



Registr. číslo	PŘÁVNÍ ODBOR 0307/21
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Ministry of Health of the Czech Republic
[REDACTED]

Department of International Affairs and the EU
Palackého náměstí 4, 128 01 Praha 2

27 April 2021

[REDACTED]

OECD PARIS SURVEY – TRANSLATION AND LINGUISTIC QUALITY CONTROL (OUR REF 18-088457)

Please find below our quotation for the provision of translation and linguistic quality control services by cApStAn, co-ordinated by the PaRIS-SUR consortium.

This letter sets out our offer and a detailed cost breakdown.

1) PROJECT DETAILS:

Project Name: OECD PaRIS Survey

Ipsos MORI Project Contact: [REDACTED]

cApStAn Project Contact: [REDACTED]

Client: working on behalf of the PaRIS Survey Consortium for the Organisation of Economic Co-operation and Development (OECD)

2) SERVICES:

Commencement Date: May 2021;

Performance Dates:

Webinars for translation teams	10/05/2021
Translations conducted	10/05/2021 - 24/06/2021
Feedback reviewed by translators and NPMs	
Adjudication meetings	
Proofreading for first line languages	
Invoice issued by Ipsos MORI	24/06/2021



Translation deliverables: double translation and adjudication approach to produce first line translated versions of the source provider and patient questionnaires in the main national language/s will be produced in collaboration with the relevant national teams, as set out in the PaRIS Survey deliverables: Translation guidelines and Quality control procedures (available on [Teams](#)).

- Upstream linguistic quality assurance work by cApStAn
- 1 translation per language produced by cApStAn (1 translation per language produced by country team – fee not included, must be organised locally)
- Both translations are reconciled by a senior linguist provided by cApStAn
- Adjudication meeting with both translators and the reconciler

Adaptation deliverables: first-line languages that have been translated for use elsewhere will be adapted for the national context and local language usage in Czechia, as set out in the PaRIS Survey deliverables: Translation guidelines and Quality control procedures (available on [Teams](#)).

- Adapters will take part in the adjudication meeting with the translators and adjudicator for the first-line languages

Materials: cApStAn and Ipsos MORI will provide training materials and a centralised monitoring tool in Excel (QTAW (Questionnaire Translation and Adaptation Workbook)). The final QTAW will contain the workflow documentation from linguists, documenting all stages of the process, as well as the outcomes of all issues discussed during the adjudication meeting.

cApStAn will also provide access to a Computer Assisted Translation (CAT) tool, OmegaT and their in-house workflow management platform.

Final translated versions of the questionnaires for cognitive testing will be provided within the deadline set above in the QTAW, which allows the questionnaires to be seamlessly exported into the Ipsos MORI online survey platform. Translations will need extracting from this format if being administered in additional modes (e.g. paper). The final translated versions of the questionnaires for cognitive testing will be approved by the Ministry of Health of the Czech Republic within the deadline set above, i.e. before 24/06/2021. After the approval, the services are considered performed/completed.

3) PERSONNEL:

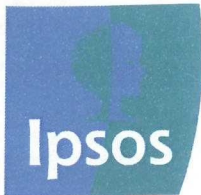
cApStAn's Project Manager: [REDACTED] and other members of the cApStAn team as required.

Ipsos MORI's Project Manager: [REDACTED]

4) FEES:

Czechia will pay the below itemised fees for translation/adaptation of languages in country to Ipsos MORI, who will pass through to cApStAn. Note that this is the cost for all work supplied by cApStAn, and does **not** cover webinar attendance, translation and attendance at other meetings by the in country team (which may include the NPM or national expert and translator 2 at a minimum).

This assumes a word count of c7,800 words across both questionnaires.



An invoice will be issued by Ipsos MORI (Market & Opinion Research International Limited) on the date noted above. Payment terms are 30 days from date of issue. The invoice should be sent to the email address: [REDACTED]

	Czech
Bilingual Glossary entries (~80 terms)	€300
Webinar attendance fees (for training and for adjudication meetings)	€600
Translation 2 of Questionnaire (T1 is produced by country teams)	€1,406.16
Reconciliation of T1+T2 and Adjudication	€1,874.88
FINAL PROOFREADING (final editor) c2 working days	€312.48
Provision for implementation of changes after pre-test	€150
Variable coordination costs (project management per version)	€521
TOTAL COSTS	€5,164.52

Please note that this cost is fixed (based on the assumptions above). It excludes VAT, which will not be charged.

5) DATA DESTRUCTION:

N/a as no Personal Data shared as part of the services.

6) TERMS AND CONDITIONS:

The services are to be provided in accordance with the Terms and Conditions of purchase set out in the Ipsos MORI Supplier Services Agreement previously agreed between Ipsos MORI and cApStAn.



Please sign and return the enclosed copy of this letter as acknowledgement of your agreement to its terms

Yours sincerely



Research Director

Signed for and on behalf of Market & Opinion Research International Limited, trading as "Ipsos MORI".

I have read and accept the terms of this letter for and on behalf of Czechia.

Signature:



Name:

.....KATEŘINA BAŤHOVÁ'

Position:

.....DIRECTOR, DEP. OF INT. AFFAIRS AND THE EU

Dated:

.....7.5. 2021