

interpreters unlimited  
Submitted by  
Interpreters Unlimited  
11199 Sorrento Valley Road, Suite 203  
San Diego, CA 92121  
p: 800.726.9891 x111 ■ f: 800.726.9822

**REQUEST FOR QUOTATION**

**WSH11087**

**Sign Language Interpreter Services**

Vendor shall provide sign language interpreter services for the deaf and/or hearing impaired patients at William R. Sharpe, Jr. Hospital. The interpreter will attend and assist the patient in his/her staffing, groups and discharge planning meetings. Also, the interpreter will assist in legal matters such as mental hygiene hearings or court proceedings. The interpreter will attend medical appointments with the patient if the need arises. The interpreter will also meet with the family if needed.

Certification: The interpreter must be able to provide proof of level IV certification from the National Association for the Deaf.

The interpreter must be able to provide assessment of communication skills when requested.

Availability: Vendor's services will be requested by the hospital to assist with the admission of the deaf and/or hearing impaired patient who requires an interpreter. Upon admission of patient to the hospital, notification will be made of the need, and the interpreter would be expected to see the patient within 24 hours. The interpreter will be expected to meet with the patient at the appointed scheduled meeting time and date.

Invoicing: Vendor shall maintain a detailed record of all services provided and submit the record with a bi-weekly invoice to the attention of the Clinical Service Coordinator.

Rate of pay per hour: \$ 75.00

Award Criteria: Contract will be awarded to the lowest bidder meeting the above specifications.

Health Insurance Portability and Accountability Act (HIPAA) of 1996: Vendor Shall or may have access to private and confidential data maintained by agency to the extent required for vendor to carry out the duties and responsibilities defined in this contract. Vendor agrees to maintain confidentiality and security of the data made available and shall indemnify and hold harmless the state and agency against any and all claims brought by any party attributed to actions of breach or confidentiality by the vendor, subcontractors, or individuals permitted access by vendor. The vendor must meet the requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

Please provide a fax number in case it is necessary to contact you regarding your bid:

Fax Number: 800.726.9822

Contact Person: Anita Tallman

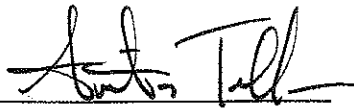
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PURCHASING DIVISION  
STATE OF WV

## Cost Sheet

#WSH11087

BIDDERS SHALL PROVIDE A COST FOR THE FOLLOWING:

<u>Item #</u>	<u>Estimated Annual Usage</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
1	1000 hours	Sign Language Interpreter Services	\$ <u>75.00</u>	\$ <u>75,000.00</u>

Grand Total \$75,000.00Signature Date 12.02.2010

RFQ No. WSH11087

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: Interpreters Unlimited

Authorized Signature: *[Signature]* Date: 12.02.2010

State of California

County of San Diego, to-wit:

Taken, subscribed, and sworn to before me this 3rd day of December, 2010.

My Commission expires 11/02/2011, 20  .

**AFFIX SEAL HERE**

NOTARY PUBLIC *[Signature]*

