**Translation Services Work Order**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: |       |  | Date ofRequest: |       |
|  | *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 completeSection 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.*** |
|  |

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| 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

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| *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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_