



**SERVICE AGREEMENT
TRANSLATION SERVICES
R-20/21-01**

This agreement made and entered into this 23rd day of October 2020, by and between the Lee’s Summit R-7 School District, herein after referred to as the “District”. The District is awarding the following contract to **MotaWord LLC.**, hereafter referred to as “Service Provider”, Witnessed, that:

Whereas, Service Provider has offered to provide the services, payment terms and insurance requirements, subject to the General Conditions described in Exhibit A and

Whereas, the District desires to engage Service Provider to perform such services. District staff reserves the right to choose provider(s) in any combination that best suits their needs.

Now, therefore, in consideration of the mutual covenants and considerations herein contained, it is hereby agreed by the parties hereto as follows:

1. District employs Service Provider to perform the services hereinafter set forth.
2. Services: Service Provider represents that it is equipped, competent and able to perform, and that it will perform all services hereinafter set forth in a diligent, competent and workmanlike manner. Service Provider will perform all such services in accordance with the following provisions, incorporated into this Agreement as if set forth in full herein: the Service Provider’s Proposal, (“Proposal”); Scope of Services (“Scope”); Pricing; Payment Terms; Insurance Requirements and General Terms and Conditions, attached hereto as Exhibit A.
3. The term of this Agreement shall commence on October 23rd, 2020 and expire on October 22nd, 2021. Prices shall remain firm for the initial term of this contract. The District may, at its option, renew the Contract for up to three (3) additional one-year contract periods by giving written notice to the supplier.
4. This Contract may be terminated by either party upon thirty (30) days prior notice in writing to the other party. The District may terminate this contract immediately, under breach of contract, if the Service Provider fails to perform in accordance with the terms and conditions as referenced to and incorporated above.
5. This Agreement shall be binding on the parties thereto only after it has been duly executed and approved by the District and the Service Provider.

Lee’s Summit R-7 School District:

MotaWord LLC.:

Title: _____ Date _____

Title: _____ Date _____

ASST Supt Operational Services 10/23/20

Evren Ay - 10/26/2020



R-20/21-02 Addendum 1

MotaWord

Supplier Response

Event Information

Number: R-20/21-02 Addendum 1

Title: Translation Services

Type: Request for Proposal

Issue Date: 9/24/2020

Deadline: 10/8/2020 01:00 PM (CT)

Notes: The Lee's Summit R-7 School District is soliciting proposals for Translation Services. The LSR7 school district (the district) anticipates the need for written translations for a variety of purposes. The length-of-text, difficulty-of-text, and time of completion will vary. For most translations, the district will need a quick turnaround time. Translations are typically requested for our four most frequent languages other than English in the district: Spanish, Arabic, Vietnamese and Chinese (simplified). However, the district has patrons speaking one or more of 39 different languages. Translation needs for our less common languages are as needed to comply with federal regulations. Additional civil rights compliance regulations require that the district obtains translations through certified translators. All translations must be proofread by the vendor and completed by someone other than the original translator. The complete range of translations and the amount of translations needed in a fiscal year is unpredictable. Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their proposals electronically. Electronic submission help eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Lee's Summit R-7 School District will not accept proposals that are submitted via email or fax machine. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. It is the responsibility of all responders to review the entire

proposal, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.

If you are having difficulty submitting electronically, please contact Heather Falls at (816) 986-2195 or email heather.falls@lsr7.net for instructions.

It is the responsibility of interested firms to check <https://lsr7ebid.ionwave.net> for any addendums or notices of information prior to the opening date and time of this RFP.

Contact Information

Contact: Heather Falls
Address: Purchasing
702 SE 291 Highway
Lee's Summit, MO 64063-4306

MotaWord Information

Contact: Evren Ay
Address: 60 East 96th Street
9A
New York, NY 10128
Phone: (646) 470-1801
Email: evren@motaword.com

By submitting your response, you certify that you are authorized to represent and bind your company.

Evren Ay
Signature

evren@motaword.com
Email

Submitted at 10/8/2020 10:48:41 AM

Supplier Note

The submitted information in our proposal was prepared in line with the RFQ document we received. Should you need additional information, clarification on anything or a live demo of the MotaWord platform, please do not hesitate to contact: Mr. Evren M. Ay Email: evren@motaword.com Tel: + 1(212) 920-4378

Response Attachments

Lee's Summit R-7 Schools - R-20_21-02 Translation Services Bid.pdf

MotaWord's proposal for Lee's Summit R-7 Schools - R-20_21-02 with Key Personnel, Methodology, Detailed Pricing, References and additional information.

MOTAWORD LLC_ TK 3550158_STAMPED.pdf

MotaWord's \$1 million dollar, each occurrence E&O Insurance Policy certificate.

Bid Attributes

1 Introduction

The Lee's Summit R-7 School District is soliciting proposals for Translation Services. The LSR7 school district (the district) anticipates the need for written translations for a variety of purposes. The length-of-text, difficulty-of-text, and time of completion will vary. For most translations, the district will need a quick turnaround time. Translations are typically requested for our four most frequent languages other than English in the district: Spanish, Arabic, Vietnamese and Chinese (simplified). However, the district has patrons speaking one or more of 39 different languages. Translation needs for our less common languages are as needed to comply with federal regulations. Additional civil rights compliance regulations require that the district obtains translations through certified translators. All translations must be proofread by the vendor and completed by someone other than the original translator. The complete range of translations and the amount of translations needed in a fiscal year is unpredictable. Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their proposals electronically. Electronic submission help eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Lee's Summit R-7 School District will not accept proposals that are submitted via email or fax machine. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. It is the responsibility of all responders to review the entire proposal, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.

2 Instructions to Respondents

1. All questions regarding this RFP shall be submitted online via the "Questions" tab of this bid opportunity. The District reserves the right to reject any and all proposals, to waive technical defects in proposals, and to select the proposal(s) deemed most advantageous to the District.
2. It is the responsibility of each respondent before submitting a proposal to examine the documents thoroughly and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the proposal documents. Requests for clarification must be submitted online via the "Questions" tab.
3. Changes to the specifications will not be allowed except by written addendum issued by the District through this online procurement system. Oral explanations or instructions given prior to award will not be binding.
4. Respondent shall quote net costs of all goods and services requested and all quotes shall include all transportation to destination and inside delivery.
5. There will be no public opening of the proposals.
6. Acceptance of this proposal or any part thereof, in writing, within ninety (90) days after the closing date, by the District shall constitute a legal and binding agreement; wherein, the vendor shall furnish the services in accordance with the specifications and offeror's proposal on the written order of the District.
7. The District reserves the right to award this contract in its entirety or to split the contract among bidders, whichever is in the best interest of the District. The District may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.
8. To be considered, a firm must have at least three (3) proven clients of similar size to our district.

