



Elizabeth Comfort  
Finance Director

**Department of Finance**

Public Services Building  
2051 Kaen Road, Suite 490 | Oregon City, OR 97045

July 27, 2023

BCC Agenda Date/Item: \_\_\_\_\_

Board of County Commissioners  
Clackamas County

**Approval of Personal Services Contracts for As Needed Interpreter Services with Languages Translation Services. Contract has an annual not to exceed of \$250,000 with a contract total of \$1,250,000 for 5 years. County General funds could be involved as these contracts are for “on call” or “as-needed basis” work.**

<b>Previous Board Action/Review</b>	Briefed at Issues – July 25, 2023		
<b>Performance Clackamas</b>	Build public trust through good government by providing budget responsibility and transparency		
<b>Counsel Review</b>	Yes	<b>Procurement Review</b>	Yes
<b>Contact Person</b>	Ryan Rice	<b>Contact Phone</b>	503-742-5446

**EXECUTIVE SUMMARY:** The intent of these contracts is to expand the current pool of licensed, qualified firms or individuals to provide a full range of interpreter and translator services. Work will be on an as-needed basis to assist the County with various interpreter needs including but not limited to in person, telephonic, transcription and video platforms. Interpreter services will include a variety of languages and communication needs.

Typical service requests may include but not limited to:

- Interpreter services in clinics, education classes working directly with adults, children, for jurors, classes for parents youth, general County business including but not limited to meetings, events, translation of documents as well as public communication material.

**RECOMMENDATION:** Staff recommends approval of these contracts for as needed interpreter services.

Respectfully submitted,

*Elizabeth Comfort*

Elizabeth Comfort  
Finance Director

For Filing Use Only



**CLACKAMAS COUNTY**  
**PERSONAL SERVICES CONTRACT**  
**Contract #8147**

This Personal Services Contract (this “Contract”) is entered into between **Daniel Shambeo Sabore, DBA Languages Translation Services** (“Contractor”), and Clackamas County, a political subdivision of the State of Oregon (“County”).

**ARTICLE I.**

**1. Effective Date and Duration.** This Contract shall become effective upon signature of both parties. Unless earlier terminated or extended, this Contract shall expire on **June 30, 2028**

**2. Scope of Work.** Contractor shall provide the following personal services: Interpreter services on an on-call basis (“Work”), further described in County’s RFP 2023-39, attached hereto as **Exhibit A** and incorporated by this reference herein, and Contractor’s Response, attached hereto as **Exhibit B** and incorporated by this reference herein.

Contractor agrees to perform the Work on behalf of the County and the following entities: Water Environment Services, North Clackamas Parks and Recreation District, the Development Agency of Clackamas County, the Housing Authority of Clackamas County, and any special district or urban renewal agency that follows the County’s Local Contract Review Board rules and is approved by the County, in writing, to receive the Work under this Contract.

This Contract is on an “on-call” or “as-needed basis” for Work. When the County wishes Contractor to perform the Work, the County will submit an official County Task Order form (found at:

<https://www.clackamas.us/finance/terms.html>) detailing the scope of Work, the entity on whose behalf the Work will be performed, and the total compensation, pursuant to the fee schedule set forth in this Contract. Contractor may not perform Work until the County Task Order form has been executed by the parties. In the event a project authorized under the County Task Order extends beyond the expiration of this Contract, the County Task Order shall remain in effect under the terms of this Contract until the completion or expiration of the authorized task.

No task order shall modify or amend the terms and conditions of this Contract.

The County Contract administrator for this Contract is the County Procurement and Contract Services Division. For each authorized Task Order, a project specific department representative shall be identified for coordination of the work.

**3. Consideration.** The maximum annual amount County may pay Contractor, from available and authorized funds, for performing the Work required by this Contract shall not exceed two hundred and fifty thousand dollars (\$250,000.00). The maximum amount County may pay Contractor, from available and authorized funds, for performing the Work during the entire five (5) year term of the Contract shall not exceed One Million Two Hundred Fifty Thousand dollars (\$1,250,000.00). Because this is an on-call or as-needed contract, and the exact amount of Work needed, if any, is unknown, nothing herein shall be construed as a promise to pay Contractor the full \$1,250,000.00 authorized herein. Consideration rates are on a time and materials basis in accordance with the rates and costs specified in **Exhibit B**. If any interim payments to Contractor are made, such payments shall be made only in accordance with the schedule and requirements in Exhibit B.

