



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 1

List View

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

Procurement Folder: 1467650

Procurement Type: Central Master Agreement

Vendor ID: VS0000037424

Legal Name: VISUAL LANGUAGE PROFESSIONALS LLC

Alias/DBA:

Total Bid: \$156,250.00

Response Date: 08/05/2024

Response Time: 16:03

Responded By User ID: Visuallang

First Name: Bayleigh

Last Name: Leverenz

Email: partners@visuallanguagepro

Phone: 832-655-0775

SO Doc Code: CRFQ

SO Dept: 0403

SO Doc ID: DBS2500000001

Published Date: 7/19/24

Close Date: 8/6/24

Close Time: 13:30

Status: Closed

Solicitation Description: Remote Video Interpreters for WVSD

Total of Header Attachments: 1

Total of All Attachments: 1



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:** 1467650  
**Solicitation Description:** Remote Video Interpreters for WVSDB  
**Proc Type:** Central Master Agreement

| Solicitation Closes | Solicitation Response        | Version |
|---------------------|------------------------------|---------|
| 2024-08-06 13:30    | SR 0403 ESR08052400000000874 | 1       |

**VENDOR**  
VS0000037424  
VISUAL LANGUAGE PROFESSIONALS LLC

**Solicitation Number:** CRFQ 0403 DBS2500000001  
**Total Bid:** 156250  
**Response Date:** 2024-08-05  
**Response Time:** 16:03:18  
**Comments:**

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

|                    |              |             |
|--------------------|--------------|-------------|
| <b>Vendor</b>      |              |             |
| <b>Signature X</b> | <b>FEIN#</b> | <b>DATE</b> |

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    | Remote Video interpreters | 2500.0000 | HOUR       | 62.500000  | 156250.00                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 90121702  |              |               |         |

**Commodity Line Comments:** Virtual ASL interpreting services for \$62.50/hour.

**Extended Description:**

Quantities are estimated and for bid purposes only.



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

State of West Virginia  
Centralized Request for Quote  
Service - Prof

|   |                            |                         |                                 |
|---|----------------------------|-------------------------|---------------------------------|
| <b>Proc Folder:</b> 1467650                                 |                            |                         | <b>Reason for Modification:</b> |
| <b>Doc Description:</b> Remote Video Interpreters for WVSDB |                            |                         |                                 |
| <b>Proc Type:</b> Central Master Agreement                  |                            |                         |                                 |
| <b>Date Issued</b>  | <b>Solicitation Closes</b> | <b>Solicitation No</b>  | <b>Version</b>                  |
| 2024-07-19  | 2024-08-06 13:30           | CRFQ 0403 DBS2500000001 | 1                               |

BID RECEIVING LOCATION

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

VENDOR

**Vendor Customer Code:**VS0000037424  
**Vendor Name :** Visual Language Professionals, LLC.  
**Address :** 957 Nasa Parkway #914, Houston TX, 77058  
**Street :** Nasa Parkway  
**City :** Houston  
**State :** TX **Country :** USA **Zip :** 77058  
**Principal Contact :** Bayleigh Leverenz  
**Vendor Contact Phone:** 816-477-3290 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Joseph E Hager III  
(304) 558-2306  
joseph.e.hageriii@wv.gov

**Vendor**  
**Signature X** *Bayleigh Leverenz* **FEIN#** 27-5326528 **DATE** 7/30/2024

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

**ADDITIONAL INFORMATION**

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Schools for the Deaf and the Blind (WVSDB) to establish an open-end, multi-award contract(s) for services to provide American Sign Language interpreter(s) to provide remote video sign to voice and/or voice to sign interpretation when needed for meetings, events, and classroom(s) or upon request. The meetings, events and classroom interpreting services occur through web based application(s) per the attached specifications and terms and conditions.

**INVOICE TO**

SCHOOL FOR THE DEAF &  
BLIND  
301 EAST MAIN ST

ROMNEY WV  
US

**SHIP TO**

SCHOOL FOR THE DEAF &  
BLIND  
301 EAST MAIN ST

ROMNEY WV  
US

| Line | Comm Ln Desc              | Qty        | Unit Issue | Unit Price | Total Price |
|------|---------------------------|------------|------------|------------|-------------|
| 1    | Remote Video interpreters | 2500.00000 | HOUR       | \$62.50    | \$156,250   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 90121702  |              |               |         |

**Extended Description:**

Quantities are estimated and for bid purposes only.

