Statement of Work
Folkways Translation Support Services

Background
The Center for Folklife and Cultural Heritage promotes greater understanding and sustainability of cultural heritage in the United States and beyond through research, education, and community engagement. Its signature programs include Smithsonian Folkways Recordings, the Smithsonian Folklife Festival, and key cultural sustainability initiatives including Language Vitality, Indigenous Media Hub, and Cultural Industries. The Center is building its U.S. Latino audience through an outreach campaign to make digital content, programming, and research available in Spanish.

Scope of Work
The Contractor shall provide professional, technical, non-personal English/Spanish translation services to the Center for Folklife and Cultural Heritage (CFCH), Smithsonian Institution (SI).

Statement of Work
CFCH seeks a contractor to provide professional English/Spanish translation services as part of the Building Latino Audiences through Digital Equity and Access project, specifically on the Smithsonian Folkways Recordings website, folkways.si.edu.

Contractor shall translate into English or Spanish existing CFCH digital assets (such as Smithsonian Folkways Magazine articles, web pages, video and audio playlists, and event documentation). The contractor shall provide English to Spanish and Spanish to English written, translated, and proofed final text for the review of CFCH staff.

Contractors are expected to a) provide high-quality translations in accordance with culturally appropriate terminology, and b) provide high-quality edited documents ensuring language fluency, accuracy, clarity, and precision.

Contractor’s duties are as follows:

- Translate all text, including text contained in figures, boxes, tables, photo captions, and sources
- Proofread for quality and accuracy of the entire document before submitting it to CFCH
- Translate into English selected Spanish-language assets to create bilingual assets ready for publication
- Consult the CFCH website and Folklife Glossary of Terms for standardized translation of specialized terms in English/Spanish
- Submit any queries regarding any other specialized terminology to the Center’s point of contact for this project
Deliverables

Contractor will be responsible for producing the following deliverables:

• Project timeline
• Edited Spanish-language translation of existing, public-facing English-language assets for final review by CFCH staff, including but not limited to web publications, text documents, press releases, blog and social media content, reports, and videos, according to a translation schedule, delivered in MS Word, PowerPoint, or Excel files, as required, following the formatting of the original document as needed
• Definitions/suggestions of any other specialized terminology

Place of Performance
The work will take place over the period of performance at any off-site location the contractor deems necessary and appropriate to complete the work. Contractor is responsible for own work environment and applications to complete said work. This is a telework position.

Payment Schedule
The Contractor shall invoice the Smithsonian on a prorated, hourly basis derived from the firm-fixed price award every month until the award is depleted or until the end of the period of performance, whichever comes first. The invoice should include an itemized summary of services performed during the month.

Acceptance of Criteria
The services under this purchase order will be completed to the specifications and approval of Amalia Córdova (POC).

Period of Performance
The base period of performance for this contract will be 12 months from the date of acceptance.

Performance Standards
Deliverables shall meet, at a minimum, Smithsonian standards including compliance with all applicable federal, state, and local codes, regulations, guidelines and standards.