**4. Invoices and Payments.** Unless otherwise specified, Contractor shall submit monthly invoices for Work performed. Invoices shall describe all Work performed with particularity, by whom it was performed, and shall itemize and explain all expenses for which reimbursement is claimed. The invoices shall include the total amount billed to date by Contractor prior to the current invoice. If Contractor fails to present invoices in proper form within sixty (60) calendar days after the end of the month in which the services were rendered, Contractor waives any rights to present such invoice

thereafter and to receive payment therefor. Payments shall be made in accordance with ORS 293.462 to Contractor following the County’s review and approval of invoices submitted by Contractor. Contractor shall not submit invoices for, and the County will not be obligated to pay, any amount in excess of the maximum compensation amount set forth above. If this maximum compensation amount is increased by amendment of this Contract, the amendment must be fully effective before Contractor performs Work subject to the amendment.

**Invoices shall reference the above Contract Number and be submitted to each department that requested services under this Contract.**

- 5. Travel and Other Expense.** Authorized:  Yes  No

If travel expense reimbursement is authorized in this Contract, such expense shall only be reimbursed at the rates in the County Contractor Travel Reimbursement Policy, hereby incorporated by reference and found at: <https://www.clackamas.us/finance/terms.html>. Travel expense reimbursement is not in excess of the not to exceed consideration.

- 6. Contract Documents.** This Contract consists of the following documents, which are listed in descending order of precedence and are attached and incorporated by reference, this Contract, Exhibit A and Exhibit B.

**7. Contractor and County Contacts.**

Contractor Administrator: Daniel Sabore Phone: 253-835-0107 Email: <a href="mailto:dshamebo@languages-translation.info">dshamebo@languages-translation.info</a> <a href="mailto:info@advancedtranslationservices.com">info@advancedtranslationservices.com</a>	County Administrator: TBD Phone: Email:
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Payment information will be reported to the Internal Revenue Service (“IRS”) under the name and taxpayer ID number submitted. (See I.R.S. 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records will subject Contractor payments to backup withholding.

**ARTICLE II.**

- 1. ACCESS TO RECORDS.** Contractor shall maintain books, records, documents, and other evidence, in accordance with generally accepted accounting procedures and practices, sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this Contract. County and their duly authorized representatives shall have access to the books, documents, papers, and records of Contractor, which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts. Contractor shall maintain such books and records for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later.
- 2. AVAILABILITY OF FUTURE FUNDS.** Any continuation or extension of this Contract after the end of the fiscal period in which it is written is contingent on a new appropriation for each succeeding fiscal period sufficient to continue to make payments under this Contract, as determined by the County in its sole administrative discretion.
- 3. CAPTIONS.** The captions or headings in this Contract are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this Contract.
- 4. COMPLIANCE WITH APPLICABLE LAW.** Contractor shall comply with all applicable federal, state and local laws, regulations, executive orders, and ordinances, as such may be amended from time to time.

5. **COUNTERPARTS.** This Contract may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.
6. **GOVERNING LAW.** This Contract, and all rights, obligations, and disputes arising out of it, shall be governed and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without regard to principles of conflicts of law. Any claim, action, or suit between County and Contractor that arises out of or relates to the performance of this Contract shall be brought and conducted solely and exclusively within the Circuit Court for Clackamas County, for the State of Oregon. Provided, however, that if any such claim, action, or suit may be brought in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the County of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. Contractor, by execution of this Contract, hereby consents to the personal jurisdiction of the courts referenced in this section.
7. **INDEMNITY, RESPONSIBILITY FOR DAMAGES.** Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, any act, omission, or neglect of Contractor, its subcontractors, agents, or employees. The Contractor agrees to indemnify and defend the County, and its officers, elected officials, agents, and employees, from and against all claims, actions, losses, liabilities, including reasonable attorney and accounting fees, and all expenses incidental to the investigation and defense thereof, arising out of or based upon Contractor's acts or omissions in performing under this Contract.

However, neither Contractor nor any attorney engaged by Contractor shall defend the claim in the name of County, purport to act as legal representative of County, or settle any claim on behalf of County, without the approval of the Clackamas County Counsel's Office. County may assume its own defense and settlement at its election and expense.

8. **INDEPENDENT CONTRACTOR STATUS.** The service(s) to be rendered under this Contract are those of an independent contractor. Although the County reserves the right to determine (and modify) the delivery schedule for the Work to be performed and to evaluate the quality of the completed performance, County cannot and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work. Contractor is not to be considered an agent or employee of County for any purpose, including, but not limited to: (A) The Contractor will be solely responsible for payment of any Federal or State taxes required as a result of this Contract; and (B) This Contract is not intended to entitle the Contractor to any benefits generally granted to County employees, including, but not limited to, vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement benefits.
9. **INSURANCE.** Contractor shall secure at its own expense and keep in effect during the term of the performance under this Contract the insurance required and minimum coverage indicated below. The insurance requirement outlined below do not in any way limit the amount of scope of liability of Contractor under this Contract. Contractor shall provide proof of said insurance and name the County as an additional insured on all required liability policies. Proof of insurance and notice of any material change should be submitted to the following address: Clackamas County Procurement Division, 2051 Kaen Road, Oregon City, OR 97045 or emailed to the County Contract Analyst.