I have read and understand.

3 SELECTION PROCESS

The proposals will be evaluated by a District Selection Committee (DSC) comprised of selected District personnel. The overall process may consist of two steps: the first being a review and evaluation of all responsive proposals and the second being the interview phase for the short list of respondents selected for interview, if applicable.

Step One: Evaluation of Proposals

Members of the DSC will review and rate each responsive proposal based on the following criteria:

- a. The firm's experience in providing similar services to school districts or governmental agencies during the past three (3) years.
- b. Key personnel that will be assigned to the District's project, and their experience with similar projects.
- c. Applicable resources offering quality assurances/quality control procedures; as well as adequacy of team/resources to complete the project within the proposed time-frame.
- d. Project approach including project schedule and detailed approach to complete this project, familiarity with this project, identification of unique issues related to project, and the process proposed for communications with District staff.
- e. Cost

The Proposal Ranking Sheet for the evaluation of the proposals is included in this RFP. The DSC may request additional submittals.

4 Responding to Attributes

There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. **Please select each page from the bottom right-hand side of this list of attributes in order to view the next page of Bid Attributes.**

5 Attachments Required
Be sure to upload all required documents and forms to the "Response Attachments" Tab.

6 Purchase Agreements
Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R7 Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, lead time, and determined to be in the best interest of the District. The bid award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the bid that is in the best interest of the District.

I have read and understand.

7 Terms of This Bid
The terms of this bid shall remain in effect for at least one year from date of award. All prices MUST remain firm during that time period. The District may make additional purchases at the itemized price listed in the bid packet for a period of one (1) year. The District may, at its option, renew the Contract for up to three (3) additional one-year contract periods by giving written notice to the supplier.

I have read and understand.

8 Bid Pricing
Prices shall be fixed with minimum adjustments allowed. If the bidder is awarded an agreement under this bid solicitation, the prices proposed by the bidder shall remain fixed for a period of one hundred eighty (180) days after the issuance of an initial purchase order or District Mastercard P-Card purchase, regardless of market conditions. After this period, the vendor may submit a price adjustments to the District based on a Manufacturer's Revised Published Price List. The request MUST contain a written notification from the manufacturer to the supplier or vendor of price increases. The Revised Published Price List or manufacturer's notification shall be submitted to the District at least thirty (30) calendar days prior to the effective date of the new price to be charged to the District. It shall be understood that such price adjustments shall not exceed the amount passed onto the supplier or vendor by the manufacturer. It shall be further understood that the District reserves the right to reject any price adjustments submitted by the bidder and/or to terminate the contract with the bidder based on such price adjustments.

The successful bidder(s) must agree to accept the District's Purchase Order or the District's Mastercard P-card for the work order. These purchases are tax exempt.

The Lee's Summit R7 School District will review all bid submissions with regards to pricing, product performance, equipment features, references and experience. The District plans to award the bid within 60 days after the bid opening.

I have read and understand.

9 Communications Statement
Communications: Contact between vendors and Lee's Summit R7 personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Lee's Summit R7 personnel may result in disqualification. All communication shall go through the Procurement and Contracts Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this proposal is stated in the Bid Activities and the district will not respond to questions after this time and date. Response to questions will be posted in the form of an addendum to this proposal. The vendors will be responsible for checking the website for any posted addenda.

I have read and understand.

10 General Terms and Conditions
I have downloaded and read the General Terms and Conditions from the ATTACHMENTS tab. By selecting this box, I agree to the terms and conditions.

I have read and agreed to the T&C

**1
1 Proposal Requirement**

PROPOSAL REQUIREMENTS

**1
2 Scope**

The LSR7 school district (the district) anticipates the need for written translations for a variety of purposes. The length-of-text, difficulty-of-text, and time of completion will vary. For most translations, the district will need a quick turnaround time. Translations are typically requested for our four most frequent languages other than English in the district: Spanish, Arabic, Vietnamese and Chinese (simplified). However, the district has patrons speaking one or more of 39 different languages. Translation needs for our less common languages are as needed to comply with federal regulations. Additional civil rights compliance regulations require that the district obtains translations through certified translators. All translations must be proofread by the vendor and completed by someone other than the original translator. The complete range of translations and the amount of translations needed in a fiscal year is unpredictable.

I have read and understand.

**1
3 SPECIFIC REQUIREMENTS OF RFP:**

1. Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R7 Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, and service, and determined to be in the best interest of the District. The RFP award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the proposal that is in the best interest of the District.
2. The terms of this RFP shall remain in effect for at least one year from date of award. All prices MUST remain firm during that time period.
3. Prices shall be fixed with minimum adjustments allowed. If the respondent is awarded an agreement under this RFP solicitation, the prices proposed by the respondent shall remain fixed for a period of one hundred eighty (180) days after the issuance of an initial purchase order or District Visa P-Card purchase, regardless of market conditions. After this period, the vendor may submit a price adjustments to the District based on a Manufacturer's Revised Published Price List. The request MUST contain a written notification from the manufacturer to the supplier or vendor of price increases. The Revised Published Price List or manufacturer's notification shall be submitted to the District at least thirty (30) calendar days prior to the effective date of the new price to be charged to the District. It shall be understood that such price adjustments shall not exceed the amount passed onto the supplier or vendor by the manufacturer. It shall be further understood that the District reserves the right to reject any price adjustments submitted by the respondent and/or to terminate the contract with the respondent based on such price adjustments.
4. The successful respondent(s) must agree to accept the District's Purchase Order or the District's Mastercard P-card for the order. These purchases are tax exempt.
5. The Lee's Summit R7 School District will review all proposal submissions with regards to pricing, product performance, and equipment features. The District plans to award the RFP within 30 days after the RFP opening.

1
4 **Schedule of RFP Process**

Timeline for RFP Process:

The timeline listed below is the District's estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule; however, it is subject to change due to different circumstances.

- RFP Notification 09/24/2020
- Receive Proposals 10/8/2020
- Evaluation Committee Reviews 10/12/2020
- School Board 10/22/2020
- Notice to Proceed 10/23/2020

The District desires the execution of the contract to meet the following dates: Services need to begin after 10/23/2020.

1
5 **No Deviations or Exceptions**

Bidders are expected to bid on the items as listed on the Equipment Specifications List, or Scope of Work. If there are any deviations from the specifications or scope of work listed, the bidder is expected to make note, along with a brief description in the next below. The District reserves the right to determine the successful bidder and will make that decision based on the best interest of the District.

