

**Sign Language Interpreting Professionals LLC**

PO Box 313

Glenshaw, PA 15116-0313

June 15, 2016

**Michelle L Childers**

*Purchasing Bid Clerk*

West Virginia Department of Administration Purchasing Division

2019 Washington Street E

Charleston, WV 25305

Dear Michelle L Childers:

Please find enclosed our response to Solicitation No: CRFQ 0403 DBS1600000006.

We wish to note the following points regarding our pricing;

- Pricing for Lines 1, 2 & 3 are subject to an industry standard 2 hour minimum charge.
- Pricing for Line 4 is subject to a 1 hour minimum charge.
- Pricing for all lines (1-4) are subject to an industry standard 24 hour cancellation policy. If cancellation is received with less than 24 hours the scheduled time is billable.

Also, the RFQ makes reference to requiring the following:

- Documentation supporting interpreters' License(s)/Certification/Permits and registration with the WV Commission for the Deaf and Hard of Hearing
  - SLIP has and will furnish, upon request, these documents prior to the contract's being awarded.
- Proof of insurance which names West Virginia as a certificate holder/additional insured.
  - SLIP is prepared to furnish, upon request, this document prior to the contract's being awarded.

Finally, SLIP wishes to name the following individuals as references whom are able to verify our experience requirements through their knowledge of our service provision:

- Mark Gandolfi, Chief Financial Officer, WVSDS – mgandolfi@k12.wv.us
- Larry Powell, Manager of Disability Services, Carnegie Mellon University -- lpowell@andrew.cmu.edu
- Sumana Misra-Zets, Civil Rights Compliance Officer, Community College of Allegheny County – smisra@ccac.edu

*Sincerely,*



*Joanne Sharer, President*

*Sign Language Interpreting Professionals LLC*

06/21/16 15:21:49  
WVU Purchasing Division

ENCLOSURE



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

State of West Virginia  
Request for Quotation  
34 - Service - Prof

Proc Folder: 169628

Doc Description: Addendum No. 01 - American Sign Language Interpreting

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2016-06-13	2016-06-29 13:30:00	CRFQ 0403 DBS1600000006	2

**BID RECEIVING LOCATION**

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

**VENDOR**

Vendor Name, Address and Telephone Number:

Sign Language Interpreting Professionals LLC  
PO Box 313  
Glenshaw PA 15116-0313  
412-400-2021

**FOR INFORMATION CONTACT THE BUYER**

Michelle L Childers

(304) 558-2063

michelle.l.childers@wv.gov

Signature X

FEIN #

35-2164095

DATE

6/15/16

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

ADDITIONAL INFORMATION:

Addendum

Addendum No. 01 issued to publish and distribute the attached information to the vendor community.

\*\*\*\*\*

The West Virginia Purchasing Division is soliciting bids on behalf of The West Virginia Schools for the Deaf and the Blind to establish an Open-End contract for American Sign Language to English and English to American Sign Language interpreting services.

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST		CENTRAL SUPPLY SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST	
ROMNEY	WV26757-1894	ROMNEY	WV 26757-1894
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	ASL Interpreter - In Transit/Portal to Portal				\$141.00/HR *

Comm Code	Manufacturer	Specification	Model #
86141501			

Extended Description : Educational Advisory Services \*2hr minimum charge + 24hr cancellation policy apply

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST		CENTRAL SUPPLY SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST	
ROMNEY	WV26757-1894	ROMNEY	WV 26757-1894
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	ASL Interpreter - Onsite Single Day				\$90.00/HR *

Comm Code	Manufacturer	Specification	Model #
86141501			

Extended Description : Educational Advisory Services \*2hr minimum Charge + 24hr cancellation policy apply

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST		CENTRAL SUPPLY SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST	
ROMNEY	WV26757-1894	ROMNEY	WV 26757-1894
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	ASL Interpreter - Onsite Multiple Day				\$96.00/HR *

Comm Code	Manufacturer	Specification	Model #
86141501			

Extended Description : Educational Advisory Services \*2hr minimum charge + 24 hr Cancellation policy apply

