



Addendum Item No.1

Date of Addendum No.1: February 8, 2024

**Arlington Public Schools
Procurement Office**

Request for Proposal 22FY24

Request for Proposal Title:	Educational Interpretation Services
Request for Proposal Number:	22FY24
Request for Proposal Issue Date:	January 22, 2024
Pre-Proposal Conference:	January 26, 2024, (Refer to Request Title Page 2)
Proposal Due Date and Time:	February 13 13 16, 2024, No Later Than 11:59 P.M. (Local Prevailing Time)
Procurement Office Representative:	Hamed Hameedi Senior Procurement Specialist (703) 228-7643, <u>hamed.hameedi@apsva.us</u>

- **Modification to the RFP:** The Request for Proposal - Title Page 1-5, Special Provision (Section I), and Pricing Schedule at Appendix I for RFP 22FY24 are modified through Addendum No.01. Modifications are highlighted in **Red for Additions** and **~~Black~~** for Deletions.



Request for Proposal - Title Page One

Arlington Public Schools Procurement Office

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This is Arlington School Board, operating as Arlington Public Schools (“APS” or “Owner”) Request for Proposal (RFP) #22FY24 for the establishment of a minimum of one (1) Contract for Educational Interpretation Services (“the Work”). Sealed Proposal shall not be received in response to the RFP at the Syphax Education Center (“Syphax”) by mail, express mail, in person, or by courier, but will do so instead electronically through a secure cloud-based file sharing platform (“Platform”).

Firms wishing to submit a Proposal in response to the RFP (“Offerors”) are required to upload the information requested in Tabs 1 – 6 of Section III, Proposal Requirements, E. Format and Content, into the Platform through the link found on the Current Solicitations webpage under the Procurement Office website. A link to the webpage is provided below. Found under the Due Date column for RFP 22FY24 of the Current Solicitations table is a link for Offerors to submit its Proposal. (“Link to submit Proposal – RFP 22FY24”). To assist Offerors with its Proposal submission, screenshots of the steps required to submit a Proposal are attached as Appendix H to this RFP.

For a Proposal to be considered for award of a Contract the Proposal must be received in the Platform by no later than 11:59 p.m. on **Monday Friday**, February ~~13~~ 16, 2024 (“Proposal Due Date”). Offerors are strongly encouraged to submit their Proposals in advance of Proposal Due Date to allow sufficient time for the Proposals to be uploaded into the Platform before the Proposal Due Date. The time a Proposal is received shall be determined by the time shown under the Activity in the Folder log (“the Log”). If the upload time shown in the Log is after Proposal Due Date the Proposal

Request for Proposal - Title Page Two

will be considered non-responsive and will not be considered for Contract award. **Proposals received after the Proposal Due Date shall not be considered. Confirmation is not provided that a Proposal has been received in the Platform. However, Offerors can contact Hamed Hameedi at: hamed.hameedi@apsva.us or 703-228-7643 to request confirmation that its Proposal has been received.**

For further information please contact Hamed Hameedi at hamed.hameedi@apsva.us or at (703) 228-7643.

Link to the Current Solicitations webpage: [Link to Current Solicitations](#).

Pre-Proposal Conference:

A non-mandatory pre-Proposal conference (“Conference”) will be held for this RFP on **Friday, January 26, 2024, at 10:00 A.M. (Local Prevailing Time)**. The Conference will take place virtually, to discuss the Work and answer general questions concerning the RFP. Attendance at the Conference is encouraged. Offerors seeking to attend the Conference can access the Conference via a link in the Current Solicitations table on the Procurement Office website. It is recommended Offerors have a copy of the RFP with them during the Conference.

Minutes of the Conference, including but not limited to questions and answers presented at the Conference, will be issued in writing by the Procurement Office as an Information Item and distributed in the same manner as an Addenda, as set forth below.

Questions:

All questions regarding this RFP, other than those submitted at the Conference, must be submitted in writing via email addressed to: Hamed Hameedi, Senior Procurement Specialist, hamed.hameedi@apsva.us and Darrell Sampson, APS Project Manager, via email: darrell.sampson@apsva.us and **must be received by 5:00 PM (Local Prevailing Time) on January 31, 2024**. The Procurement Office will issue written responses to questions received as an Information Item, in the same manner as an Addenda, as set forth below.