I have read and agree.

1
6 **Deviations and Exceptions**

If your company intends to deviate from the Specifications listed in the attached documents, all such deviations and exceptions must be listed here, with complete and detailed conditions and information included. The District will consider any deviations or exceptions in its bid award decisions. The District reserves the right to accept or reject any proposals based upon any deviations indicated below.

If none, please enter N/A (Not Applicable).

N/A

**1
7** Cooperative Procurement with Other Jurisdictions

This section is optional; it will not affect the agreement.

1) Sales will be made in accordance with the prices, terms, and conditions of the Request for Proposals and any subsequent term agreement.

2) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the proposal or agreement unless they are specifically named in the Request or Proposals as a joint respondent.

3) All sales to other jurisdictions will be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other agreement administration will be the responsibility of the ordering jurisdiction.

4) Each jurisdiction that is a party to the joint proposal has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

If the District awarded you the proposed agreement, would you sell under the prices and terms of this agreement to any public school district or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the greater Kansas City metropolitan trade area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this agreement).

Yes

**1
8** Consultant Profile

CONSULTANT PROFILE

**1
9** Lead Consultant Name

Enter the Lead Consultant Firm(s) (or Joint Venture) name.

MotaWord LLC

**2
0** Lead Consultant Address

Enter the Lead Consultant Firm(s) (or Joint Venture) address.

street
city, state zip

60 East 96th Street, 9A
New York, NY 10128

**2
1** Lead Consultant Provider

Please designate the service area provided by the lead consultant.

National

**2
2** Year Provider Firm Established

Please enter the year the provider's firm was established.

2013

2 3	<p>Years of Experience</p> <p>Please enter the number of years of experience providing this service.</p> <input data-bbox="110 153 305 191" type="text" value="7"/>
2 4	<p>Licensed in Missouri</p> <p>Are you licensed to do business in the State of Missouri?</p> <input data-bbox="110 310 305 348" type="text" value="No"/>
2 5	<p>Principal Contact</p> <p>Please provide name, title, telephone number and email address of Principal contact</p> <input data-bbox="110 476 1555 514" type="text" value="Evren Ay - (212) 920-4378 - evren@motaword.com"/>
2 6	<p>Address of Office to Perform Work</p> <p>Please provide address of office to perform work if different than Lead Consultant Firm address.</p> <input data-bbox="110 636 1555 705" type="text" value="60 East 96th Street, 9A
New York, NY 10128"/>
2 7	<p>Number of Persons Committed to District's Project</p> <p>Please list the number of persons by discipline that your Firm/Joint Venture will commit to the District's project</p> <input data-bbox="110 829 305 867" type="text" value="3"/>
2 8	<p>Joint Venture Areas of Responsibility</p> <p>If submittal is by Joint Venture or utilizes subcontractors, list participating firms/providers and outline specific areas of responsibility (including administrative and technical) for each firm.</p> <input data-bbox="110 1024 1555 1062" type="text" value="This is not a joint venture."/>
2 9	<p>Has This Joint Venture Previously Worked Together?</p> <p>Has This Joint Venture Previously Worked Together?</p> <input data-bbox="110 1182 305 1220" type="text" value="No response"/>
3 0	<p>Key Outside Consultants</p> <p style="text-align: center;">Key Outside Consultants</p> <input data-bbox="110 1346 1555 1383" type="text" value="N/A"/>
3 1	<p>Subcontractor #1 Name</p> <p>Please provide name of Subcontractor.</p> <input data-bbox="110 1507 1555 1545" type="text" value="N/A"/>
3 2	<p>Subcontractor #1 Address</p> <p>Please provide address of Subcontractor.</p> <input data-bbox="110 1665 1555 1703" type="text" value="N/A"/>
3 3	<p>Specialty/Role with this Project</p> <p>Provide Subcontractors Specialty/Role with this Project.</p> <input data-bbox="110 1829 1555 1866" type="text" value="N/A"/>

34	Worked with Lead Firm Before? Worked with Lead Firm Before? <input type="text" value="No response"/>
35	Year Firm Established Year Firm Established <input type="text" value="No response"/>
36	Years of Experience Please provide number of years experience providing this service. <input type="text" value="No response"/>
37	Subcontractor #2 Name Please provide name of subcontractor #2. <input type="text" value="N/A"/>
38	Subcontractor #2 Address Please provide address of subcontractor #2 <input type="text" value="N/A"/>
39	Specialty/Role with this Project Please provide subcontractors specialty/role with this project <input type="text" value="N/A"/>
40	Worked with Lead Firm Before? Has this Subcontractor worked with the lead firm before? <input type="text" value="No response"/>
41	Year Firm Established Please provide year Subcontractors firm was established. <input type="text" value="No response"/>
42	Years of Experience Please provide subcontractors number of years of experience. <input type="text" value="No response"/>
43	Resume of Key Personnel <p style="text-align: center;">Resume of Key Personnel</p> <input type="text" value="Please see attachment."/>
44	Name of Key Personnel Provide name of key persons, specialists, or certified staff that shall be assigned to the District's project. <input type="text" value="Evren Ay, Girk Cakmak, Eda Naz"/>
45	Title of Key Personnel Provide job title of key personnel assigned to District's project. <input type="text" value="POC, Account Manager, Quality/Vendor Manager"/>

4 6	<p>Assignment</p> <p>Experience of Key Personnel: Provide previous or current assignment of key personnel related to this service.</p> <p>Please see attachment.</p>
4 7	<p>Name of Firm with which Associated</p> <p>Experience of Key Personnel: Provide name of firm which assignment was/is associated with.</p> <p>MotaWord</p>
4 8	<p>Years of Experience with this Firm</p> <p>Please provide assigned key personnel's experience with this firm.</p> <p style="text-align: center;">7</p>
4 9	<p>Years of Experience with Other Firms</p> <p>Please provide assigned key personnel's experience with other firms.</p> <p style="text-align: center;">25</p>
5 0	<p>Education</p> <p>Degree(s) or Certification(s)/Year/Specialization</p> <p>Please see attachment.</p>
5 1	<p>Current Registration(s)</p> <p>Please provide current registration(s)</p> <p>Please see attachment.</p>
5 2	<p>Other Experience & Qualifications</p> <p>Please provide other Experience & Qualifications relevant to the proposed project</p> <p>Please see attachment.</p>
5 3	<p>Project Narrative</p> <p>Use this space to provide a detailed project approach OR upload a response in the response attachments section. Including but not limited to:</p> <ul style="list-style-type: none"> • Schedule and detailed approach is reasonable/responsive to District's needs • Describe Services offered • Identify any and all proven techniques used • Roles of all involved parties clearly identified • Identify/recognize critical or unique issues specific to the project and unique approaches used elsewhere • Proposed timeline for implementation of contract • Proposed communication process <p>Please see attachment.</p>
5 4	<p>PROPOSAL SCORING CRITERIA</p> <p style="text-align: center;">PROPOSAL SCORING CRITERIA</p>

