

## Capabilities Statement



**738 II** Language Services  
**382 1** Translation Services

**Contract Period: December 28, 2012 – December 27, 2017**

**DUNS:** 106652626 **CAGE:** 6REV8 **NAICS:** 541930, 561410

**Contractor:**

Apex Translations, Inc.  
1400 Honey Locust Ct.  
Columbus, IN 47201  
[www.apex-translations.com](http://www.apex-translations.com)



**Contract Administrator:**

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**Socio-Economic:**

Small Business

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## Apex Translation, Inc. – Overview

Apex provides professional and reliable translation services for more than 170 language pairs.

Our strategic resources, capacity, and project management capabilities ensure that you receive professional industry-specific translations.

In addition to providing document translation services, we also offer software localization, translations of websites, and DTP Services.

### Apex by the numbers:

- Founded: 1998
  - Number of clients: 4,000+
  - Current production: Approx. 10 mil. words/year
  - Language pairs: 170+
  - Approved linguists: 350+
  - Avg. Customer Satisfaction Rating: 4.7 out of 5
- (For additional information, please download our [survey report](#) at our website)

## Language Services:

Apex Translations, Inc. provides professional and reliable translation services for more than 170 language pairs. These include popular languages such as German, Spanish, French, Portuguese, French, Italian, Dutch, German, Russian, Japanese, Chinese, Korean, etc.,

Apex also offers translations from English to some less popular languages pairs such as Arabic, Azeri, Bulgarian, Croatian, Farsi, Greek, Hebrew, Hindi, Ilocano, Khmer, Kiswahili, Laotian, Thai, Ukrainian, Urdu, etc.

Our services include translations of written, electronic, and multimedia materials covering a wide variety of subject matters areas such as:

- Science & engineering
- Law, including intellectual property law
- Medicine, biomedicine & pharmacology
- Business & finance
- Marketing

In addition to providing document translation services, we also offer:

- Software Localization - we offer a full range of services to localize software, web applications, help files, user interface documentation, etc.
- Website Translations - we can translate your website in a variety of formats such as html, php, aspx, xml, etc.
- DTP (Desktop Publishing Services - our experienced DTP team can localize your brochures, marketing collateral, user manuals, etc., into any language.

## GSA Schedule Price List

SIN(s) Proposed	Service Proposed (e.g. Labor Category or Job Title/Task)	Price Offered to GSA (including IFF)
<b>Additional Services</b>		
<b>382 1</b>	DTP (Desktop Publishing)	58.6398
<b>382 1</b>	Formatting charge	58.6398
<b>382 1</b>	Proofreading	0.0448
<b>Translation Services</b>		
<b>382 1</b>	Translation of document(s) from Arabic into English	0.2248
<b>382 1</b>	Translation of document(s) from Bulgarian into English	0.2150
<b>382 1</b>	Translation of document(s) from Chinese into English	0.2150
<b>382 1</b>	Translation of document(s) from Czech into English	0.1955
<b>382 1</b>	Translation of document(s) from Danish into English	0.2346
<b>382 1</b>	Translation of document(s) from Dutch into English	0.2052
<b>382 1</b>	Translation of document(s) from English into Arabic	0.2052
<b>382 1</b>	Translation of document(s) from English into Azeri	0.2346
<b>382 1</b>	Translation of document(s) from English into Brazilian Portuguese	0.1759
<b>382 1</b>	Translation of document(s) from English into Bulgarian	0.2150
<b>382 1</b>	Translation of document(s) from English into Canadian French	0.1955
<b>382 1</b>	Translation of document(s) from English into Cantonese	0.1759
<b>382 1</b>	Translation of document(s) from English into Chinese	0.1759
<b>382 1</b>	Translation of document(s) from English into Croatian	0.2150
<b>382 1</b>	Translation of document(s) from English into Czech	0.1759
<b>382 1</b>	Translation of document(s) from English into Danish	0.2346
<b>382 1</b>	Translation of document(s) from English into Dutch	0.2052
<b>382 1</b>	Translation of document(s) from English into Farsi	0.2346
<b>382 1</b>	Translation of document(s) from English into Finnish	0.2150
<b>382 1</b>	Translation of document(s) from English into French	0.1955
<b>382 1</b>	Translation of document(s) from English into German	0.1857
<b>382 1</b>	Translation of document(s) from English into Greek	0.2150

<b>382 1</b>	Translation of document(s) from English into Hebrew	0.1759
<b>382 1</b>	Translation of document(s) from English into Hindi	0.1759
<b>382 1</b>	Translation of document(s) from English into Hmong	0.2541
<b>382 1</b>	Translation of document(s) from English into Hungarian	0.1759
<b>382 1</b>	Translation of document(s) from English into Ilocano	0.1759
<b>382 1</b>	Translation of document(s) from English into Italian	0.1759
<b>382 1</b>	Translation of document(s) from English into Japanese	0.2150
<b>382 1</b>	Translation of document(s) from English into Khmer	0.2541
<b>382 1</b>	Translation of document(s) from English into Kiswahili	0.2541

## Our Commitment to Quality

Our Quality Management System complies with ISO 9001-2008 and EN 15028 requirements.

Our approach to quality also includes the application of the [SAE Recommended Practice J2450](#) (Translation Quality Metric), which is a consistent and industry-wide recognized method for measuring translation quality. This SAE practice allows an accurate assessment of an Overall Document Weighted Score (ODWS), which is a quantitative assessment of a translation's overall quality.

We guarantee that none of our translations provided to our clients will ever exceed an ODWS value of 0.02. Indeed, about 95% of our translations contain zero errors or very few minor ones.

Our fundamental approach toward achieving excellent quality comprises the basic building blocks such as Quality Assurance, Quality Control, and Quality Verification - all of which are bound together by the concept of "Continuous Improvement". It embraces everything we do to maintain quality excellence, including our employee training program, the way we structure our IT system for minimum project management error rates, the 6-Sigma tools and principles that we employ in our daily work, as well as the way we measure key work activities so we know where we must improve.

It all begins with capable translators, editors and proofreaders. We insist on verifying and testing each of our linguists' professional experience, linguistic skills, as well as subject matter knowledge before they are admitted as approved linguists.

Finally, to assure consistency in style and terminology, we utilize comprehensive Translation Environment Tools (TEntTs) and databases on a routine basis. In addition to assuring consistency, these tools also allow a more effective approach to work flow management, document management, as well as more effective management of linguistic resources.

For additional information, please download our [quality manual](#) at our website.