Refer to Section II, Instructions to Offerors, for additional instructions and requirements.

Addenda:

Changes to this RFP will be made only by written Addenda issued by the Procurement Office and designated as “Addendum No. ____.” No other form of communication shall modify this RFP.

Addenda will be posted on Virginia’s online electronic procurement system (“**eVA**”), the **Procurement Office website**, and on a public bulletin board in Syphax.

Offerors shall ascertain prior to submitting a Proposal that all Addenda issued have been received and shall acknowledge receipt and inclusion of all Addenda by marking here, or by including a signed copy of all Addenda with the Proposal:

Addendum #. ____ Date: _____ Addendum #. ____ Date: _____
Addendum #. ____ Date: _____

Information Items:

Questions received timely in response to this RFP, including those at the Conference, will be answered by written Information Items issued by the Procurement Office. This RFP shall not be modified by an Information Item.

Information Items will only be posted in the same manner as an Addenda, as set forth above.

Request for Proposal Title Page Three

Trade Secrets or Proprietary Information:

Each Offeror shall confirm whether their Proposal contains any information the Offeror deems proprietary or a trade secret. Information considered to be proprietary or a Trade Secret is to be included in the Proposal response at Tab 6. See Section III. Proposal Requirements, D, Submission of Trade Secrets or Proprietary Information, for additional information.

Please mark one:

- () Yes, My Proposal contains information deemed to be proprietary or a trade secret. The information deemed to be proprietary or a trade secret can be located under Tab 6
- () No, My Proposal does not contain information deemed to be proprietary or a trade secret.

Acceptance of Work:

By submitting a Proposal, Offeror confirms that it can deliver all of the Work contained in the RFP.

State Corporation Commission (SCC) Identification Number: Mandatory Requirement:

Under subsection C.8. of Section II, Instructions to Offerors, subsection 31 of Appendix F, Contract Terms and Conditions, and the Virginia Public Procurement Act (VPPA) § 2.2 4311.2, the Offeror shall be authorized to “transact business” in the Commonwealth of Virginia as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise by law. The Offeror shall include in its Proposal the identification number issued to it by the State Corporation Commission (SCC). For more information on how the SCC can expedite a request for an identification number, please contact the SCC at (www.scc.virginia.gov) or the Clerk’s office at 1-804-371-9733.

Please complete the following by checking the appropriate line that applies and providing the requested information:

1. ___ Offeror is a Virginia business entity organized and authorized to transact business in Virginia by the SCC. The Offeror’s identification number issued by the SCC is _____. (*The SCC number is NOT your federal tax Identification number nor your eVA registration number*).
2. ___ Offeror is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such Offeror’s identification number issued to it by the SCC is _____.
3. ___ Certain limited business activities, however, are specifically excluded from the definition of "transacting business" The Offeror does not have an identification issued to it by the SCC and such Offeror is not required to be authorized to “transact business” in Virginia by the SCC for the following exclusion(s). Exclusion(s) can be found at <https://www.scc.virginia.gov/clk/befaq/forinva.aspx#a2>. Please attach additional sheets to explain in further detail why such Offeror is not required to be authorized to transact business in Virginia. *Proposals that fail to submit supporting details regarding option 3 above may be considered non-responsive by APS.*

Debarment:

If you answer yes to any of the following, on a separate attachment, state the person or entity against whom the debarment was entered, give the location and date of the debarment, describe the project involved, and explain the circumstances relating to the debarment, including the names, addresses and phone numbers of persons who might be contacted for additional information

1. Is your organization or any officer, director, project manager, procurement manager, chief financial officer, partner or owner currently debarred from doing federal, state or local government work for any reason?
Yes ___ No ___

Request for Proposal - Title Page Four

2. Has your organization or any current officer, director, project manager, procurement manager, chief financial officer, partner or owner ever been debarred from doing federal, state or local government work for any reason?
 Yes ___ No ___

Type of Business:

Please check the following information relevant to your firm:

