

1) Translation fee per word (includes standard copyedit/proof and one round of revisions)

Q: Is the one round of revisions referring to an internal JSI review of the translated document against the original English document or referring to the vendor including a re-translation to revise the translated document?

A: It is referring to a JSI internal review. If there are errors, we can ask the vendor to fix the mistakes. Normally we would put all the changes and comments in track changes and the vendor would accept and finalize.

2) Editing/copyediting/proofing fee per Word (includes one round of revisions)

Q: Would this be having a 2nd linguist proofread (and suggest edits to) the translated word text before layout?

A: No, this is part of the JSI internal review process.

Q: Would this cost be charged if JSI submitted an already translated document (example Spanish word doc) and JSI would request the vendor to copy-edit and proofread and deliver a revised proofread/copyedited word doc in the requested language?

A: Yes, this cost would be charged if we send the vendor an already translated document to edit and proofread.

3) Layout fee per word.

There is a cost fluctuation between the complexity of certain layouts between running text and heavy complex tabular tables. Is there any sample layout we should use to come up with an estimated average complexity to calculate a per word layout cost?

A: See attached community health systems profile as an example.

4) Layout Corrections fee per word

Would this cost be charged after a first proof of a layout and the author had further revisions?

A: Yes.

Could you explain procedure if vendor is asked to make - example: Corrections to a 60 page layout report. The vendor would charge per word requested to change, then resubmit to JSI for review and include correcting anything the vendor misinterpreted in the original request. We would normally view this as a PE and revise at no charge.

Meaning any new requested correction would be charged at the correction fee per word. (We would normally view this as an AA –author’s alteration– and bill at a word or hourly rate)

A: That is an accurate procedure.

5) Review and Assessment fee per word.

Can you provide some additional clarification as to the specifics of “Review and Assessment” verses “Editing/Copyediting/and proofreading?”

Is this a request to have an editor/writer or expert familiar with content, in the language, read/review for readability and clarity in the language? Then provide input and comments to revise for clarity, accuracy and ease of reading by targeted audience?

A: Yes, as defined in the RFA a review of a manuscript is to determine quality of writing/layout and detail the work necessary to improve the quality.