5 5	<p>Evidence of Experience & References with Similar Accounts (Ref & Exp)</p> <p>Evaluation Criteria</p> <p>Evidence of Experience & References with Similar Accounts (Ref & Exp)</p> <p>Consider experience and references listed by the firm/provider. Is the firm/provider experienced in providing services similar to that requested in this RFP?</p> <ul style="list-style-type: none"> - Familiarity and experience with similar projects. - Consider the number of years of experience the firm/provider has. - Consider the number of years the firm has been in business. - HIPAA and FERPA compliant.
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5 6	<p>Approach and Understanding of Scope</p> <p>Evaluation Criteria</p> <p>Approach and Understanding of Scope</p> <p>Evaluate the provider's approach to and understanding of the scope of services required in the RFP as evidenced by the vendor's proposal:</p> <ul style="list-style-type: none"> -Detailed approach is reasonable /responsive to District's needs. -Unique approaches that have been successful elsewhere. -Does provider have the ability to translate into more than 50 languages? -Does provider have a turnaround time of less than 5 days? -Does provider have a translation memory feature and repeated phrases and sentences are not charged?
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5 7	<p>Cost</p> <p>Evaluation Criteria</p> <p>Cost</p> <p>Determination of cost and pricing data:</p> <ul style="list-style-type: none"> -Consider whether all elements of pricing conform to the requirements of the RFP. -Consider if there is a minimum fee. -Consider if there is a fee for rush translations.
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5 8	<p>How many years has your company been in business?</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 100px; text-align: center;">7</div>
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5 9	<p>References</p> <p>List multiple references and prior experience; preferably with other school districts or governmental agencies, in the last 3 – 5 year period; work or services in the same type and size to the project being proposed. Please list the following information for each school district:</p>
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6 0	<p>Reference 1</p> <p>Reference 1</p>
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6 1	<p>Reference #1 Contact Person's Name</p> <div style="border: 1px solid black; padding: 2px;">Please see attachment.</div>
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6 2	<p>Reference #1 - Contact Person's School District/Business</p> <div style="border: 1px solid black; padding: 2px;">Please see attachment.</div>
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6 3	Reference #1 Address Enter Street address, city, state, zip code Please see attachment.
6 4	Reference #1 Phone Number 44 7467 959952008
6 5	Reference #1 Email bryant.leech@nielsen.com
6 6	Reference #1: Description of services performed and completion date Describe the services performed and completion date of project. Please see attachment.
6 7	Reference 2 Reference 2
6 8	Reference #2 - Contact Person's Name Please see attachment.
6 9	Reference #2 - Contact Person's School District/Business Please see attachment.
7 0	Reference #2 Address: Street, City, State, Zip Code Please see attachment.
7 1	Reference #2 Phone Number (555) 555-5555
7 2	Reference #2 Email Hilary.Skibinski@ironmountain.com
7 3	Reference #2: Description of services performed and completion date Describe the services performed and completion date of project. Please see attachment.
7 4	Reference #3 Reference #3
7 5	Reference #3 Contact Person's Name Please see attachment.
7 6	Reference #3 - Contact Person's School District/Business Please see attachment.
7 7	Reference #3 Address: Street, City, State, Zip Code Please see attachment.

7 8	Reference #3 Phone Number <input type="text" value="(555) 555-5555"/>
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7 9	Reference #3 Email <input type="text" value="luben.vlachkov@trading212.com"/>
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8 0	Reference #3: Description of services performed and completion date Describe the services performed and completion date of project. <input type="text" value="Please see attachment."/>
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8 1	Additional References Additional References <p>Additional reference information can be submitted as document. The document can be uploaded to the "Response Attachments" tab within the bid event.</p> <p>Be sure to include the following information:</p> <ul style="list-style-type: none">Reference Contact NameReference contact's school district/businessReference address (street, city, state, zip)Reference phone numberReference email addressDescription of services performed and completion date
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Bid Lines

1	Translation Services (Price per word). <p style="text-align: right;">Price: <input type="text" value="\$0.10"/> Total: <input type="text" value="\$0.10"/></p> <p>Item Notes: Price per word.</p> Item Attributes <hr/> <p>1. Do you have a turnaround time of less than 5 days? <input type="text" value="Yes"/></p> <p>2. Do you have a minimum fee? If there is a minimum fee, please list fee amount as alternate. <input type="text" value="No"/></p> <p>3. Do you have a fee for rush translations? If there is a fee, please list fee amount. <input type="text" value="No"/></p> <p>4. How many languages do you have the ability to translate to? <input type="text" value="88"/></p> <p>5. Do you have a translation memory feature? Is there a charge for repeated phrases and sentences? <input type="text" value="We do have a Translation Memory. Repeated phrases or translation memory matches are never charged. There is also no fee to use the translation memory. You can download your translation memory anytime you want at no cost."/></p>
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MotaWord

Proposal to Lee's Summit R-7 Schools R-20/21-02 - Translation Services



About MotaWord

MotaWord is the World's Fastest Business Translation Platform.

We believe that high-quality human translation can be had at machine translation speeds. And to prove it we built MotaWord.

We are a truly unique platform which, through smart algorithms allow our over **19,000** translators to work on projects collaboratively, resulting in high-quality, human translations delivered **20x** faster and **60%** cheaper than translation agencies.

We maximize our translators' productivity by minimizing the time they waste on formatting and other non-value-add activities. We track the performance of each translator on a variety of metrics and continuously upgrade our translator talent base. This helps us instill strict work discipline and the expectation of impeccable quality.

Consistent quality across all language pairs and utmost reliability are our key differentiators. Translations and proofreading on MotaWord are done 100% by flesh-and-bone language professionals, yet we deliver at machine translation speeds.

Our Guaranteed Quality

We only expect, accept and deliver the highest quality translations. Our reputation is our most important asset and so quality is non-negotiable for us. You may find a testament of our current clients that use our service around the clock to that effect later in this proposal.

