

# NIH Language Access Services: Translation and Interpretation



**Period of Performance: 1 Base Year + 4 Option Years**  
(Effective October 31, 2016)

**The NIH Language Access Services: Translation and Interpretation Contract** is a multiple award contract that is intended to provide meaningful access to individuals of the public who do not speak English as their primary language. These individuals typically have limited ability to read, write or understand English and interact with the NIH Institutes/Centers (ICs) via any medium, including, but not limited to, websites, email, phone, social media and in-person contact.

## Contractors

**Ad Astra**  
HHSN263201700005I

**CommGap**  
HHSN263201700007I

**Kramer Translation**  
HHSN263201700004I

**TransGlobal**  
HHSN263201700006I

## Benefits of Using NIH Language Access Services

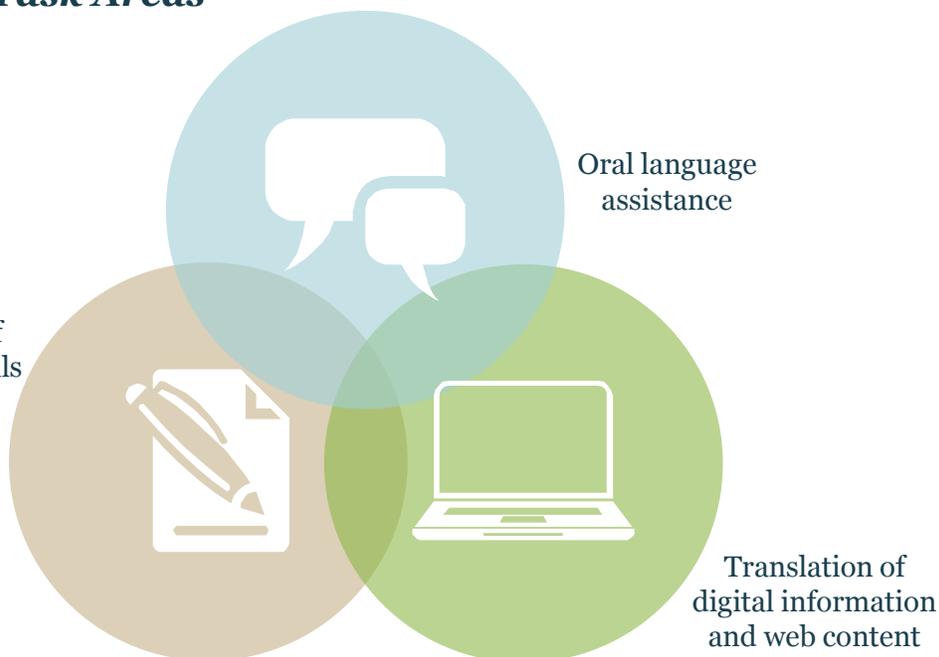
 We brainstormed with the best and the brightest of the NIH community to create this contract in order to increase effectiveness and usability of public information about NIH's programs and activities

 NIH Language Access Services provides expertise in translation and interpretation through qualified and cost-effective personnel

 NIH Language Access Services offers a comprehensive scope, which allows you to have a portfolio of services at your fingertips

 We work with you on your acquisition timeline from release of the requirement to proposal deadline – so that your schedule is taken into consideration when making an award

## Available Task Areas



## How to Place an Order Against NIH Language Access Services: Translation and Interpretation Contract

1. The IC Customer and its COAC creates a task order request package (TORP)
2. The Task order CO routes the TORP to the CO via email at [sharmaine.fagan-kerr@nih.gov](mailto:sharmaine.fagan-kerr@nih.gov)
3. The CO reviews package and ensure package has SOW/IGCE/Evaluation criteria and within scope of the master SOW
4. The task order package is then sent to all vendors for proposals
5. IC Customer and its COAC review proposals. Awardee is then selected
6. The task order COR sends requisition to OLAO
7. OLAO CO completes task order and obligates funds
8. CO informs offerors of successful vendor for task order

**Office of Equity, Diversity and Inclusion (EDI)**  
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