- | | | |
|---|-----------|----------|
| Minority Owned Business: | Yes _____ | No _____ |
| Small Business: | Yes _____ | No _____ |
| Woman Owned Business: | Yes _____ | No _____ |
| Service Disabled Veteran Owned Business: | Yes _____ | No _____ |
| Employment Service Organization: | Yes _____ | No _____ |
| None of the Above: | Yes _____ | |

Ethics in Public Contracting/Certification of Non-Disclosure:

Any Contract awarded as a result of this RFP will incorporate by reference Article 9 of the APS Procurement Resolution (Procurement Resolution), as well as any state or federal law related to ethics, conflicts of interest, or bribery, including by way of illustration and not limitation, the Virginia State and Local Government Conflict of Interests Act (Code of Virginia § 2.2-3100 et seq.), the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq., and Articles 2 and 3 of Chapter 10 of Title 18.2 of the Code of Virginia, as amended (§ 18.2-438 et seq.). The undersigned certifies that its offer is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other person(as defined in Code of Virginia Section 59.1-68.6 et seq.) and that it has not conferred on any public employee having official responsibility for this purchase any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

Proposal Submitted for Educational Interpretation Services:

This Proposal is being submitted for the Category selected below. Offerors can submit a Proposal for one (1), two (2) or all categories listed in the table below. Offerors are to check the Selection box(es) of the Category it is submitting a Proposal for. However, if Contracts are awarded as a result of this RFP, Offerors understand that APS may award a minimum of one (1) Contract per category.

No	Category Description	Selection
1	Spoken World Language Interpretation Services	<input type="checkbox"/>
2	ASL Interpretation Services	<input type="checkbox"/>
3	Cued Language Transliteration Services	<input type="checkbox"/>

Contractor Selection and Assignment of Individual Task:

APS reserves the right to assign tasks to any selected Contractor. It is the intent of APS to allocate assignment in an approximately equal rotation among all Contractors. The selection of the Contractor and assignment of a task will be based on the following criteria, as applicable to the task:

- a. Location of the task and the type of task being performed.
- b. Balancing of task dollar volume among Contractors.
- c. Other appropriate criteria deemed in the best interest of APS.

Request for Proposal - Title Page Five

In compliance with this RFP and all the conditions imposed therein, the undersigned offers and agrees to furnish the Work in accordance with the attached Proposal or as mutually agreed upon by subsequent negotiations. By my signature below, I certify that I am authorized to bind the Offeror in any and all negotiations and/or contractual matters relating to this RFP. Sign in blue ink and type or print requested information.

My signature certifies that the Offeror has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to APS, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or person that could be considered as a conflict of interest or a potential conflict of interest to APS, pertaining to any and all Work to be performed as a result of this RFP and any resulting Contract with APS.

This Proposal is Submitted By:

Full Legal Name of Offeror: (to be used for Award): _____

Mailing Address:

Remittance Address (If Different):

Phone: () _____

Fax: () _____

Email Address: _____

Contact Person: _____

Tax Identification (FIN/SSN#): _____

Title: _____

Typed/Printed Name: _____

Signature: _____

Date: _____

(Person signing must be authorized to bind
the Offeror in contractual matters)

A W-9 Form should be attached showing correct Full Legal name for award of Contract.

Include Pages 1 - 5 of this RFP as the first 5 Pages of the Proposal Response Under Tab 1

I. Special Provisions

A. General Information:

The purpose of this Request for Proposal (RFP) is to solicit Proposals from qualified Offerors to provide Educational Interpretation Services. APS is seeking to award a minimum of one (1) Contract for Spoken World Language Interpretation Services, a minimum of one (1) Contract for ASL Interpretation Services, and a minimum of one (1) Contract for Cued Language Transliteration Services. Offerors can submit a Proposal for one (1), two (2), or all categories.