Each project is the effort of translators and proofreaders guided by each client's linguistic and stylistic guidelines. This peer-review-based quality control system enables us to minimize any human errors, and ensure linguistic consistency. Please note that each and every MotaWord translator and proofreader is continuously evaluated, scored, and ranked based on the quality of their work.

We guarantee the quality of our work. We commit to continue to work with a client until they are completely satisfied with MotaWord translations. We also commit to memorialize all those learnings in the MotaWord system for that client's subsequent projects. This approach allows us to swiftly optimize our delivery to each client's linguistic style, glossary preferences, and tone of communication, and minimizes the time our clients need to spend overseeing the projects.

Our focus on quality dictates that we manage other variables (i.e. delivery speed and price)

without compromising quality. So, for example, we don't increase our delivery speed by rushing the translators beyond what we know is achievable, but we accelerate delivery speed by bringing in larger groups of translators to simultaneously work on projects. Similarly, we don't try to "buy quality" by paying our translators more for so-called higher priority assignments. Our translators know that ***ALL*** of our deliverables need to be high quality, that they will have all of our support while working with us, and that they will face consequences if they don't deliver their highest quality product.

The underlying principle of MotaWord's extraordinary package of high quality, fast delivery and lower prices is a simple idea. We vet, train and onboard the best translators, we help our translators increase their productivity dramatically through technology, we monitor their performance, and we pass on all the savings onto our clients as competitive, consistently low prices.

Our commitment to confidentiality and security

First and foremost, our clients' documents are never shared with our translators - all documents remain on our platform. We never send our clients' whole files via email or other insecure means. This means that we retain control of the master document and can track all access for added security. Our translators, editors and proofreaders come to our platform to do the work. We are the gatekeepers as to who has access to the content.

Secondly, in most cases we parse the text into small segments to be translated by large numbers of translators working collaboratively. This method reduces the risk of accidental loss of data, or improper storage of data on freelancers' hard drives and email systems. These two operational principles make MotaWord de facto more secure than any other translation agency.

Last but not least, we build, retain and emphasize a culture of ultimate professionalism and respect for confidentiality. As part of our onboarding procedures, all of our translators sign confidentiality agreements with MotaWord. In addition to that, on a case-by-case basis, we request further and stricter confidentiality agreements for subsets of our translators involved in our top clients' projects. We would be more than happy to provide this arrangement for an additional level of confidentiality to IRS. MotaWord is fully HIPAA compliant.

Lee's Summit R-7 Schools

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Services

MotaWord provides **written translation services** for **documents of any type** in **88 LANGUAGES**.

Depending on the type of document received, and client preferences, MotaWord's Project Management AI (PAM) will select the best way to translate it.

MotaWord provides translation services in these modes:

Collaborative Human Translation

Thanks to its proprietary cloud based translation editor, MotaWord is able to allow multiple translators to work simultaneously on a project, delivering translation services 20x faster and 60% cheaper than any translation agency can provide, around the clock. This is a unique feature of MotaWord that no other platform in the world has.

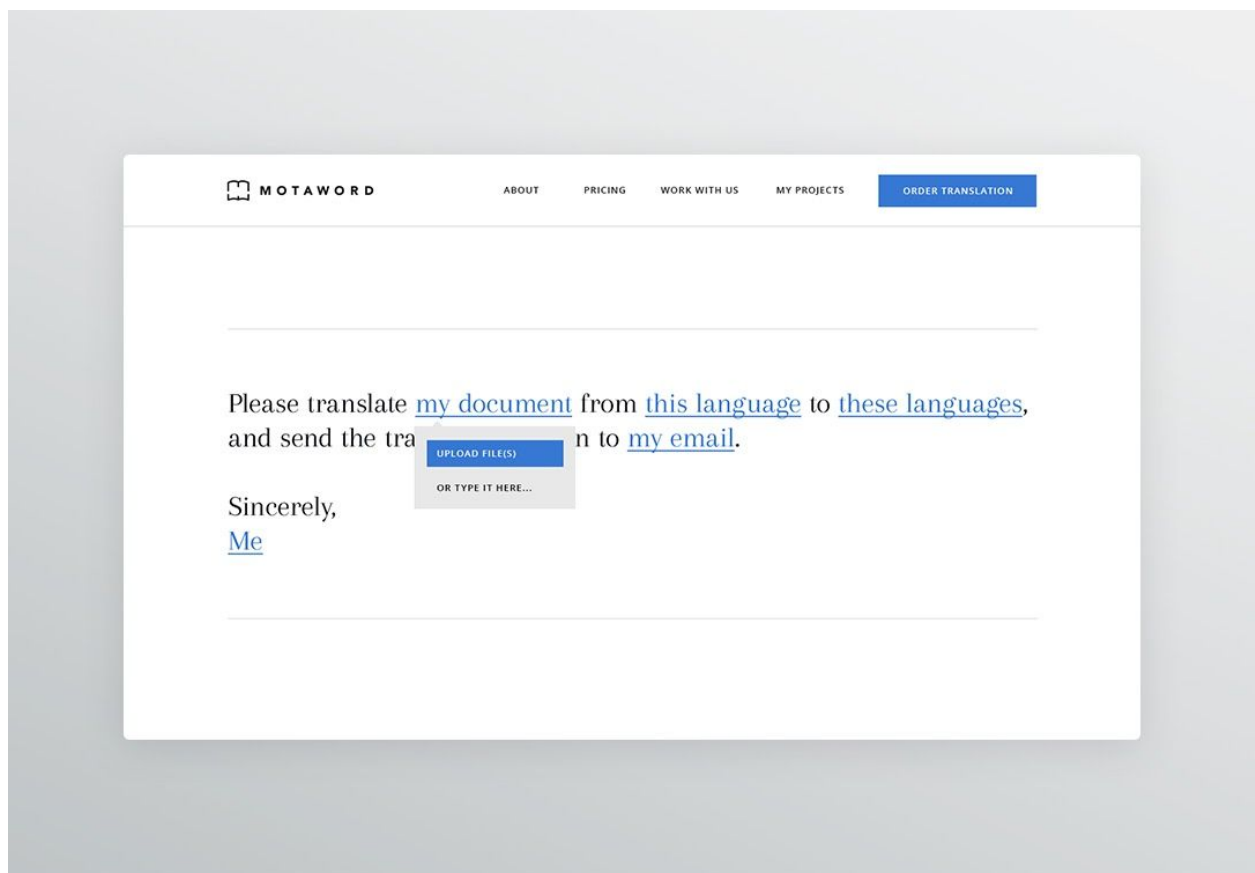
On top of the speed, all MotaWord clients benefit from a **Translation Memory** built and kept for them. This ensures that they never pay for the translation of the same sentence twice, bringing cost savings, consistency, and more speed to projects.

