



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at *wvOASIS.gov*. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at *WVPurchasing.gov* with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header 3


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## General Information

[Contact](#)[Default Values](#)[Discount](#)[Document Information](#)[Clarification Request](#)

Procurement Folder: 834305


Procurement Type: Central Master Agreement

Vendor ID:  

Legal Name: SIGN LANGUAGE INTERPRETING PROFESSIONALS LLC

Alias/DBA:

Total Bid: \$183,520.00

Response Date:  Response Time: Responded By User ID:  First Name: Last Name: Email: Phone: 

SO Doc Code: CRFQ

SO Dept: 0403

SO Doc ID: DBS2100000002

Published Date: 2/23/21

Close Date: 3/4/21

Close Time: 13:30

Status: Closed

Solicitation Description: 

Total of Header Attachments: 3

Total of All Attachments: 3



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**State of West Virginia  
 Solicitation Response**

**Proc Folder:** 834305  
**Solicitation Description:** American Sign Language Video Remote Interpreting at the WVSD  
**Proc Type:** Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2021-03-04 13:30	SR 0403 ESR02082100000005294	1

**VENDOR**  
 000000178096  
 SIGN LANGUAGE INTERPRETING PROFESSIONALS LLC

**Solicitation Number:** CRFQ 0403 DBS2100000002  
**Total Bid:** 183520  
**Response Date:** 2021-02-08  
**Response Time:** 09:59:13  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@wv.gov

**Vendor Signature X** **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Video Remote Sign language interpretation service	2960.0000	HOUR	62.000000	183520.00

Comm Code	Manufacturer	Specification	Model #
82112067			

**Commodity Line Comments:** Unit price is per hour with a 1 hr min charge for video remote interpreting 2 hr min charge for onsite. for Daytime/business hours

**Extended Description:**

Quantities are estimated and are for bid purposes only



	<b>Service</b>	<b>Timeframe</b>	<b>Hourly Rate<sup>+</sup></b>	<b>Minimum Charge</b>	<b>Additional Fees</b> *For a detailed explanation of these fees please see page 2*
<b>SLIP</b>	<b>On-Site Interpreting</b>	Monday - Friday 8a-5p	\$57	2 hours	<u>If Applicable:</u> Portal to portal @ \$28 per hour (if > 40 miles from SLIP office) <u>If Applicable:</u> Parking (Flat Fees: \$9 for 0-4 hrs & \$15 4+ hrs) <u>If Applicable:</u> Out of Town Expenses / <u>If Applicable:</u> Team Interpreters
		Monday - Friday 5:01p-7:59a	\$60	2 hours	<u>If Applicable:</u> Portal to portal @ \$28 per hour (if > 40 miles from SLIP office) <u>If Applicable:</u> Parking (Flat Fees: \$9 for 0-4 hrs & \$15 4+ hrs) <u>If Applicable:</u> Out of Town Expenses / <u>If Applicable:</u> Team Interpreters
		<b>Weekends</b> Friday 5:01p - Monday 7:59a	\$60	2 hours	<u>If Applicable:</u> Portal to portal @ \$28 per hour (if > 40 miles from SLIP office) <u>If Applicable:</u> Parking (Flat Fees: \$9 for 0-4 hrs & \$15 for 4+ hrs) <u>If Applicable:</u> Out of Town Expenses / <u>If Applicable:</u> Team Interpreters
<b>SLIP<sub>RI</sub></b>	<b>Video Remote Interpreting<sup>^</sup></b>	Monday - Friday 8a-5p	\$62	1 hour	<u>If Applicable:</u> Out of Town Expenses *Recorded Content will require signed agreement between parties.
		Monday - Friday 5:01p-7:59a	\$65	1 hour	<u>If Applicable:</u> Out of Town Expenses *Recorded Content will require signed agreement between parties.
		<b>Weekends</b> Friday 5:01p - Monday 7:59a	\$65	1 hour	<u>If Applicable:</u> Out of Town Expenses *Recorded Content will require signed agreement between parties.
<b>SLIP</b>	<b>Immediate Dispatch "Emergency" On-Site Interpreting</b>	24/7/365	\$65	2 hours	<u>If Applicable:</u> Portal to portal @ \$28 per hour (if > 40 miles from SLIP office) <u>If Applicable:</u> Parking (Flat Fees: \$9 for 0-4 hrs & \$15 4+ hrs) <u>If Applicable:</u> Out of Town Expenses / <u>If Applicable:</u> Team Interpreters

NOTES: <sup>+</sup> Hourly rate is billed per interpreter, per hour. <sup>^</sup> Video Remote Interpreting feasibility varies, please contact SLIP for details. **Additional details and explanations of fees on page 2.**