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST		CENTRAL SUPPLY SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST	
ROMNEY	WV26757-1894	ROMNEY	WV 26757-1894
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	ASL Interpreter - Video Remote Interpreting				\$60.00/HR *

Comm Code	Manufacturer	Specification	Model #
86141501			

Extended Description : Educational Advisory Services \*1hr minimum charge + 24 hr Cancellation policy apply

**SOLICITATION NUMBER: CRFQ DBS1600000006**

**Addendum Number: 01**

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The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- ☒ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☒ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☒ Other

**Description of Modification to Solicitation:**

This addendum is issued to modify the solicitation per the attached documentation and the following:

1. To modify the bid opening date to June 29, 2016 at 1:30PM, EST.
2. To publish vendor questions.
3. To modify and add to the Exhibit A price sheet and commodity lines in wvOasis.gov.

No other changes.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

# ATTACHMENT A

**CRFQ DBS1600000006**  
**American Sign Language Interpreting**

**Vendor Questions**

**Q1. Whether companies from Outside USA can apply for this?**  
**(like,from India or Canada)**

**A1. Any company that is eligible to receive payment from the State of West Virginia and who is able to register with on the Vendor Self Service may submit.**

**Q2. Whether we need to come over there for meetings?**

**A2. Yes, the services will be provided in Romney, WV.**

**Q3. Can we perform the tasks (related to RFP) outside USA?**  
**(like, from India or Canada)**

**A3. No, all services must be rendered in person, unless requested from remote location.**

**Q4. Can we submit the proposals via email?????**

**A4. No.**

**Q5. Is there an incumbent for this bid?**

**A5. No, this solicitation is the first of its kind through WV State Purchasing. The WVSDB does procure interpreting services from multiple sources now and has an agency contract expiring this year, but the scope and parameters of that contract vary from this.**

**Q6. If there is an incumbent, at what rates are services currently being offered?**

**A6. N/A**

**Q7. Standard protocol for sign language interpreting services includes the provision of two sign language interpreters for all assignments lasting longer than two hours, so that one interpreter can rest while the other signs. Will the State of West Virginia accept pricing from offerors that is furnished based on this provision?**

A7. The pricing should be submitted per labor hour. When two interpreters are necessary, the per labor hour for each would remain as quoted.

Q8. The provision of ASL interpreting services is, at times, provided via remote means (Video Remote Interpreting). In that case, the hourly rate is different than when an interpreter is provided on site. Does this bid allow for pricing of VRI services?

A8. The solicitation as listed does not provide for VRI services. It is the intent of the WVSDB to modify its pricing page and content of the solicitation to include these services.

Q9. At times, service requests require an interpreter's being onsite for a number of consecutive days. Is there a mechanism to price services which fall in this category separately than those which do not necessitate an interpreter's presence in Romney for greater than 1 day?

A9. The pricing page has been modified to reflect this requirement.

Q10. Customary in the interpreting industry is an in-transit/portal to portal rate, which is discounted from the professional services rate, is there a mechanism to price this rate?

A10. The pricing page has been modified to reflect this requirement.

Q11. If none of the above are possible, does the successful vendor retain the right to provide discounted services to WVSDB, when appropriate?

A11. Following award, pricing can be discounted on an invoice where desired by the vendor, but cannot exceed the stated hourly rates in the contract agreement.



REVISED 6/10/2016

Exhibit A

WV Schools for the Deaf and Blind  
ASL Interpreter Services

Description	Type of Service	Unit Price Per Hour	Estimated Hours	Extended Cost
ASL Interpreter	In Transit/Portal to Portal	\$ 141.00	80	\$ 11,280.00
ASL Interpreter	Onsite - Single Day	\$ 90.00	180	\$ 16,200.00
ASL Interpreter	Onsite - Multi Day	\$ 96.00-	320	\$ 30,720.00
ASL Interpreter	Video Remote Interpreting	\$ 60.00-	175	\$ 10,500.00
Failure to use this information may result in disqualification			Total Bid Amount	\$ 68,700.00

\*\* Estimated quantities are for bidding purposes only, more or less may be purchased by the agency.