<input checked="" type="checkbox"/> Required – Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
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<input checked="" type="checkbox"/> Required – Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per claim, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
<input checked="" type="checkbox"/> Required – Automobile Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per accident for Bodily Injury and Property Damage.

The policy(s) shall be primary insurance as respects to the County. Any insurance or self-insurance maintained by the County shall be excess and shall not contribute to it. Any obligation that County agree to a waiver of subrogation is hereby stricken.

- 10. LIMITATION OF LIABILITIES.** This Contract is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and is contingent upon funds being appropriated therefore. Any provisions herein which would conflict with law are deemed inoperative to that extent. Except for liability arising under or related to Article II, Section 13 or Section 20 neither party shall be liable for (i) any indirect, incidental, consequential or special damages under this Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms.
- 11. NOTICES.** Except as otherwise provided in this Contract, any required notices between the parties shall be given in writing by personal delivery, email, or mailing the same, to the Contract Administrators identified in Article 1, Section 6. If notice is sent to County, a copy shall also be sent to: Clackamas County Procurement, 2051 Kaen Road, Oregon City, OR 97045. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing, and immediately upon personal delivery, or within 2 hours after the email is sent during County’s normal business hours (Monday – Thursday, 7:00 a.m. to 6:00 p.m.) (as recorded on the device from which the sender sent the email), unless the sender receives an automated message or other indication that the email has not been delivered.
- 12. OWNERSHIP OF WORK PRODUCT.** All work product of Contractor that results from this Contract (the “Work Product”) is the exclusive property of County. County and Contractor intend that such Work Product be deemed “work made for hire” of which County shall be deemed the author. If for any reason the Work Product is not deemed “work made for hire,” Contractor hereby irrevocably assigns to County all of its right, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark or trade secret, or any other state or federal intellectual property law or doctrine. Contractor shall execute such further documents and instruments as County may reasonably request in order to fully vest such rights in County. Contractor forever waives any and all rights relating to the Work Product, including without limitation, any and all rights arising under 17 USC § 106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications. Notwithstanding the above, County shall have no rights in any pre-existing Contractor intellectual property provided to County by Contractor in the performance of this Contract except to copy, use and re-use any such Contractor intellectual property for County use only.
- 13. REPRESENTATIONS AND WARRANTIES.** Contractor represents and warrants to County that (A) Contractor has the power and authority to enter into and perform this Contract; (B) this Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms; (C) Contractor shall at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the Work; (D) Contractor is an independent contractor as defined in ORS 670.600; and (E) the Work under this Contract shall be performed in a good and workmanlike manner and in accordance with the highest professional standards. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.
- 14. SURVIVAL.** All rights and obligations shall cease upon termination or expiration of this Contract, except for the rights and obligations set forth in Article II, Sections 1, 6, 7, 10, 12, 13, 14, 15, 17, 20, 21, 25, 27, 28, and 34, and all other rights and obligations which by their context are intended to

survive. However, such expiration shall not extinguish or prejudice the County's right to enforce this Contract with respect to: (a) any breach of a Contractor warranty; or (b) any default or defect in Contractor performance that has not been cured.

- 15. SEVERABILITY.** If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.
- 16. SUBCONTRACTS AND ASSIGNMENTS.** Contractor shall not enter into any subcontracts for any of the Work required by this Contract, or assign or transfer any of its interest in this Contract by operation of law or otherwise, without obtaining prior written approval from the County, which shall be granted or denied in the County's sole discretion. In addition to any provisions the County may require, Contractor shall include in any permitted subcontract under this Contract a requirement that the subcontractor be bound by this Article II, Sections 1, 7, 8, 13, 16 and 27 as if the subcontractor were the Contractor. County's consent to any subcontract shall not relieve Contractor of any of its duties or obligations under this Contract.
- 17. SUCCESSORS IN INTEREST.** The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective authorized successors and assigns.
- 18. TAX COMPLIANCE CERTIFICATION.** The Contractor shall comply with all federal, state and local laws, regulation, executive orders and ordinances applicable to this Contract. Contractor represents and warrants that it has complied, and will continue to comply throughout the duration of this Contract and any extensions, with all tax laws of this state or any political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318. Any violation of this section shall constitute a material breach of this Contract and shall entitle County to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies available under this Contract or applicable law.
- 19. TERMINATIONS.** This Contract may be terminated for the following reasons: (A) by mutual agreement of the parties or by the County (i) for convenience upon thirty (30) days written notice to Contractor, or (ii) at any time the County fails to receive funding, appropriations, or other expenditure authority as solely determined by the County; or (B) if contractor breaches any Contract provision or is declared insolvent, County may terminate after thirty (30) days written notice with an opportunity to cure.  
  