B. Scope of Services

The scope of Services consists of the provision of:

1. Spoken World Language Interpretation Services:

A. The Contractor shall provide:

- Interpretation for Arlington Public Schools (APS) business including, but not limited to:
 - Events
 - Conferences
 - Trainings
 - Meetings
 - In-home student visits and consultations
 - IEP or student support team meetings
 - Counseling appointments
 - Remote Interpretation
- Ensure interpreters assigned to tasks can meet APS staff at designated locations. Locations will be determined at the time a request is placed.
- ~~Provide equipment and technology for video interpretation.~~ To provide video/remote interpretation, interpreters will be expected to have a suitable device (laptop or tablet, not a phone) and a reliable Wi-Fi connection.
- Spoken World Language Interpretation must be available within Forty-Eight (48) hours of request by APS. Interpreters shall be available for consultation with APS staff regarding scheduling and planning a meeting Monday through Friday 7:00 AM-10:00 PM Local Prevailing Time. Interpreters shall be available for actual interpretation services during the following hours: Monday through Friday 7:00 AM to 10:00 PM Local Prevailing Time; Saturday and Sunday 7:00 AM to 10:00 PM Local Prevailing Time.
- The contractor shall be able to provide interpreters for both simultaneous and consecutive interpretation needs and provide examples of this work. Simultaneous interpretation is commonly used for larger events and relies on real-time interpretation to recipients wearing headsets while the speaker is speaking. Consecutive interpretation is commonly used for student support meetings, meetings with individual parents, and in smaller settings. In contrast to simultaneous, consecutive interpretation involves delays between when a speaker says something and when that message is interpreted.

B. Staffing Certification/Experience Requirements:

- Contractor's interpreters must have a minimum of three (3) years of experience prior to Proposal Due Date.
- Provide qualified interpreters with specialized training in the area of educational interpretation to provide interpretation services.

- Provide interpreters who are culturally and linguistically competent.
- The Contractor’s interpreters shall be trained and accredited or certified to ethical and professional standards set forth by at least one of the professional organizations listed below. Contractor must also monitor to ensure that interpreters maintain qualifications:
 - American Translators Association (Continuing Education Credits 20 hours) www.atanet.org
 - National Association for Interpretation <http://www.interpnet.com>
 - International Federation of Translators <http://www.fit-ift.org/>
 - University or College Certificate
- Maintain documentation of required background checks for Spoken Language Interpreters that will be available to APS upon request. Report any negative findings immediately to the authorized APS representative and remove the employee from all Contract responsibilities.

C. Languages Provided

Core Languages					
Amharic	Arabic	Mongolian	Spanish		
Non-Core Languages					
Burmese	Fukienese	Icelandic	Luganda	Pashto	Tibetan
Cambodian	Fulani	Ilocano	Luo	Patois	Toishanee
Cape Verdean	Fulfulde	Indonesian	Luxembourgeois	Punjabi	Tonga
Catàlan	Ga	Kachi	Maay Maay	Romanian	Tongan
Cebuano	Galacian	Kanjobal	Macedonian	Romansch	Turkish
Chaldean	Garifuna	Kannada	Maharathi	Samoan	Twi
Chamorro	Garre	Karen	Malay	Serahule	Ukrainian
Chin	Georgian	Kashmiri	Malayalam	Serbian	Uyghur
Chiu Chow	Gorani	Kayah	Maltese	Shanghainese	Uzbek
Chuukese	Greek	Kazakh	Mam	Sichaun	Visayan
Croatian	Guajarati	Kinyarwanda	Mandingo	Sierra Leone Creole	Wenzhounese
Czech	Guizhou	Kirbati	Marathi	Sindhi	West African Creole
Danish	Haitian Creole	Kirbati	Marshallese	Sinhalese	Wolof Akân
	Hâkha	Kirundi	Mien	Slovak	Xhosa
Dinka	Hakka	Kizigua	Mina	Somali	Yapese
Duala	Hausa	Krahn	Mixteco	Sorani	Yemen
Dutch	Hebrew	Krio	Moldavian	Susu	Yiddish
Estonian	Hindi	Kunama	Montenegrin	Swahili	Yôruba
Ewe	Hîndi	Kurdish	Mortlockese	Swedish	Yupik
Falam	Hindko	Kurmanji	Navajo	Tagalog	Zulu
Fanti	Hmong	Kwawu	Neapolitan	Taiwanese	Zyphe
Fiji	Hokkien	Laotian	Nigerian Pidgin	Tajik	Bengali
Finnish	Huizhou	Latvian	Norwegian	Tamil	Cantonese
Flemish	Hunanese	Liberian	Nuer	Telegu	Farsi
Foochow	Hungarian	Lingala	Oromo	Temne	French
French Creole	Ibo	Lithuanian	Pangasinan	Thai	German
Italian	Mandarin	Russian	Vietnamese	Portuguese	Urdu
Japanese	Nepali	Korean	Polish	Tigrinya	