Methodology

MotaWord is a globally available platform made up of a robust Translation Management System, expert and trained translators, and MotaWord key personnel.

Access to translation ordering can be managed and limited as necessary. Each permitted requester under an account can have full access to all projects or just access their own initiated projects based on their permissions.

Translation requests can be made through MotaWord's website, our Application Programming Interface (API), or any other tool we can develop based on the direction of our clients. (Most development work is done free of charge to our clients.)

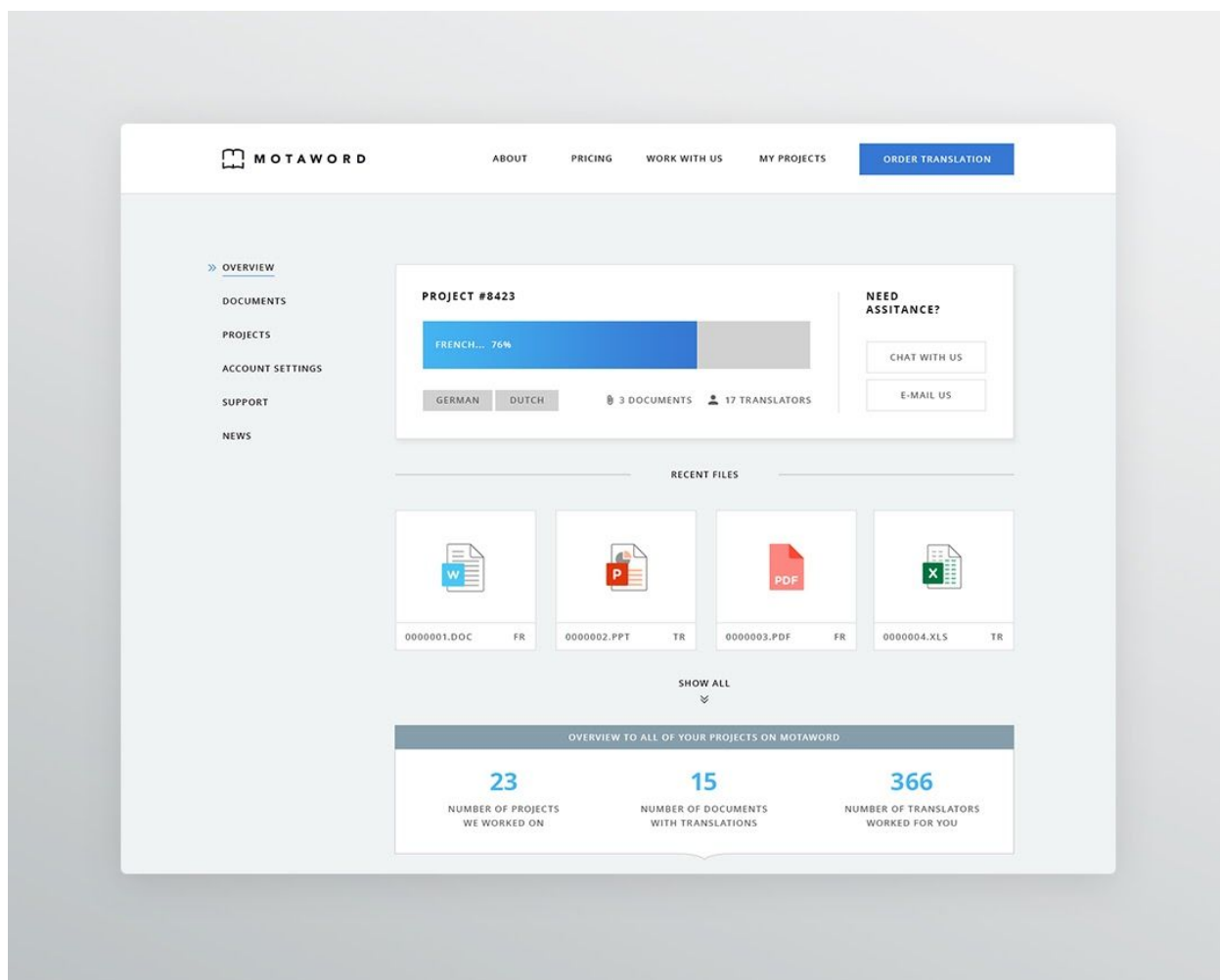


At each translation request, MotaWord's quoting algorithms will log in the project details (cost center/project budget information, name of the requester, document name, word count, and language) and provide an instant cost and turnaround deadline information to

the requester. MotaWord operates on one speed - as soon as possible. And always beats that.

If the requester has any questions or additional requests, MotaWord personnel is available around the clock to assist through our live chat tool or via email.

All project management tasks can be handled, and any related comments and changes can be made through the client specific "MotaWord Client Dashboard".



MotaWord's award winning website is operational 24/7 - 365 days a year. And translations are delivered within hours, rather than days. **We are the only translation provider in the industry that allows our clients to see their work get completed in real time.**

Technical Qualification

MotaWord accepts translation projects via our easy to use website, API, Google Drive, our widgets, WordPress and Drupal plugins among any other client specific requirements. Our IT team can help implement custom ordering sequences that will make MotaWord an integral part of any translation workflow.

Our experience with enterprise clients suggest that when our API is embedded in their websites, our clients enjoy the convenience of working with the MotaWord platform much more seamlessly, with a service that is accessible 24/7, 365.

A document of any type can be uploaded to the MotaWord platform for immediate translation and MotaWord would support all IRS required formats (a full list of all formats we support can be found at this link - <https://www.motaword.com/formats>).

Our system alerts our community of translators and proofreaders about the project, and the terms of work. Our language professionals immediately get on the platform and review all specific instructions and accept to work on the project.

When they start work, each translator receives and then submits the translation of one segment of text at a time. Many translators work at the same time, on different segments of the document. One **proofreader** checks the entire project for linguistic consistency and accuracy in real-time. All MotaWord projects are translated and proofread by at least 2 separate translators.

Our clients are able to see the progress of their translations in real-time and have full visibility into every single sentence that is translated. They can comment, ask for changes, download their deliverables in any stage and manage all aspects of their translation in real-time.

Supported Languages

MotaWord currently supports these languages, for any language we do not have a base of translators for, we can build one within two weeks and start accepting projects.