Upon receipt of written notice of termination from the County, Contractor shall immediately stop performance of the Work. Upon termination of this Contract, Contractor shall deliver to County all documents, Work Product, information, works-in-progress and other property that are or would be deliverables had the Contract Work been completed. Upon County's request, Contractor shall surrender to anyone County designates, all documents, research, objects or other tangible things needed to complete the Work.
- 20. REMEDIES.** If terminated by the County due to a breach by the Contractor, then the County shall have any remedy available to it in law or equity. If this Contract is terminated for any other reason, Contractor's sole remedy is payment for the goods and services delivered and accepted by the County as of the date of the notice of termination, less any setoff to which the County is entitled.
- 21. NO THIRD PARTY BENEFICIARIES.** County and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.

- 22. TIME IS OF THE ESSENCE.** Contractor agrees that time is of the essence in the performance of this Contract.
- 23. FOREIGN CONTRACTOR.** If the Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State, Corporate Division, all information required by those agencies relative to this Contract. The Contractor shall demonstrate its legal capacity to perform these services in the State of Oregon prior to entering into this Contract.
- 24. FORCE MAJEURE.** Neither County nor Contractor shall be held responsible for delay or default caused by events outside the County or Contractor's reasonable control including, but not limited to, fire, terrorism, riot, acts of God, or war. However, Contractor shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.
- 25. WAIVER.** The failure of County to enforce any provision of this Contract shall not constitute a waiver by County of that or any other provision.
- 26. PUBLIC CONTRACTING REQUIREMENTS.** Pursuant to the public contracting requirements contained in Oregon Revised Statutes ("ORS") Chapter 279B.220 through 279B.235, Contractor shall:
- a. Make payments promptly, as due, to all persons supplying to Contractor labor or materials for the prosecution of the work provided for in the Contract.
  - b. Pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of the Contract.
  - c. Not permit any lien or claim to be filed or prosecuted against County on account of any labor or material furnished.
  - d. Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
  - e. As applicable, the Contractor shall pay employees for work in accordance with ORS 279B.235, which is incorporated herein by this reference. The Contractor shall comply with the prohibitions set forth in ORS 652.220, compliance of which is a material element of this Contract, and failure to comply is a breach entitling County to terminate this Contract for cause.
  - f. If the Work involves lawn and landscape maintenance, Contractor shall salvage, recycle, compost, or mulch yard waste material at an approved site, if feasible and cost effective.
- 27. NO ATTORNEY FEES.** In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Contract, each party shall be responsible for its own attorneys' fees and expenses.
- 28. CONFIDENTIALITY.** Contractor acknowledges that it and its employees and agents may, in the course of performing their obligations under this Contract, be exposed to or acquire information that the County desires or is required to maintain as confidential, including information that is protected under applicable law, including Personal Information (as "**Personal Information**" is defined in ORS 646A.602(11)).

Contractor agrees to hold any and all information that it is required by law or that the County marks as "Confidential" to be held in confidence ("**Confidential Information**"), using at least the same degree of care that Contractor uses in maintaining the confidentiality of its own confidential information, and will use the Confidential Information for no purpose other than in the performance of this Contract, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential.

Contractor agrees that, except as directed by the County, Contractor will not at any time during or after the term of this Contract, disclose, directly or indirectly, any Confidential Information to any

person, and that upon termination or expiration of this Contract or the County's request, Contractor will turn over to the County all documents, papers, records and other materials in Contractor's possession which embody Confidential Information.

Contractor acknowledges that breach of this Contract, including disclosure of any Confidential Information, or disclosure of other information that, at law or in good conscience or equity, ought to remain confidential, will give rise to irreparable injury to the County that cannot adequately be compensated in damages. Accordingly, the County may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Contractor acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interests of the County and are reasonable in scope and content.

Contractor agrees to comply with all reasonable requests by the County to ensure the confidentiality and nondisclosure of the Confidential Information, including if requested and without limitation: (a) obtaining nondisclosure agreements, in a form approved by the County, from each of Contractor's employees and agents who are performing services, and providing copies of such agreements to the County; and (b) performing criminal background checks on each of Contractor's employees and agents who are performing services, and providing a copy of the results to the County.

Contractor shall report, either orally or in writing, to the County any use or disclosure of Confidential Information not authorized by this Contract or in writing by the County, including any reasonable belief that an unauthorized individual has accessed Confidential Information. Contractor shall make the report to the County immediately upon discovery of the unauthorized disclosure, but in no event more than two (2) business days after Contractor reasonably believes there has been such unauthorized use or disclosure. Contractor's report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the Confidential Information used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Contractor has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action Contractor has taken or shall take to prevent future similar unauthorized use or disclosure. Contractor shall provide such other information, including a written report, as reasonably requested by the County.