2. ASL Interpretation & CLT Services:

- Contractor shall be responsible for providing in-person and Remote American Sign Language Interpreters and/or Cued Language Transliterators (CLTs) on an as-needed basis as requested by various APS schools and offices to fulfill ADA accommodations and student IEP requirements.
- ~~Most assignments consist of seven (7) hours school day assignments and may require more than one ASL interpreter or CLT (as specified on requests)~~ Full day assignments consist of seven and a half (7.5) hours for a school day. Shorter assignments will be for a two (2) hour minimum and billable in fifteen (15) minute increments after the minimum has been met. Requests may require more than one ASL interpreter or CLT and will be specified on the request.
- ASL Interpreters/CLTs confirmed for ongoing daily schedules may be requested to undergo a background check by APS' Human Resources for the issuance of an APS security ID badge.
- ASL Interpreter/ CLT Transliterator Requirement for all Assignment:
 - The requesting APS department reserves the right to interview the ASL interpreter/CLT identified by the Contractor prior to placement in an assignment.
 - Contractor shall provide experienced, qualified ASL interpreters/CLTs as required for APS assignments. Contractor shall provide certified ASL interpreters/CLTs if requested. "Qualified" is defined as meeting at least one of the following criteria:
 - A Registry of Interpreters for the Deaf (RID) certified interpreter holds a National Interpreter Certification (NIC), a national certificate in interpreting (CI), certificate in transliterating (CT) or in both (CSC, comprehensive skills certificate); oral transliterators hold an oral transliterating certificate (OTC). A National Association of the Deaf (NAD) certified interpreter holds a Level IV (Advanced) or V (Master) certificate.
 - person with a passing score on the Educational Interpreter Performance Assessment (EIPA) written test and a minimum score of Level 3.5 on the EIPA Performance test meets state qualifications.
 - A VQAS (Virginia Quality Assurance Screening) Level III ASL interpreter/CLT holds a screening level from the Virginia Department for the Deaf and Hard of Hearing (VDDHH) that ensures at least 80 percent accuracy in interpreting or transliterating (sign, cued language, or oral).
 - A Training, Evaluation, Certification Unit (TECUnit) certified CLT holds a TSC 4 (Expert) or 3 (Competent) certificate in cued language transliterating.
 - ASL Interpreters must adhere to the NAD RID Code of Professional Conduct. (<https://rid.org/programs/ethics/code-of-professional-conduct/>) and the NAIE Code of Ethics (<https://naiedu.org/codeofethics/>)
 - CLTs must adhere to the code of conduct as set forth by the TECUnit and endorsed by the National Cued Speech Association. (Full text: <http://www.tecunit.org/images/uploads/CodeofConduct.pdf>)
 - ASL Interpreters/CLTs must be familiar with the ADA and Individuals with Disabilities Education Act (IDEA), as amended.
 - ASL Interpreters/CLTs must have at least two (2) years' experience to be considered for

an APS assignment.

- Services provided under the ADA and IEP accommodations may be required throughout the school day as part of the regular instructional time and/or during extracurricular activities.