Bidder/Vendor Information:

Name:

Sign Language Interpreting Professionals LLC

Address:

PO Box 313

Glenshaw PA 15116-0313

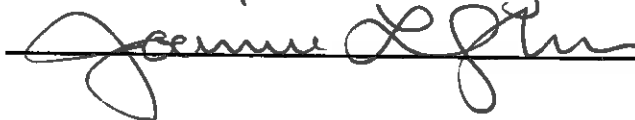
Phone Number:

412-400-2021

Email Address:

SLIPpresident@gmail.com

Authorized Signature:



6/15/16

**ADDENDUM ACKNOWLEDGEMENT FORM**

**SOLICITATION NO.:** CRFQ 0403 DBS 1600000006

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.


**Addendum Numbers Received:**

(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Sign Language Interpreting Professionals LLC  
Company

  
Authorized Signature

6/15/14  
Date

**NOTE:** This addendum acknowledgment should be submitted with the bid to expedite document processing.

Revised 6/8/2012

## VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

**1. Application is made for 2.5% vendor preference for the reason checked:**

- ☐ Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
- ☐ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification;
- ☐ Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; or,
- ☐ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

**2. Application is made for 2.5% vendor preference for the reason checked:**

- ☐ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

**3. Application is made for 2.5% vendor preference for the reason checked:**

- ☐ Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,

**4. Application is made for 5% vendor preference for the reason checked:**

- ☐ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

**5. Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

- ☐ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

**6. Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

- ☐ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

**7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.**

- ☒ Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

**Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.**

Bidder: Sign Language Interpreting Professionals LLC

Date: 6/15/16

Signed: Joanne L. [Signature]

Title: President



hereby grants

# National Women's Business Enterprise Certification

to

## Sign Language Interpreting Professionals

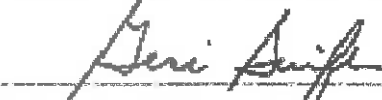
who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).  
This certification affirms the business is woman-owned, operated and controlled; and is valid through the date herein.

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Council - PA, DE, NJ, a WBENC Regional Partner Organization

Certification Granted: 6/30/2014

Expiration Date: 06/30/2017

WBENC National Certification Number: 2005124864

  
Authorized by Gen Swift, President  
Women's Business Enterprise Council - PA, DE, NJ



NAICS Codes: 541930

UNSPSC Codes: 82112000



REQUEST FOR QUOTATION  
ASL Interpreting Service

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25

10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Immediate cancellation of the Contract.

10.2.2. Immediate cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

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: Joanne Sharer

Vendor's Address: PO Box 313

Glenshaw PA 15116-0313

Telephone Number: 412-400-2021

Fax Number: 412-492-8024

Email Address: SLIPpresident@gmail.com

**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.

Joanne L. Sharer, President  
 (Name, Title)  
Jeanne L. Sharer President  
 (Printed Name and Title)  
PO Box 313 Glenshaw PA 15116-0313  
 (Address)  
412-400-2021 412-492-8024  
 (Phone Number) / (Fax Number)  
SLIPpresident@gmail.com  
 (email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation 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 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 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.

Sign Language Interpreting Professionals LLC  
 (Company)

Jeanne L. Sharer President  
 (Authorized Signature) (Representative Name, Title)

Joanne L. Sharer President  
 (Printed Name and Title of Authorized Representative)

6/15/16  
 (Date)

412-400-2021 412-492-8024  
 (Phone Number) (Fax Number)

STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

**MANDATE:** Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

**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.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"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.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Sign Language Interpreting Professionals LLC

Authorized Signature: [Signature] Date: 6/16/16

State of PA

County of Allegheny, to-wit:

Taken, subscribed, and sworn to before me this 16 day of June, 2016

My Commission expires Nov 21, 2017, 20  

**AFFIX SEAL HERE**

**NOTARY PUBLIC**

[Signature]  
Purchasing Affidavit (Revised 08/01/2015)