Notwithstanding any other provision in this Contract, Contractor will be responsible for all damages, fines and corrective action (including credit monitoring services) arising from disclosure of such Confidential Information caused by a breach of its data security or the confidentiality provisions hereunder.

The provisions in this Section shall operate in addition to, and not as limitation of, the confidentiality and similar requirements set forth in the rest of the Contract, as it may otherwise be amended. Contractor's obligations under this Contract shall survive the expiration or termination of the Contract, as amended, and shall be perpetual.

**29. CRIMINAL BACKGROUND CHECK REQUIREMENTS.** Contractor shall be required to have criminal background checks (and in certain instances fingerprint background checks) performed on all employees, agents, or subcontractors that perform services under this Contract. Only those employees, agents, or subcontractors that have met the acceptability standards of the County may perform services under this Contract or be given access to Personal Information, Confidential Information or access to County facilities.

**30. [RESERVED]**

**31. [RESERVED]**

**32. [RESERVED]**

**33. [RESERVED]**



**EXHIBIT A**  
**RFQ 2023-39 ON-CALL INTERPRETER SERVICES**  
**PUBLISHED APRIL 27, 2023**





**REQUEST FOR PROPOSALS #2023-39**

**FOR**

**Interpreter Services**

**BOARD OF COUNTY COMMISSIONERS**

**TOOTIE SMITH, Chair**  
**PAUL SAVAS, Commissioner**  
**MARK SHULL, Commissioner**  
**MARTHA SCHRADER, Commissioner**  
**BEN WEST, Commissioner**

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**Gary Schmidt**  
**County Administrator**

**Mike Faris**  
**Contract Analyst**

**PROPOSAL CLOSING DATE, TIME AND LOCATION**

**DATE:** May 25, 2023

**TIME:** 2:00 PM, Pacific Time

**PLACE:** <https://bidlocker.us/a/clackamascounty/BidLocker>

## **SCHEDULE**

Request for Proposals Issued.....	April 27, 2023
Protest of Specifications Deadline.....	May 4, 2023, 5:00 PM, Pacific Time
Deadline to Submit Clarifying Questions.....	May 18, 2023, 5:00 PM, Pacific Time
Request for Proposals Closing Date and Time.....	May 25, 2023, 2:00 PM, Pacific Time
Deadline to Submit Protest of Award.....	Seven (7) days from the Intent to Award

## **TABLE OF CONTENTS**

Section 1 – Notice of Request for Proposals
Section 2 – Instructions to Proposers
Section 3 – Scope of Work
Section 4 – Evaluation and Selection Criteria
Section 5 – Proposal Content (Including Proposal Certification)

## SECTION 1 NOTICE OF REQUEST FOR PROPOSALS

Notice is hereby given that Clackamas County through its Board of County Commissioners will receive sealed Proposals per specifications until **2:00 PM, May 25, 2023** (“Closing”), to provide Interpreter Services. No Proposals will be received or considered after that time.

### **Location of RFP documents: OregonBuys**

RFP Documents can be downloaded from the state of Oregon procurement website (“OregonBuys”) at the following address <https://oregonbuys.gov/bsa/view/login/login.xhtml>, Document No. S-C01010-00006733.

Prospective Proposers will need to sign in to download the information and that information will be accumulated for a Plan Holder's List. Prospective Proposers are responsible for obtaining any Addenda, clarifying questions, and Notices of Award from OregonBuys.

### **Submitting Proposals: Bid Locker**

Proposals will only be accepted electronically thru a secure online bid submission service, **Bid Locker**. *Email submissions to Clackamas County email addresses will no longer be accepted.*

- A. Completed proposal documents must arrive electronically via Bid Locker located at <https://bidlocker.us/a/clackamascounty/BidLocker>.
- B. Bid Locker will electronically document the date and time of all submissions. Completed documents must arrive by the deadline indicated in Section 1 or as modified by Addendum. **LATE PROPOSALS WILL NOT BE ACCEPTED.**
- C. Proposers must register and create a profile for their business with Bid Locker in order to submit for this project. It is free to register for Bid Locker.
- D. Proposers with further questions concerning Bid Locker may review the Vendor’s Guide located at <https://www.clackamas.us/how-to-bid-on-county-projects>.

### **Contact Information**

Procurement Process and Technical Questions: Michael Faris , [MFaris@clackamas.us](mailto:MFaris@clackamas.us)

The Board of County Commissioners reserves the right to reject any and all Proposals not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any and all Proposals upon the finding that it is in the public interest to do so and to waive any and all informalities in the public interest. In the award of the contract, the Board of County Commissioners will consider the element of time, will accept the Proposal or Proposals which in their estimation will best serve the interests of Clackamas County and will reserve the right to award the contract to the contractor whose Proposal shall be best for the public good.

Clackamas County encourages proposals from Minority, Women, Veteran and Emerging Small Businesses.