3. Below Requirement Applies to all Categories:

A. Requirements for all interpreters:

- Contractor must send confirmation for each scheduled assignment, in writing, of requests received to the requesting authorized APS employee after approval of interpreter which includes the following.
 - Date and time of assignment.
 - Name of authorized APS employee requesting service
 - Name of scheduled interpreter
 - Copy of scheduled interpreter certification
 - Date, time, location and duration of scheduled service
 - Type of service to be provided (ASL Interpretation/CLT/Simultaneous/Consecutive)
 - Contact information (mobile phone number, email address, etc.) for the assigned interpreter in case they need to be reached on the day of the scheduled assignment, if available at the time of confirmation. If not available at that time, this information should be sent to an authorized APS employee prior to the assignment start time.
- The Contractor must fulfill the terms of the assignment as agreed upon in writing. The Contractor must notify APS department requesting the services as soon as possible in the event that an Interpreter will be arriving later than the scheduled arrival time. If an interpreter arrives late to or leaves early from an assignment without prior written approval, the minimum charge will be forfeited, and APS will provide a pro- rated payment based on actual time that services were provided. Contractor shall be responsible for providing in-person and Remote Interpreters on an as-needed basis as requested by various APS schools and offices.
- APS staff will provide Contractor with two (2) business days notice whenever possible although occasionally services will also be needed with less lead time. The Contractor is expected to provide services throughout the calendar year with highest demand during the school year.
- APS reserves the right to dismiss an interpreter who, in its sole discretion, is not in compliance with qualified standards or fails to adhere to the codes of conduct.
- The Contractor shall ensure interpreters present themselves in a professional manner which includes grooming and dressing. In-person interpreters shall be free of interruptions (i.e. cell phones, headphones tablets, etc.) during the specified interpreting period and avoid engaging in side conversations with clients. Video interpreters must be in an environment free of background distractions including visual and auditory distractions, not limited to television, music, talking, etc.
- If the Contractor finds out that a scheduled interpreter will be absent, it is the Contractor's responsibility to notify the authorized APS employee and find a substitute interpreter who meets the certifications and requirement of the Contract and of the scheduled assignment.
- If the Contractor fails to supply interpreters with the skills or abilities to perform the assignment, APS will not be obligated to pay for any time or other expenses associated with that specific assignment.

- APS may request a replacement interpreter when, in its sole discretion, the one currently on an assignment is not adequately qualified to perform the work.
- A specific interpreter may be required and should be provided for the requested assignment, if available.
- Contractor shall provide interpreters with experience in a school environment, when possible.
- Contractor shall not use currently employed APS employees for APS assignments.
- Contractor shall not place an interpreter in an APS assignment when a conflict of interest is known to exist. If APS determines that a conflict of interest exists, Contractor shall remove the interpreter from that assignment and replace with an equitable interpreter within forty-eight (48) hours of written request by APS.
- Confirmation described above must be received as follows:
 - If services are required less than twenty-four (24) hours before the start time of the scheduled assignment, confirmation is expected after approval of scheduled interpreter and before the start of assignment request.
 - If services are requested twenty-four (24) hours or more before the start time of the scheduled assignment, confirmation is expected within twelve (12) hours of approval of the scheduled interpreter and before the assignment start time.
- Any and all requests for changes to scheduled assignment must be done in writing from an authorized employee of APS requesting the change to an authorized employee of the Contractor.

B. In-Person Assignments- Cancellation and Inclement Weather:

- Any and all requests for cancellation of services must be submitted in writing from an authorized employee of the Contractor to authorized APS employee (listed on the assignment confirmation).
- If the person requiring services (“Client”) does not show up for the assignment, the interpreter is required to remain at the assignment site for 15 minutes for every hour of the scheduled assignment **or** until dismissed by an authorized APS employee (listed on the assignment confirmation). The Contractor will be entitled to receive compensation equal to the full amount of the original assignment. No other fees may be added.
- In these situations, APS will work with the scheduled interpreter to redirect their scheduled assignment to another recipient and/or site to otherwise utilize the interpreter for the assignment time scheduled. For this reason, it is beneficial for candidates to be skilled at working with adults as well as students in grades K-12, as assignment may be adjusted and the scheduled interpreter may be tasked with providing services to a different recipient than the originally booked on the assignment.
- APS closings can be found at the APS home page <https://www.apsva.us>, the emergency alerts page <https://www.apsva.us/emergency-alerts/>, the recorded telephone hot line 703-228-4277, in English and in Spanish, as well as through local television stations, radio stations and social media (Facebook and Twitter).
- An assignment can be cancelled with no cancellation fee if APS provides advance notice of at least forty-eight (48) hours before the event.
- If APS declares **administrative leave/closes school** or the facility where the assignment

is to take place is closed on the day of the assignment, the assignment will be canceled, and Contractor may bill for 25% the total amount for the day's assignment. For example, if an assignment is for 7 hours and APS declares administrative leave whereby schools are closed, the Contractor may seek compensation for 1.75 hours of work for that day.