<b>Additional Fees:</b>	
<b>The following fees are billed if applicable based on the terms below.</b>	
<p><b>Portal to Portal</b> Applicable to Services performed at locations greater than 40 miles from the SLIP Office</p>	<p>Assignments which are greater than 40 miles from the SLIP office will be charged a portal to portal fee at the hourly rate of \$28.00/hr. The portal to portal hourly charge is figured via Google Maps from 4018 Mt. Royal Blvd Allison Park, PA 15101 to the destination address. All portal to portal charges will be discussed in advance with the paying entity. Portal to portal does not apply to any assignment with in the Pittsburgh city limits.</p>
<b>*SLIP does NOT bill mileage <i>except</i> when governed by the AOPC for legal assignments or other entities who require mileage charges.</b>	
<p><b>Parking</b></p>	<p>Parking stamps, tickets or parking accommodations may be arranged by the hiring entity in advance or a flat fee will be charged when incurred. <b>Flat fees will be 0-4 hours \$9.00, and over 4 hours \$15.00</b></p>
<p><b>Out of Town Expenses</b></p>	<p>Accommodations reimbursement (at face value) will occur for any overnight and/or out of town assignment. Meal per diems will be reimbursed at a flat rate per day, if overnight stays occur - rate will be discussed with client prior to the assignment. Receipts provided upon request.</p>
<p><b>Team Interpreting</b> + The Hourly rate is billed per interpreter per hour</p>	<p>As per industry standards, in order to ensure quality and accuracy, a team of interpreters may be needed for certain assignments. The need will be determined by the intensity, the length, and/or the needs of the consumers involved. This includes college level classes. Notification of an assignment which requires more that one interpreter will be made when services are requested. Changes to the number of interpreters may be made at any time by SLIP with notification being made to the hiring entity prior to the change.</p>
<p><b>Consultation &amp; Presentation</b></p>	<p>Fees available upon request for consultation and presentation services by SLIP associates.</p>
<p><b>Expert Recorded Testimony</b></p>	<p>Fees available upon request.</p>
<b>Proceeding with a scheduled interpreting assignment creates an express agreement that the fees and policies contained in this document are accepted.</b>	

<b>Terms:</b>	
<b>Proceeding with a scheduled interpreting assignment creates an express agreement that the fees and policies contained in this document are accepted.</b>	
<b>On Site Interpreting</b>	On site interpreting services are face to face, in person interpreting services where the interpreter travels to a designated location where participants are also present. These services are rendered as a means of communication access for a deaf person in accordance with the ADA. For additional information please contact <a href="mailto:SLIPoperations@gmail.com">SLIPoperations@gmail.com</a> .
<b>Scheduling Requirements</b>	Date & Time of service (start and end), name of deaf person, type of appointment, location of appointment, onsite contact name and phone number, billing address. To schedule an appointment, please contact us via email at <a href="mailto:SLIPrequests@gmail.com">SLIPrequests@gmail.com</a> or by phone at (412) 400-2021.
<b>Video Remote Interpreting</b>	Remote interpreting is accessed via SLIP <sub>RI</sub> an online service offering which allows for point to point video and audio connection. Customer and SLIP can determine the best platform for the interaction taking into account technical considerations; a test call can be conducted free of charge.
<b>Scheduling Requirements</b>	Date & Time of service (start and end), name of deaf person, type of appointment, contact name and phone number, billing address and completed test call prior to the first date of service. To schedule an appointment, please contact us via email at <a href="mailto:SLIPrequests@gmail.com">SLIPrequests@gmail.com</a> or by phone at (412) 400-2021.
<b><i>Video Remote interpreting services are not applicable for all situations. The final decision regarding feasibility of Video Remote Interpreting services lies with SLIP, and is based on discussion with the customer at the time services are requested. Feasibility varies based on each situation - SLIP prides itself on making these decisions with the communication needs of the deaf client as our first priority, taking into account customer input. Please note, the interpreters provided via Video Remote Interpreting are the same credentialed interpreters whom you would see for onsite assignments.</i></b>	
<b>Night and weekend rate terms</b>	Any assignment where the start time is before 5pm but the length of the assignment extends beyond 5pm, will be charged the night/weekend rate for the entire scheduled hours, when more than 50% of the time worked extends beyond 5pm.