## SECTION 2 INSTRUCTIONS TO PROPOSERS

Clackamas County (“County”) reserves the right to reject any and all Proposals received as a result of this RFP. County Local Contract Review Board Rules (“LCRB”) govern the procurement process for the County.

**2.1 Modification or Withdrawal of Proposal:** Any Proposal may be modified or withdrawn at any time prior to the Closing deadline, provided that a written request is received by the County Procurement Division Director, prior to the Closing. The withdrawal of a Proposal will not prejudice the right of a Proposer to submit a new Proposal.

**2.2 Requests for Clarification and Requests for Change:** Proposers may submit questions regarding the specifications of the RFP. Questions must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule, at the Procurement Division address as listed in Section 1 of this RFP. Requests for changes must include the reason for the change and any proposed changes to the requirements. The purpose of this requirement is to permit County to correct, prior to the opening of Proposals, RFP terms or technical requirements that may be unlawful, improvident or which unjustifiably restrict competition. County will consider all requested changes and, if appropriate, amend the RFP. No oral or written instructions or information concerning this RFP from County managers, employees or agents to prospective Proposers shall bind County unless included in an Addendum to the RFP.

**2.3 Protests of the RFP/Specifications:** Protests must be in accordance with LCRB C-047-0730. Protests of Specifications must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule, or within three (3) business days of issuance of any addendum, at the Procurement Division address listed in Section 1 of this RFP. Protests may not be faxed. Protests of the RFP specifications must include the reason for the protest and any proposed changes to the requirements.

**2.4 Addenda:** If any part of this RFP is changed, an addendum will be provided to Proposers that have provided an address to the Procurement Division for this procurement. It shall be Proposers responsibility to regularly check OregonBuys for any notices, published addenda, or response to clarifying questions.

**2.5 Submission of Proposals:** Proposals must be submitted in accordance with Section 5. All Proposals shall be legibly written in ink or typed and comply in all regards with the requirements of this RFP. Proposals that include orders or qualifications may be rejected as irregular. All Proposals must include a signature that affirms the Proposer’s intent to be bound by the Proposal (may be on cover letter, on the Proposal, or the Proposal Certification Form) shall be signed. If a Proposal is submitted by a firm or partnership, the name and address of the firm or partnership shall be shown, together with the names and addresses of the members. If the Proposal is submitted by a corporation, it shall be signed in the name of such corporation by an official who is authorized to bind the contractor. The Proposals will be considered by the County to be submitted in confidence and are not subject to public disclosure until the notice of intent to award has been issued.

No late Proposals will be accepted. Proposals submitted after the Closing will be considered late and will be returned unopened. Proposals may not be submitted by telephone or fax.

**2.6 Post-Selection Review and Protest of Award:** County will name the apparent successful Proposer in a Notice of Intent to Award published on OregonBuys. Identification of the apparent successful Proposer is procedural only and creates no right of the named Proposer to award of the contract. Competing Proposers shall be given seven (7) calendar days from the date on the Notice of Intent to Award to review the file at the Procurement Division office and file a written protest of award, pursuant to LCRB C-047-0740. Any award protest must be in writing and must be delivered by email, hand-delivery or mail to the address for the Procurement Division as listed in Section 1 of this RFP.

Only actual Proposers may protest if they believe they have been adversely affected because the Proposer would be eligible to be awarded the contract in the event the protest is successful. The basis of the written protest must be in accordance with ORS 279B.410 and shall specify the grounds upon which the protest is based. In order to be an adversely affected Proposer with a right to submit a written protest, a Proposer must be next in line for

award, i.e. the protester must claim that all higher rated Proposers are ineligible for award because they are non-responsive or non-responsible.

County will consider any protests received and:

- a. reject all protests and proceed with final evaluation of, and any allowed contract language negotiation with, the apparent successful Proposer and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a contract with the named Proposer; OR
- b. sustain a meritorious protest(s) and reject the apparent successful Proposer as nonresponsive, if such Proposer is unable to demonstrate that its Proposal complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, County may name a new apparent successful Proposer; OR
- c. reject all Proposals and cancel the procurement.

**2.7 Acceptance of Contractual Requirements:** Failure of the selected Proposer to execute a contract and deliver required insurance certificates within ten (10) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the option of County.

**2.8 Public Records:** Proposals are deemed confidential until the “Notice of Intent to Award” letter is issued. This RFP and one copy of each original Proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be kept and made a part of a file or record which will be open to public inspection. If a Proposal contains any information that is considered a **TRADE SECRET** under ORS 192.345(2), **SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:**

**“This information constitutes a trade secret under ORS 192.345(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”**

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance” (ORS 192.345). Therefore, non-disclosure of documents, or any portion of a document submitted as part of a Proposal, may depend upon official or judicial determinations made pursuant to the Public Records Law.