- If APS declares **unscheduled leave/dismisses early** for weather related conditions on the day of an assignment, it is the responsibility of the APS department requesting the service and the Contractor to contact one another to verify how the assignment will be adjusted. APS and the Contractor may mutually choose to adjust the assignment to align with the unscheduled leave/early dismissal. If this is the case, the Contractor shall be compensated equal to 25% of the assignment that ended early due to the unscheduled leave/early dismissal plus the full amount for the portion of the assignment that is completed prior to the unscheduled leave/early dismissal.
- If APS issues a **delayed start** to the school day on the day of an assignment, the Contractor is expected to adjust their scheduled arrival based on the delayed start. The Contractor shall be compensated only the portion of completed and not for any portion of the assignment not completed due to the delayed start.
- If the Contractor cancels a previously scheduled assignment, the following will apply:
 - If a cancellation notification is submitted to the APS department which requested the service before the start time of the scheduled assignment and no replacement is able to be provided, the assignment will be canceled, and no payment of any kind may be expected for that assignment.
 - Multiple incidents (three (3) or more within a month) with scheduled interpreters not showing up for scheduled assignments and no notice provided in writing prior to the start time of the scheduled assignment, a warning notice will be sent to the Contractor. After repeated multiple incidents, a letter of nonperformance will be issued, and APS may begin the process to terminate the contract for cause. APS reserves the right to seek reimbursement for any additional fees incurred because of the absence of the scheduled interpreter.
- Aside from instances covered above, if a scheduled interpreter is late or fails to appear at the agreed upon time for the scheduled meeting for which interpreter services are requested, the Contractor will not invoice APS for the time the interpreter was absent and will assume responsibility for APS' inability to comply with Title II requirements of the ADA ensuring that facilitated communication is provided. APS may seek reimbursement for additional fees incurred because of the absence or later arrival.
- In cases of emergency, Spoken Language Interpreters, ASL interpreters and/or CLTs must be available within a two (2) hour timeframe, three hundred sixty-five (365) days a year, twenty-four (24) hours per day.
- If the Contractor finds out that a scheduled interpreter will be absent, it is the Contractor's responsibility to notify the authorized APS employee and find a substitute interpreter who meets the certifications and requirement of the Contract and of the scheduled assignment.
- No portal-to-portal charges or fuel surcharges are permitted under any resulting Contract.

Appendix I
Pricing Schedule

A. COMPLETED APPENDIX I PRICING SCHEDULE FOR SPOKEN WORLD LANGUAGE INTERPRETATION TO BE INCLUDED IN TAB 4A OF A PROPOSAL SUBMITTED FOR SPOKEN WORLD LANGUAGE INTERPRETATION

<u>In- Person Simultaneous Interpretation Services</u>				
Description of Services	Unit of Measure	Estimated Quantity	Unit Price	Extended Price
Spanish Only	Per Hour	120		
Spanish Only	Per Day	100		
Spanish Only	Per Week	50		
Core Language (Except Spanish)	Per Hour	120		
Core Language (Except Spanish)	Per Day	100		
Core Language (Except Spanish)	Per Week	50		
Non-Core Language	Per Hour	120		
Non-Core Language	Per Day	100		
Non-Core Language	Per Week	50		
Total				

<u>Remote (Video) Simultaneous Interpretation Services</u>				
Description of Services	Unit of Measure	Estimated Quantity	Unit Price	Extended Price
Spanish Only	Per Hour	120		
Spanish Only	Per Day	100		
Spanish Only	Per Week	50		
Core Language (Except Spanish)	Per Hour	120		
Core Language (Except Spanish)	Per Day	100		
Core Language (Except Spanish)	Per Week	50		
Non-Core Language	Per Hour	120		
Non-Core Language	Per Day	100		
Non-Core Language	Per Week	50		
Total				

