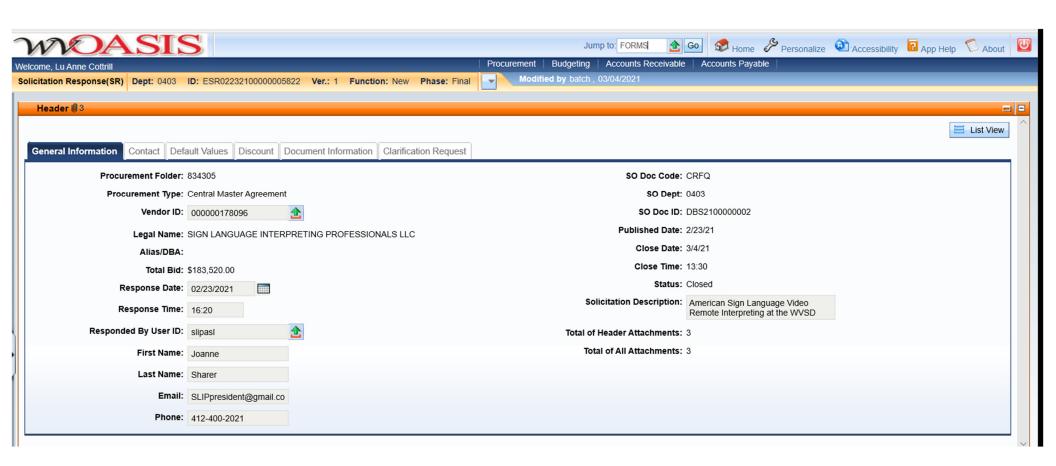
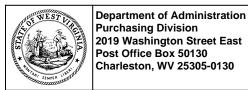


2019 Washington Street, East Charleston, WV 25305 Telephone: 304-558-2306 General Fax: 304-558-6026

Bid Fax: 304-558-3970

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.





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 Response Solicitation Closes Version 2021-03-04 13:30 SR 0403 ESR02232100000005822 1

VENDOR

000000178096

SIGN LANGUAGE INTERPRETING PROFESSIONALS LLC

Solicitation Number: CRFQ 0403 DBS2100000002

Total Bid: Response Date: Response Time: 183520 2021-02-23 16:20:17

Comments:

FOR INFORMATION CONTACT THE BUYER

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

Vendor

FEIN# DATE Signature X

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

FORM ID: WV-PRC-SR-001 2020/05 Date Printed: Mar 4, 2021 Page: 1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Video Remote Sign language interpretation	2960.00	000 HOUR	62.000000	183520.00
	service				

Comm Code	Manufacturer	Specification	Model #	
82112067				

Commodity Line Comments: This is a one hour minimum charge for Video Remote interpreting services.

Extended Description:

Quantities are estimated and are for bid purposes only

 Date Printed:
 Mar 4, 2021
 Page: 2
 FORM ID: WV-PRC-SR-001 2020/05



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

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

Additional Fees:				
	The following fees are billed if applicable based on the terms below.			
Portal to Portal Applicable to Services performed at locations greater than 40 miles from the SLIP Office	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.			
*SLIP does NOT bill mi	ileage except when governed by the AOPC for legal assignments or other entities who require mileage charges.			
Parking	Parking stamps, tickets or parking accommodations may be arranged by the hiring entity in advance or a flat fee will be charged when incurred. Flat fees will be 0-4 hours \$9.00, and over 4 hours \$15.00			
Out of Town Expenses	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.			
Team Interpreting [†] The Hourly rate is billed per interpreter per hour	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.			
Consultation & Presentation	Fees available upon request for consultation and presentation services by SLIP associates.			
Expert Recorded Testimony	Fees available upon request.			
Proceeding with a sche	duled interpreting assignment creates an express agreement that the fees and policies contained in this document are accepted.			

Terms:	1
	scheduled interpreting assignment creates an express agreement that the fees and policies contained in
r rocceding with a	this document are accepted.
On Site Interpreting	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 SLIPoperations@gmail.com.
Scheduling Requirements	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 SLIPrequests@gmail.com or by phone at (412) 400-2021.
Video Remote Interpreting	Remote interpreting is accessed via $SLIP_{RI}$ 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.
Scheduling Requirements	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 SLIPrequests@gmail.com or by phone at (412) 400-2021.
Interpreting service based on each situ	erpreting services are not applicable for all situations. The final decision regarding feasibility of Video Remote s lies with SLIP, and is based on discussion with the customer at the time services are requested. Feasibility varies lation - SLIP prides itself on making these decisions with the communication needs of the deaf client as our first 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.
Night and weekend rate terms	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.

Policies:]
Proceeding with	a scheduled interpreting assignment creates an express agreement that the fees and policies contained in this document are accepted.
Cancellation	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.
	*Legal assignments follow the AOPC guideline for cancellation.
Force Majeure	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 enroute to the job site, billing shall be for one half of the scheduled time and portal to portal shall be charged.
SLIPri Recorded Content	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.
Payment Policy	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.



hereby grants

National Women's Business Enterprise Certification

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.

Elizabeth M Walsh



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

NAICS: 541930

UNSPSC: 82112000, 82112067



























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.

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

Jamela Prince-Gason

Elizabeth M Walsh

Pamela Prince-Eason, WBENC President & CEO

Laura Taylor, WBENC Vice President

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