



INTRODUCTION

Translation of online orientation (and other online programs) helps to successfully matriculate students for whom English is a second language.

Cynosure provides all the translation and programming services for the successful localization of the online orientation program. For its part in the process, the campus will review and provide comment on the translation.

STATEMENT OF WORK

Translate the online orientation, or other online program, into the requested language.

The successful completion of a translation program requires the following steps:

1. Create an "as-edited" version of the program storyboard document.
 - a. Because subtle content changes occur during the final deployment of the online program, the storyboards will be updated to ensure the document matches the content of the live program.
2. Prepare and deliver required files to the translation company
 - a. Cynosure has a strategic alliance with San Diego-based translation company Universal Dialog.
3. Program translated files for use in the online program
4. Verify a correct presentation of the translated content to ensure to proper display of special characters, etc.
5. Collaborate with the client campus to review and revise the translated content to suit the campus' student population.
 - a. Campus will need to provide a native speaker of the translated program for review and approval.
6. Deliver translated files to the campus' IT department to update the existing program with the new translated content.

The online program will be translated into the requested language, limited to the following

- Screen text
- Video sub-titles will be translated
 - **Videos themselves will not be re-narrated into the language being translated. However, each video is equipped with a transcript window, the contents of which will be translated.**
- On-screen navigation elements
- Graphical text

AM 9/28/15



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- o Individual photos (campus or stock) are not changed based on translation. However, any added graphic-based text is translated.

PERIOD OF PERFORMANCE

The typical development process is approximately 4 months. A detailed schedule will be published following execution of the contract and in consideration of the college's desired date for deployment of the orientation.

COST

Cynosure agrees to translate online orientation into any specified language for the firm fixed price of **\$12,000.00 per language**, which includes the cost of content translation, programming, and quality control/test.

Cynosure requests that payments be made in two equal installments.

- Milestone 1: 50% - due upon completion of the initial translation
- Milestone 2: 50% - due upon final delivery and deployment of the approved translated program.

Payment to be made on Net 30-day terms

9/28/15



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WELCOME

Cynosure New Media, Inc., is a San Diego-based, full-service communications company specializing in training development, digital content production, and custom software applications.

Cynosure has a proven ability to grasp the concepts in these and other areas and to communicate those ideas through high-end multimedia products to a broad spectrum of audiences.

Successful multimedia products are realized by bringing together a wide range of skills and specialized expertise. Our expertise in instructional systems design and corporate communications spans several industries including wireless telecommunications, biotech, healthcare, software development, organizational behavior and employee improvement.

Our clients consistently agree, the Cynosure difference is that we always do what we say we will do - deliver superior end-products on time, on budget and with exceptional customer care.



cy•no•sure n.

- 1. When capitalized, another name for the North Star
- 2. An object that serves as a focal point of attention or admiration
- 3. To provide guidance or direction

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RECEIVED
OCT 15 2015
Office of the Chancellor
Peralta Community Colleges

PERALTA COMMUNITY COLLEGE DISTRICT

INDEPENDENT CONTRACTOR/CONSULTANT SERVICES CONTRACT

CYNOSURE NEW MEDIA, INC

the contractor for personal services is entered into by

Name of Contractor - Business

9974 Scripps Ranch Blvd, #357, San Diego, CA 92131

Address City State Zip

called the INDEPENDENT CONTRACTOR, and the Peralta Community College District, 333 East Eighth Street, Oakland, CA 94606, hereinafter called the DISTRICT, for the performance of the services hereinafter described. The INDEPENDENT CONTRACTOR agrees to perform the following services for the DISTRICT under the stated conditions within the limits set forth:

Translation services to localize the College of Alameda existing online orientation program into Spanish and Mandarin Chinese.

The INDEPENDENT CONTRACTOR has presented proof of official business status

OCT 08 2015

Business License Number: _____

Tax ID Number: 33-0857232

The work of the INDEPENDENT CONTRACTOR shall be approved by: Amy Lee, Dean of Enrollment Services College of Alameda

Unit Manager/Title

The work shall be completed on or before January 31, 2016

COMPENSATION: Compensation shall be \$ 24,000.00, payable within 10 days following completion of the work and authorization by the unit manager. *\$ 60/K x 400 HS = \$24k*
The contractor will be paid out of _____

ACCOUNTING CODES								
L	FUND	COST CENT	OBJECT	PR	ACTIVITY	SUF	SPPJ	LN
2	11	242	5105	1	632100	1080	00	00

2 11 242 5105 1 632100 1080 00

Budget

The foregoing provisions along with conditions set forth on the reverse of this document are understood and agreed to by the INDEPENDENT CONTRACTOR.

Paul L. Zimmerman

Contractor's Printed Name

9/28/2015

Contractor's Signature

Date

0000724570

Vendor Number

'Obtain in "VEN" on mainframe program or route District Business Services with W-9 and Vendor Addition Form.)

Rev. 10/98

✓ ok sm

BTR# 47445

in let DIC ACCEPT / ADDRESS what can you do

APPROVAL ROUTING:

Morgan for SHB 9/30/15
College President/Vice Chancellor Date

[Signature] 10/14/15
Vice Chancellor, Financial Services Date

APPROVED:

Approval Date 10-15-15

ORIGINAL-DISTRICT BUSINESS SERVICES