<u>In- Person Consecutive Interpretation Services</u>				
Description of Services	Unit of Measure	Estimated Quantity	Unit Price	Extended Price
Spanish Only	Per Hour	120		
Spanish Only	Per Day	100		
Spanish Only	Per Week	50		
Core Language (Except Spanish)	Per Hour	120		
Core Language (Except Spanish)	Per Day	100		
Core Language (Except Spanish)	Per Week	50		
Non-Core Language	Per Hour	120		
Non-Core Language	Per Day	100		
Non-Core Language	Per Week	50		
Total				

Remote (Video) Consecutive Interpretation Services					
Description of Services	Unit Measure	of	Estimated Quantity	Unit Price	Extended Price
Spanish Only	Per Hour		120		
Spanish Only	Per Day		100		
Spanish Only	Per Week		50		
Core Language (Except Spanish)	Per Hour		120		
Core Language (Except Spanish)	Per Day		100		
Core Language (Except Spanish)	Per Week		50		
Non-Core Language	Per Hour		120		
Non-Core Language	Per Day		100		
Non-Core Language	Per Week		50		
Total					

Description of Services	Unit of Measure	Estimated Quantity	Unit Price	Extended Price
Urgent Request Fee (Urgent Request Fees will be invoiced for requests received within less than 24 hours of the assignment.)	Per request	120		

Note: APS considers a Day as 7.5 Hours and a Week as 37.5 Hours. Additionally, the Offeror understands and agrees that the quantities listed above are for evaluation purposes only and APS is under no obligation to buy any amount as a result of having been awarded a Contract.

B. COMPLETED APPENDIX I PRICING SCHEDULE FOR ASL INTERPRETATION TO BE INCLUDED IN TAB 4B OF A PROPOSAL SUBMITTED FOR ASL INTERPRETATION SERVICES

In- Person ASL Interpretation Services				
Description of Services	Unit of Measure	Estimated Quantity	Unit Price	Extended Price
ASL Interpretation (English to ASL)- Levels III and higher	Per Hour	120		
ASL Interpretation (English to ASL)- Levels III and higher	Per Day	100		
ASL Interpretation (English to ASL)- Levels III and higher	Per Week	50		
Total				

Remote (Video) ASL Interpretation Services				
Description of Services	Unit of Measure	Estimated Quantity	Unit Price	Extended Price
ASL Interpretation (English to ASL)- Levels III and higher	Per Hour	120		
ASL Interpretation (English to ASL)- Levels III and higher	Per Day	100		
ASL Interpretation (English to ASL)- Levels III and higher	Per Week	50		
Total				

Description of Services	Unit of Measure	Estimated Quantity	Unit Price	Extended Price
Urgent Request Fee (Urgent Request Fees will be invoiced for requests received within less than 24 hours of the assignment.)	Per request	120		

Note: APS considers a Day as 7.5 Hours and a Week as 37.5 Hours. Additionally, the Offeror understands and agrees that the quantities listed above are for evaluation purposes only and APS is under no obligation to buy any amount as a result of having been awarded a Contract.

C. COMPLETED APPENDIX I PRICING SCHEDULE FOR CUED LANGUAGE TRANSLITERATION TO BE INCLUDED IN TAB 4C OF A PROPOSAL SUBMITTED FOR CUED LANGUAGE TRANSLITERATION SERVICES

In- Person Cued Language Transliteration Services				
Description of Services	Unit of Measure	Estimated Quantity	Unit Price	Extended Price
Cued Language Transliteration	Per Hour	120		
Cued Language Transliteration	Per Day	100		
Cued Language Transliteration	Per Week	50		
Total				

Remote (Video) Cued Language Transliteration Services				
Description of Services	Unit of Measure	Estimated Quantity	Unit Price	Extended Price
Cued Language Transliteration	Per Hour	120		
Cued Language Transliteration	Per Day	100		
Cued Language Transliteration	Per Week	50		
Total				

Description of Services	Unit of Measure	Estimated Quantity	Unit Price	Extended Price
Urgent Request Fee (Urgent Request Fees will be invoiced for requests received within less than 24 hours of the assignment.)	Per request	120		

Note: APS considers a Day as 7.5 Hours and a Week as 37.5 Hours. Additionally, the Offeror understands and agrees that the quantities listed above are for evaluation purposes only and APS is under no obligation to buy any amount as a result of having been awarded a Contract.