**2.9 Investigation of References:** County reserves the right to investigate all references in addition to those supplied references and investigate past performance of any Proposer with respect to its successful performance of similar services, its compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, its lawful payment of subcontractors and workers, and any other factor relevant to this RFP. County may postpone the award or the execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation.

**2.10 RFP Proposal Preparation Costs and Other Costs:** Proposer costs of developing the Proposal, cost of attendance at an interview (if requested by County), or any other costs are entirely the responsibility of the Proposer, and will not be reimbursed in any manner by County.

**2.11 Clarification and Clarity:** County reserves the right to seek clarification of each Proposal, or to make an award without further discussion of Proposals received. Therefore, it is important that each Proposal be submitted initially in the most complete, clear, and favorable manner possible.

**2.12 Right to Reject Proposals:** County reserves the right to reject any or all Proposals or to withdraw any item from the award, if such rejection or withdrawal would be in the public interest, as determined by County.

**2.13 Cancellation:** County reserves the right to cancel or postpone this RFP at any time or to award no contract.

**2.14 Proposal Terms:** All Proposals, including any price quotations, will be valid and firm through a period of one hundred and eighty (180) calendar days following the Closing date. County may require an

extension of this firm offer period. Proposers will be required to agree to the longer time frame in order to be further considered in the procurement process.

**2.15 Oral Presentations:** At County's sole option, Proposers may be required to give an oral presentation of their Proposals to County, a process which would provide an opportunity for the Proposer to clarify or elaborate on the Proposal but will in no material way change Proposer's original Proposal. If the evaluating committee requests presentations, the Procurement Division will schedule the time and location for said presentation. Any costs of participating in such presentations will be borne solely by Proposer and will not be reimbursed by County. **Note:** Oral presentations are at the discretion of the evaluating committee and may not be conducted; therefore, **written Proposals should be complete.**

**2.16 Usage:** It is the intention of County to utilize the services of the successful Proposer(s) to provide services as outlined in the below Scope of Work.

**2.17 Review for Responsiveness:** Upon receipt of all Proposals, the Procurement Division or designee will determine the responsiveness of all Proposals before submitting them to the evaluation committee. If a Proposal is incomplete or non-responsive in significant part or in whole, it will be rejected and will not be submitted to the evaluation committee. County reserves the right to determine if an inadvertent error is solely clerical or is a minor informality which may be waived, and then to determine if an error is grounds for disqualifying a Proposal. The Proposer's contact person identified on the Proposal will be notified, identifying the reason(s) the Proposal is non-responsive. One copy of the Proposal will be archived and all others discarded.

**2.18 RFP Incorporated into Contract:** This RFP will become part of the Contract between County and the selected contractor(s). The contractor(s) will be bound to perform according to the terms of this RFP, their Proposal(s), and the terms of the Sample Contract.

**2.19 Communication Blackout Period:** Except as called for in this RFP, Proposers may not communicate with members of the Evaluation Committee or other County employees or representatives about the RFP during the procurement process until the apparent successful Proposer is selected, and all protests, if any, have been resolved. Communication in violation of this restriction may result in rejection of a Proposer.

**2.20 Prohibition on Commissions and Subcontractors:** County will contract directly with persons/entities capable of performing the requirements of this RFP. Contractors must be represented directly. Participation by brokers or commissioned agents will not be allowed during the Proposal process. Contractor shall not use subcontractors to perform the Work unless specifically pre-authorized in writing to do so by the County. Contractor represents that any employees assigned to perform the Work, and any authorized subcontractors performing the Work, are fully qualified to perform the tasks assigned to them, and shall perform the Work in a competent and professional manner. Contractor shall not be permitted to add on any fee or charge for subcontractor Work. Contractor shall provide, if requested, any documents relating to subcontractor's qualifications to perform required Work.

**2.21 Ownership of Proposals:** All Proposals in response to this RFP are the sole property of County, and subject to the provisions of ORS 192.410-192.505 (Public Records Act).

**2.22 Clerical Errors in Awards:** County reserves the right to correct inaccurate awards resulting from its clerical errors.

**2.23 Rejection of Qualified Proposals:** Proposals may be rejected in whole or in part if they attempt to limit or modify any of the terms, conditions, or specifications of the RFP or the Sample Contract.

**2.24 Collusion:** By responding, the Proposer states that the Proposal is not made in connection with any competing Proposer submitting a separate response to the RFP, and is in all aspects fair and without collusion or fraud. Proposer also certifies that no officer, agent, elected official, or employee of County has a pecuniary interest in this Proposal.



**2.25 Evaluation Committee:** Proposals will be evaluated by a committee consisting of representatives from County and potentially external representatives. County reserves the right to modify the Evaluation Committee make-up in its sole discretion.

