



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

Proc Folder: 1467650			Reason for Modification:
Doc Description: Remote Video Interpreters for WVSDB			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
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:
Vendor Name : Integrated Language Service, Inc
Address : PO BOX 12485
Street :
City : WILMINGTON
State : NC **Cou**
Principal Contact : ANTHONY DOWNEY
Vendor Contact Phone: 252-290-7486

RECEIVED

2024 AUG -5 PM 12: 50

WV PURCHASING
DIVISION

FOR INFORMATION CONTACT THE BUYER

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

Vendor Signature X *Anthony Downey*

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				SHIP TO			
SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST				SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST			
ROMNEY		WV		ROMNEY		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Remote Video interpreters	2500.00000	HOUR 2 Hour Minimum	\$70 per hour	

Comm Code	Manufacturer	Specification	Model #
90121702			

Extended Description:

Quantities are estimated and for bid purposes only.

SCHEDULE OF EVENTS

Line	Event	Event Date
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	Document Phase	Document Description	Page 3
DBS2500000001	Final	Remote Video Interpreters for WVSOB	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



Integrated Language Service, Inc



P.O. Box 12485 Wilmington, N.C. 28405: (252) 290-7486
Sign Language and/or Foreign Spoken Language Interpreting Services
integratedlangs@gmail.com

- In the event that The Department of Administration Purchasing Division (School for the Deaf/ Blind) contacts Integrated Language Service, Inc (ILS) to provide Sign Language Interpreting/ Transliterating and/or Spoken Language Interpreting services, ILS shall do so in a confidential, professional, clear and courteous manner.
- ILS, Inc shall be compensated, the full day's scheduled time or a two (2) hour minimum (if the scheduled time is less than 2 hours) **If:**

Interpreter shows up for assignment; (**Virtual or in person**)

Interpreter shows up and client does not

Interpreter shows up and assignment is cancelled (unannounced to ILS, Inc)

ILS, Inc is given less than forty-eight (48) hour notice of assignment cancellation

- ILS, Inc shall NOT be compensated **if:**

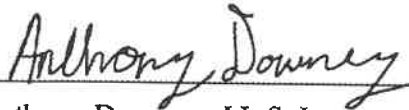
Interpreter does not show for scheduled assignment (**Virtual or in person**)

Assignment is cancelled due to inclement weather

ILS is given more than forty-eight (48) hour notice of assignment cancellation

- Compensation rate for assignments shall be \$70.00 per hour from 7:00am to 5:00pm weekdays
- Compensation rate for the assignments shall be \$95.00 per hour from 5:00pm to 7:00am or emergency assignments (less than 48-hour notice) or weekend assignments or holiday assignments.
- These compensation rates are for each interpreter
- When the interpreter drives 75 miles, one way to the assignment, ILS shall charge an additional one hour each way for that assignment.
- When the interpreter drives 120 miles, one way to the assignment, ILS shall charge an additional 2 hours each way for that assignment
- Mileage rate shall be 67 cent per mile (**for each in person interpreter**).
- The Department Of Administration Purchasing Division (School For the Deaf Blind) shall refrain from financially engaging, hiring, bribing, offering to employ or employing, any subcontractors sent by ILS, Inc to provide Sign Language or Spoken Foreign Language interpreting services, or document translating services for the employees, clients, consumers, or staff members without prior written approval from ILS, Inc.
- ILS, Inc shall send invoices upon completion of assignments for compensation

This schedule of terms/policies and rates is considered **confidential** and is between The Department Of Administration Purchasing Division (School For the Deaf Blind) and Integrated Language Service, Inc. only. This contract shall be in effect for two calendar years from the date stated below. Termination may occur when either party is given a 30-day written notice.



07/05/24

Anthony Downey I.L.S. Inc.

(President, Integrated Language Service, Inc.)