<b>Policies:</b>	
<b>Proceeding with a scheduled interpreting assignment creates an express agreement that the fees and policies contained in this document are accepted.</b>	
<b>Cancellation</b>	All appointments require at least 24 hours notice of cancellation for any reason including but not limited to no-show by any of the consumers (deaf or hearing). Cancellation with less than 24 hours notice will be billed for the total time scheduled per interpreter. Any appointment taking place Sunday or Monday must be cancelled prior to our close of business on Friday in order to avoid charges.
<b>*Legal assignments follow the AOPC guideline for cancellation.</b>	
<b>Force Majeure</b>	Cancellations due to any occurrences beyond the involved parties' reasonable control shall not be billed regardless of which party cancelled the assignment, unless interpreter(s) is already at the assignment site. Such occurrences include but are not limited to acts of God; civil disorder; acts of war; union labor disputes; and/or business closure due to extreme weather conditions, failure of utilities, or other such similar occurrences. Traffic situations and/or accidents & COVID19 illness/individual quarantine will not be considered force majeure events. If the cancellation occurs while the interpreter is on the site of the assignment, billing shall be for the full time scheduled. If the cancellation occurs while the interpreter is en-route to the job site, billing shall be for one half of the scheduled time and portal to portal shall be charged.
<b>SLIPri Recorded Content</b>	When an interpreted event is being video recorded, a signed video recording agreement will be required prior to the event. The agreement will outline the agreed upon future use of the interpreted content and any potential additional charges.
<b>Payment Policy</b>	An invoice will be sent at the end of each month. SLIP will send either electronic or paper invoices based on customer preference. Payment is expected upon receipt of the invoice. Any invoice unpaid after 31 days from invoice date will be charged a 1% late fee per month Minimum late fee \$25.00. Credit cards are an acceptable form of payment - Invoices over \$500 will incur a handling fee of 2.5% when paid by credit card.



# WBENC

WOMEN'S BUSINESS ENTERPRISE  
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

hereby grants

# National Women's Business Enterprise Certification

to

## Sign Language Interpreting Professionals

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).

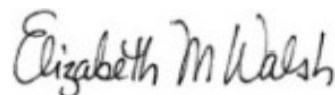
This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

Certification Granted: June 30, 2014

Expiration Date: June 30, 2021

WBENC National Certification Number: 2005124864

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Center - East, a WBENC Regional Partner Organization.



**WBENC EAST**  
WOMEN'S BUSINESS ENTERPRISE CENTER  
JOIN FORCES. SUCCEED TOGETHER.

Authorized by Elizabeth M. Walsh, President  
Women's Business Enterprise Center - East

NAICS: 541930

UNSPSC: 82112000, 82112067

 Center for Women & Enterprise

 Great Lakes  
Women's  
Business  
Council

 GREATER  
WOMEN'S  
BUSINESS  
COUNCIL

 WOMEN'S  
BUSINESS  
COUNCIL  
SOUTHWEST

 WOMEN'S  
BUSINESS  
DEVELOPMENT  
CENTER

 WBEA

 WBENC FLORIDA  
WOMEN'S BUSINESS ENTERPRISE COUNCIL

 WBENC ORV  
WOMEN'S BUSINESS ENTERPRISE COUNCIL  
OHIO RIVER VALLEY

 WBENC PACIFIC  
WOMEN'S BUSINESS ENTERPRISE COUNCIL

 WBENC SOUTH  
WOMEN'S BUSINESS ENTERPRISE COUNCIL

 WBENC WEST  
WOMEN'S BUSINESS ENTERPRISE COUNCIL

 WOMEN PRESIDENTS'  
Educational Organization



WOMEN'S BUSINESS ENTERPRISE  
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

**HEREBY GRANTS  
WOMAN OWNED SMALL BUSINESS (WOSB) CERTIFICATION TO**

**Sign Language Interpreting Professionals**

The identified small business is an eligible WOSB for the WOSB Program, as set forth in 13 C.F.R. part 127 and has been certified as such by an SBA approved Third Party Certifier pursuant to the Third Party Agreement, dated June 30, 2011, and available at [www.sba.gov/wosb](http://www.sba.gov/wosb).

The WOSB Certification expires on the date herein unless there is a change in the SBA's regulation that makes the WOSB ineligible or there is a change in the WOSB that makes the WOSB ineligible. If either occurs, this WOSB Certification is immediately invalid. The WOSB must not misrepresent its certification status to any other party, including any local or State government or contracting official or the Federal government or any of its contracting officials.

NAICS: 541930 UNSPSC: 82112000, 82112067
Certification Number: WOSB171852
Expiration Date: June 30, 2021



Elizabeth M. Walsh, Women's Business Enterprise Center  
- East President

Pamela Prince-Eason, WBENC President & CEO

Laura Taylor, WBENC Vice President