**SCHEDULE OF EVENTS**

| <u>Line</u> | <u>Event</u> | <u>Event Date</u> |
|-------------|--------------|-------------------|
|-------------|--------------|-------------------|

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) \_\_\_\_\_

(Address) \_\_\_\_\_

(Phone Number) / (Fax Number) \_\_\_\_\_

(email address) \_\_\_\_\_

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

\_\_\_\_\_  
(Company)

*Bayleigh Leverenz*

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Printed Name and Title of Authorized Representative) (Date)

\_\_\_\_\_  
(Phone Number) (Fax Number)

\_\_\_\_\_  
(Email Address)

REQUEST FOR QUOTATION  
Remote Video American Sign Language Interpreter(s)

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- 11.1 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

**Contract Manager:** Bayleigh Leverenz

**Telephone Number:** 832-655-0775

**Fax Number:** 877-880-5559

**Email Address:** partners@visuallanguagepro.com

**Cell Number:** 832-564-0844





## Who We Are

Visual Language Professionals, LLC is a Houston based company founded in 2010 to provide our interpreters with an organization that places interpreter development and quality of service at the forefront.

While our organization has grown, we remain exclusive by providing high-quality services by industry professionals tailored to meet the needs of our customers. VLP's interpreters undergo an extensive background check and evaluation of their skills, which includes real world scenarios, HIPAA compliance training, and ethics training. This process ensures VLP matches each client with a specialized service provider who has the most appropriate skills set for their communication access needs.

Our staff's extensive experience in primary, secondary, and post secondary education allows us to guarantee the best service provider for each request assigned. This specialized care comes directly from both the personal and professional experience held by our President, Brandon Morgan, and our Lead Interpreter, both certified, seasoned ASL interpreters.

What sets VLP apart from other language service providers is our drive to help provide excellence and personalization in language interpreting services to establish communication equity for people of all cultures and backgrounds. VLP employees are very team oriented and work together to deliver the best customer service to all our clients, as efficiently as possible. At VLP, we are a very tight-knit group of 30 full time employees including 10 staff interpreters, as well as a vast network of contracted interpreters spanning various languages and areas of specialization.

In addition to providing the highest quality of ASL Interpreting Services, VLP can also accommodate requests for Communication Access Real-time Translation (CART) Services, Video Remote Interpreting in over 40 languages, On-site Spoken Language Interpreting in over 40 languages, Over the Phone Interpreting in over 200 languages, as well as Document Translation Services. VLP prides itself on providing all the language services your organization needs to make certain everyone has access to their communication needs at all times.

We are very proud to say that **100%** of VLP's Interpreters are certified by a State Certifying Body, 70% of which are certified at the Advanced Level or higher. Additionally, all our interpreters must have a minimum of 2 years' professional interpreting experience, but on average, VLP's Interpreters have 7 years of professional interpreting experience.



## Response to Specifications

Visual Language Professionals, LLC is honored and excited to present our proposal to continue providing high quality American Sign Language (ASL) interpreting services to provide remote video sign to voice and/or voice to sign interpretation when needed for meetings, events, and in classroom settings to West Virginia Schools for the Deaf and Blind (WVSDb). Visual Language Professionals, LLC (VLP) will ensure that all interpreters providing services as a result of this contract will possess at minimum, a valid NIC, NAD, RID, or state certification to provide ASL interpreting services as well as at least three years of classroom educational interpreting experience. ASL interpreters providing services to WVSDb will also possess at least a 3.5 or higher on the EIPA or experience interpreting for a variety of content subject areas. VLP background checks all interpreters prior to hire, and all interpreters providing services are required to complete HIPAA and Ethics compliance training on an annual basis, to ensure alignment with confidentiality and interpreter best practices.

VLP can provide ASL interpreting services during the standard business hours described by WVSDb in the solicitation documents, and we are also available after hours and on weekends when requested. VLP currently employs a vast roster of qualified interpreters available to perform remote ASL interpreting services through this contract, should one be awarded. VLP is proposing a unit price of \$62.50/hour. Once the billing minimum has been met, services will be billed in 15 minute increments rounding up to the next quarter hour. VLP agrees with WVSDb's proposed cancellation policy in which only services cancelled with LESS than 24 hours notice will be billable a maximum of 2 hours.