AFRIKAANS	AKAN	ALBANIAN	AMHARIC
ARABIC	ARMENIAN	AZERBAIJANI	BELARUSIAN
BENGALI	BOSNIAN	BULGARIAN	BURMESE
CAMBODIAN	CATALAN	CHINESE SIMPLIFIED	CHINESE TRADITIONAL
CHINESE TRADITIONAL (HONG KONG)	CROATIAN	CZECH	DANISH
DARI	DUTCH	ENGLISH	ENGLISH (UK)
ESTONIAN	EWE	BASQUE	FARSI
FINNISH	FLEMISH	FRENCH (FRANCE)	FRENCH (CANADIAN)
GEORGIAN	GERMAN	GREEK	GUJARATI
HAITIAN CREOLE	HEBREW	HINDI	HUNGARIAN
ICELANDIC	INDONESIAN	ITALIAN	JAPANESE
KOREAN	KURDISH	LATIN	LATVIAN
LITHUANIAN	LUXEMBOURGISH	MACEDONIAN	MALAY
MALAYALAM	MALTESE	MONGOLIAN	NEPALI
NORWEGIAN	PASHTO	POLISH	PORTUGUESE
PORTUGUESE (BRAZIL)	PUNJABI (INDIA)	ROMANIAN	RUSSIAN
SERBIAN (CYRILLIC)	SERBIAN (LATIN)	SINHALESE	SLOVAK
SLOVENIAN	SPANISH (LATIN AMERICA)	SPANISH (SPAIN)	SPANISH (ARGENTINA)
SWEDISH	SWAHILI	TAGALOG	TAMIL
THAI	TURKISH	UKRAINIAN	URDU
UZBEK	VIETNAMESE	WALLOON	WOLOF
YIDDISH	YORUBA	TIBETAN	WELSH

Dedicated Staff for Lee's Summit

At MotaWord we pride ourselves with our **instant response to client requests**. With our global footprint and client roster, it is important for us to ensure a 24/7, real-time return to client requests. An updated list of our full-time employees can be found at www.motaword.com/our-team

In order to answer client requests in real time, MotaWord uses online chat with a live representative. Our response time is **less than 5 minutes** around the clock for any request. All you need to do is go to www.motaword.com and start chatting with us - any time of the day. This is faster and more convenient than either email or telephone.

The management team of MotaWord is comprised of translation business professionals and expert coders that take the everyday problems in obtaining a high-quality translation and break them into pieces in order to build algorithms that can manage projects, determine quality and provide seamless process to both our clients and translators alike.

Our key team relevant for this proposal is made up of...



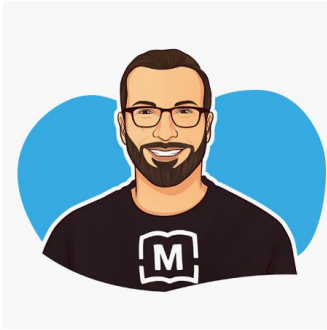
Evren Ay
POC

Evren is the founder of MotaWord - the World's Fastest Translation Platform (www.motaword.com) providing high-quality translations by human translators in 88 languages, worldwide.

MotaWord is disrupting this \$40 billion/yr translation industry dominated by mom-and-pop translation agencies, high prices and low service quality. Large corporate clients that need translations of their business documents into multiple languages no longer need large in house translation departments, or relationships with numerous translation agencies that provide service for each language pair. MotaWord already counts world's largest data and media firms in its client roster and is growing globally, targeting the corporate sector in key European and North American markets.

Evren is a polyglot and a veteran of translation services industry. Prior to MotaWord, he has been the President of Link Translations, a leading translations and interpretation firm, serving Fortune 1000 corporations and US Government. Link Translations is headquartered in New York, with 14 offices in the US and Europe.

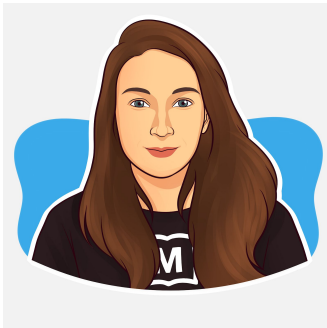
Evren studied Management at Universite de Paris I at Sorbonne and Baruch College of New York. He is a member of the Rotary Club in New York and is a board member of the American Red Cross of Greater NYC, he is also a Young Society Leader. He resides in New York.



Girk Cakmak
Account Manager

Girk is one of MotaWord's recent additions to the team - he joined MotaWord in January 2020 as our Business Development Director for Government and Healthcare verticals. He is an accomplished, results-driven IT and Business Development professional who excels at designing and finding IT solutions for our clients' complex business and technical problems; offering a wide range of experience including Account Management, Sales, Marketing, Business Development, Project Management, and Technology.

Girk has over 18 years of consulting experience working with many State and Local governments - he has been a consultant to many State agencies as well as Local Governments in New York and he also worked with many large Hospital and Clinic Systems. Girk holds an MBA with Management Information Systems and a Certification of Advanced Study in Information Science and Planning and Policy Analysis from State University of New York. He speaks English fluently and is a native Turkish speaker. Girk is responsible for Global Life Sciences and Government verticals at MotaWord.



Eda Naz
Quality/Vendor Manager

Eda started working at MotaWord first as an intern back in 2013. Following the completion of her internship, she became a translator of the company. She has taken part in various translation projects of different topics such as medical, technical and legal. She also started working as a freelance interpreter and gained new experiences in this field. After her graduation, she continued working for MotaWord as a translator. A few months later, she joined MotaWord team as a Manager.

Currently she is in charge of a team of 11 Community Managers at MotaWord, who in turn coordinate the efforts of MotaWord's 19,000 strong translator base.

Eda has a BA from Istanbul University's Department of Translation and Interpreting. She speaks English fluently and is a native Turkish speaker.

She handles key accounts for MotaWord such as Iron Mountain, Electronic Arts, And Envoy.

MotaWord has the key benefit of having vetted and trained a base of highly experienced language professionals in its community, built through the combined 20+ years of experience of the executive team in the language industry.

The MotaWord network of language professionals includes many Professors, PhDs, and linguists with 15+ years of experience. No technology trick can get around the heart and soul of language translation: the skill, quality and discipline of the professionals delivering the translations. MotaWord is superior to all other solutions in the industry because we also know how to retain and nurture our community of translators. We care about each and every translator, and let our actions show that. We respect their time, and remove all the hassles they have to deal routinely when working with other firms. We pay them fairly and faster than industry norms, with no bureaucracy. We adopted the principles of the Future of Work. This is unique in the translation industry, globally.

