists of five concurrent and continuous Functions—Identify, Protect, Detect, Respond, Recover. When considered together, these Functions provide a high-level, strategic view of the lifecycle of an organization's cybersecurity risk management.
 - If your organization does not wish to complete this request using the automated OneTrust platform, please visit the “Welcome” screen of the IT Security Questionnaire (using the emailed link from OneTrust) and click “*Complete Offline Using Excel*” to download the **Excel** version of the NIST CSF assessment. Please make sure to upload the completed file to OneTrust using the same path and **Submit**.

PRICING and EVALUATION

Bidders must provide all-inclusive quotes for the requirements in Section B. The lowest bidders will be selected as preferred vendors, as long as they meet the technical requirements. IIE reserves the right to

select additional preferred vendors simultaneously or at any time in IIE’s sole discretion. Preferred vendors are not guaranteed work from IIE; however, services may be utilized on a non-mandatory basis.

Please include the rate per word per language, to and from English, using the below pricing schedule:

World Language Translated to English	Rate Per English Word	English Translated into World Language	Rate Per World Language
Arabic	\$0.00	Arabic	\$0.00
Spanish	\$0.00	Spanish	\$0.00
French	\$0.00	French	\$0.00
Dari	\$0.00	Dari	\$0.00
Pashto	\$0.00	Pashto	\$0.00
Farsi	\$0.00	Farsi	\$0.00
Ukrainian	\$0.00	Ukrainian	\$0.00
Russian	\$0.00	Russian	\$0.00
Simplified Chinese	\$0.00	Simplified Chinese	\$0.00
Thai	\$0.00	Thai	\$0.00
Portuguese	\$0.00	Portuguese	\$0.00
Brazilian Portuguese	\$0.00	Brazilian Portuguese	\$0.00
Indonesian	\$0.00	Indonesian	\$0.00
Malaysian	\$0.00	Malaysian	\$0.00
Romanian	\$0.00	Romanian	\$0.00
Bengali	\$0.00	Bengali	\$0.00
Hindi	\$0.00	Hindi	\$0.00
Vietnamese	\$0.00	Vietnamese	\$0.00
Sinhala	\$0.00	Sinhala	\$0.00
Urdu	\$0.00	Urdu	\$0.00
Turkish	\$0.00	Turkish	\$0.00
Please add additional lines for other world language capabilities			

If there are any other translation fees outside the rate per word structure please describe the additional services and pricing.

Annual Renewal

Annual Renewal: Selection(s) may be renewed annually, at IIE’s sole discretion, for a not-to-exceed total of five years before re-competition. IIE reserves the right to exercise any one of the following options:

- Accept the updated quotation if changes are reasonable and within the scope of the original selection;
- Negotiate any updates/changes; or,
- Decide not to renew.

Terms and Conditions



The successful Bidder will be obligated to enter into an agreement containing the same or substantially similar terms and conditions found at: <https://www.iie.org/en/Work-With-Us/Subawards-Procurements/Solicitations-for-Goods-and-Services>. The terms and conditions may be changed, added to, deleted or modified by IIE prior to awarding the agreement. Other terms and conditions may be negotiated between IIE and the successful Bidder, at IIE's discretion.

Any questions regarding this RFQ should be submitted to IIE in writing by **Friday, June 12, 2026 by 5pm EST** at dobied@iie.org. Responses to questions IIE deems relevant to this RFQ will be posted on or around **Wednesday, June 17, 2026**, on IIE's website under Solicitation for Goods and Services at <https://www.iie.org/en/Work-With-Us/Subawards-Procurements/Solicitations-for-Goods-and-Services>

Sincerely,

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