

Whether you need a document translated, a talk simultaneously translated, an in-depth linguistic analysis for language conformance in an international agreement, a transcription with a formal translation, or a general summary, there are several reasons you may need to engage a translator or translation company for your global activities. GSS has put together resources to assist when a translation is needed.

### **What to Ask a Language Provider**

Consider the following questions:

1. *Ask about the company's expertise?*

Consider the project and whether you will need a professional in a specialized field or industry.

2. *Ask whether the language provider uses native speakers?*

A translator usually has a dominant language that he/she will translate into one or two languages. Inquire on whether the provider works within his/her dominant or native language.

3. *Ask for the years of experience?*

Inquire how many years the provider has been a professional translator and whether they have worked on similar projects

4. *Ask about the language provider's certification?*

Inquire as to the providers credentials. The American Translators Association (ATA) is a nationally respected and recognized qualification.

5. *Ask about the cost of the translation?*

Translators usually charge per word or flat fee per page for small documents.

6. *Ask whether the language provider offers notary or certified official translations?*

Depending on the need and use of the translated document, you may require it to be notarized.

### **Resources:**

- The U.S. Department of State: Office of Language Services has information on translation and interpreting.
- The Unified Judicial System of Pennsylvania: has institutionalized an interpreter certification program for Pennsylvania courts. A current roster of interpreters and translators serving the PA courts is available via the website.
- American Translator Association (ATA): a reputable organization that has established professional standards for translation.

### **Translation and Interpretation Suppliers in the Penn Marketplace:**

- [Transperfect Translations](#) (Penn Supplier #251702)  
Supplier Support Contact: [Ellie Otto](#)  
+1 (215) 972-0810

- Language Services Associates, Inc (Penn Supplier # 609242)  
Supplier Support Contact: [Jerry Lotierzo](#)  
+1 (215) 259-7000 ext. 55335
- Philadelphia Language Services (Penn Supplier # 625145)  
Supplier Support Contact: [Roseanne Cetintas](#)  
+1 (267) 239-0123
- [Vanan Online Services](#) (Penn Supplier # 627417)  
Supplier Support Contact: [Tamera Nelson](#)  
+1 (888) 535-5668 ext. 3109
- [Dynamic Language Center](#) (Penn Supplier #557239)  
Supplier Support Contact: [Bridgette Janicki](#)  
+1 (206) 244-6709 ext. 143

**Note:** This list is continuously evolving as suppliers are approved and on-boarded in the Penn Marketplace. For the most up-to date information, we recommend utilizing the Supplier Search in the Marketplace. The [Supplier Search](#) feature allows users to identify Approved Suppliers and Preferred Contract Suppliers among other search criteria.

Another option is to log-in to the Marketplace and search for a supplier. The advanced search feature allows you to search by specific product and/or service. Entering the corresponding NAICS Code (541930 - Translation and Interpretation Services) is particularly helpful when searching for translation or interpretation suppliers.

If you are still unable to find an approved supplier in the database for your needs, please consult with Strategic Sourcing by submitting an inquiry at [sourcing@upenn.edu](mailto:sourcing@upenn.edu) or by contacting the appropriate Sourcing Manager per the [Staff and Responsibilities](#) section of the [Purchasing Services](#) website.