We provide our translators with feedback on their contributions after each project. This approach allows us to train them - on the job - for our clients and clearly communicate to them our expectations from them.

If requested, we can share information about our teams of translators and can even specify sub-teams of authorized translators to work specifically on projects. MotaWord's superiority is not only thanks to the quality of our individual translators, but also in the way we enable them to collaborate together.

Translation Memory Use & Discounts

MotaWord maintains a Translation Memory (TM) for each client. This allows us to run every project through the translation memories of our clients and automatically provide cost savings, speed, and consistency on each project.

Our clients need not do anything for TM discounts. These are calculated automatically at the time of order and the quote generated takes into account any TM matches. In addition to that, at each order stage, our quoting algorithm will discount for repetitive content.

We can easily import existing translation memories from any program and update them as necessary. The translation memories of our clients belong to them and MotaWord maintains no rights or privileges on them.

We also maintain and update ***glossaries*** for our clients so their content can be translated and localized in a consistent manner across multiple projects.

Past Performance and Experience

Our response times for client inquiries is measured in minutes. And as explained above we are available throughout the day - any day. As far as translation speeds go, MotaWord has only one speed available - **as soon as possible**.

MotaWord is available 24/7 - 365 days in a year regardless of any holidays or shut-downs of any country. Here is a short list of global clients that trust our services around the clock:

#	(a) Activity Title	(b) Location(s) of Activity	(c) Synopsis of the activity and its relevance to this RFP	(d) Performance Period	(f) Amount for the activity	(g) Name & Contact Info
1	Translation for Nielsen	Global	<p>Nielsen uses MotaWord's fast, multilingual translation service to translate their market research results.</p> <p>MotaWord as of January 2020 has become the global translation provider to Nielsen. To date we have provided Nielsen with translation into these languages: French, German, Italian, Swedish, Greek, Flemish, Dutch, Arabic, Portuguese, Russian, Norwegian, Vietnamese, Polish, Malay, Luxembourgish and Indonesian.</p>	2016 - Ongoing	\$1.2M annual	Bryant Leech Senior Project Manager bryant.leech@nielsen.com +44 7467 952008
2	Translation and Video Transcription for Iron Mountain	Global	<p>Trusted by more than 220,000 organizations around the world, Iron Mountain boasts a real estate network of more than 80 million square feet across more than 1,350 facilities in 45 countries dedicated to protecting and preserving what matters most for its customers.</p> <p>And for the translation needs of their global locations for company documents and human resources content Iron Mountain trusts MotaWord. MotaWord to date has provided Iron Mountain with translation service into Catalan, Czech, Dutch, French (France), French (Canadian), German, Greek, Hungarian, Portuguese (Brazil), Romanian, Slovak, Spanish (Spain), Spanish (Latin America) and Turkish.</p> <p>You can see our work in the international pages of Iron Mountain or their corporate training videos.</p>	2015 - Ongoing	\$2M annual	Hilary Skibinski Hilary.Skibinski@ironmountain.com (Ms. Skibinski asked to only be contacted through email)
3	Translation for Trading 212	Global	<p>With a mobile app that has more than 12,000,000 downloads - making it one of the most popular trading and investing apps in the world - Trading 212 since 2016 has been the UK's #1 trading app, and in 2017 they reached the #1 spot in Germany.</p> <p>MotaWord handles financial translation for Trading 212 - UK's #1 trading app into Czech, Dutch, Greek, Hungarian, Malay, Norwegian, Portuguese (Brazil), Serbian (Latin) and Swedish. The content to be translated changes from a simple sentence into all those languages, all the way to entire paragraphs of new text or notification emails to the platform's millions of users. No matter what the content is, or the length of it, MotaWord is proud to provide Trading 212 with financial translation on a same day delivery schedule.</p>	2016 - Ongoing	\$300K annually	Luben Vlachkov Content Editor luben.vlachkov@trading212.com (Mr. Vlachkov asked to only be contacted through email)

Price Proposal for Lee's Summit

Below you may find the price proposal for the top 4 languages mentioned in the RFQ, along with all other languages that may be needed for a seamless service to Lee's Summit.

Please note that compared to any other translation solution, MotaWord is 20x faster in project completion. We are also the sole provider with speed, ease of ordering, 24/7 availability and customer service, Translation Memory discounts and accurate translation service with translation & proofreading provided at each project.

Language	Per Word Rate	Additional Discounts	Notes
English into Spanish	\$0.10 cents	Repetitive text & TM matches	Free formatting service and no minimum charges
English into Arabic	\$0.12 cents	Repetitive text & TM matches	Free formatting service and no minimum charges
English into Vietnamese	\$0.12 cents	Repetitive text & TM matches	Free formatting service and no minimum charges
English into Chinese	\$0.12 cents	Repetitive text & TM matches	Free formatting service and no minimum charges
English into All Other Languages	\$0.14 cents	Repetitive text & TM matches	Free formatting service and no minimum charges
Any Language into English	\$0.14 cents	Repetitive text & TM matches	Free formatting service and no minimum charges

In Closing / Contact

We, are excited to undertake the R-20/21-02, Translation Services tas for Lee's Summit, in accordance with your Request for Proposal and our Technical and Price Proposal are submitted.

Our organization's details are as follows:

1. **Company's Name:** MotaWord, LLC.
2. **Company's Address:** 60 East 96th Street, 9A New York, NY 10128
3. **Name of Company's authorized representative:** Mr. Evren M. Ay
4. **Telephone #, Email address:** +1 (212) 920-4378 - evren@motaword.com
5. **Validity Period of Proposal:** This proposal is valid 90 days from submission

Our proposal shall be binding upon us, subject to any modifications resulting from negotiation, up to expiration of the validity period of the proposal. We understand you are not bound to accept this or any Proposal you receive.

We also certify that our organization:

- has adequate financial resources including appropriate insurance coverage to perform the work stated herein, or the ability to obtain them without delay;
- is able to comply with the described delivery or performance schedule, taking into consideration all existing commitments and constraints;
- has an exemplary performance record;
- has a satisfactory record of integrity and business ethics;
- has the necessary technical capacity, equipment and facilities; and
- is otherwise qualified and eligible to receive an award under applicable laws and regulations.

The above information was prepared in line with the RFQ document we received. Should you need additional information, clarification on anything or a **live demo** of the MotaWord platform, please do not hesitate to contact:

Mr. Evren M. Ay

Email: evren@motaword.com

Tel: + 1(212) 920-4378