**2.26 Commencement of Work:** The contractor shall commence no work until all insurance requirements have been met, the Protest of Awards deadline has been passed, any protest have been decided, a contract has been fully executed, and a Notice to Proceed has been issued by County.

**2.27 Best and Final Offer:** County may request best and final offers from those Proposers determined by County to be reasonably viable for contract award. However, County reserves the right to award a contract on the basis of initial Proposal received. Therefore, each Proposal should contain the Proposer's best terms from a price and technical standpoint. Following evaluation of the best and final offers, County may select for final contract negotiations/execution the offers that are most advantageous to County, considering cost and the evaluation criteria in this RFP.

**2.28 Nondiscrimination:** The successful Proposer agrees that, in performing the work called for by this RFP and in securing and supplying materials, contractor will not discriminate against any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, sexual orientation, gender identity, veteran status, physical or mental handicap, national origin or ancestry, or any other class protected by applicable law.

**2.29 Intergovernmental Cooperative Procurement Statement:** Pursuant to ORS 279A and LCRB, other public agencies shall have the ability to purchase the awarded goods and services from the awarded contractor(s) under terms and conditions of the resultant contract. Any such purchases shall be between the contractor and the participating public agency and shall not impact the contractor's obligation to the County. Any estimated purchase volumes listed herein do not include other public agencies and County makes no guarantee as to their participation. Any Proposer, by written notification included with their Proposal, may decline to extend the prices and terms of this solicitation to any and/or all other public agencies. County grants to any and all public serving governmental agencies, authorization to purchase equivalent services or products described herein at the same submitted unit bid price, but only with the consent of the contractor awarded the contract by the County.

## SECTION 3 SCOPE OF WORK

### 3.1. INTRODUCTION

The County, on behalf of its Departments and special Districts (collectively referred to as “Department”), is seeking proposals for on-call contractors to provide interpreter services including but not limited to in person, telephonic, transcription and video platforms. The County wishes to contract with qualified firms for interpreter services to and from one or more languages to and from the English language on an on-call basis. The County intends to award multiple contracts as a result of this solicitation.

**Please direct all Technical/Specifications or Procurement Process Questions to the indicated representative referenced in the Notice of Request for Proposals and note the communication restriction outlined in Section 2.19.**

### 3.2 BACKGROUND

Clackamas County seeks to contract with qualified vendors to provide interpreter services to be utilized throughout the County by in-person, telephonic, video conferencing, and written translation platforms. These services are for all Clackamas County entities including but not limited to Sheriff’s Department, District Attorney’s Office, Clackamas County Service District 1, North Clackamas Parks and Recreation District, Transportation and Development, Resolution Services, Library District, Water Environment Services, Health, Housing and Human Services and other County component units.

### 3.3. SCOPE OF WORK

#### 3.3.1. **Scope:**

The purpose of this Request for Proposals (“RFP”) is to contract with qualified individuals or firms (hereafter “Contractor”) to provide on-call services including but not limited to in-person, telephonic, video conferencing, and written translation services for various languages to and from the English language. The resulting contract will be an on-call contract for services needed over the contract term. The compensation for each task will be a time and material basis at the rates provided in proposal submitted with no guarantee of compensation during the contract term. The annual not to exceed for each contract will be \$250,000, with a total contract value of not-to-exceed \$1,250,000.000, for a five year contract term expiring **June 30, 2028**. It is the intent of the County to issue multiple contracts under this RFP.

Contractors may need to agree to additional terms and conditions as mandated by State, Federal or County requirements per each engagement such as HIPPA or other State mandated regulations. This includes but is not limited to additional agreements such as Business Associate Agreement and Qualified Service Organization Business Associate Agreement. Samples of these agreements can be found at: <https://www.clackamas.us/finance/terms.html>

Services will be coordinated with a Departmental representative (“County Requestor”) for each engagement Service scheduling will be by telephone or email correspondence and all confirmations must be received to the County Requestor within 24 hours of request. The request confirmation should include the name of the County Requestor, service(s) time(s) and location requested, confirmation of services and any other pertinent information necessary. Minimum hours for billing and service requested for in-person interpreter services is one (1) hour per request, regardless of actual service time, which includes client no show. The County has the right to utilize services within the time frame specified regardless of original scope of work as long as there is no change of location unless mutually agreed upon in writing. County Requestor and Contractor must cancel a minimum of 48 hours in advance of requested services time.

County reserves the right to charge an hour for hour billing fee at their specified rates for failure to appear after a written confirmation is received.

Additional hours for in-person interpreter services or longer term engagements may be required as needed and mutually agreed upon in writing by both the County and Contractor.

Contractor to provide all labor, material, equipment and supplies necessary to provide interpreter services in-person, telephonically, video conferencing, and written translation services. The County will not accept additional ad hoc fees such as location fees, travel fees, etc. in addition to the hourly rate.

Contractor will invoice Departments directly on a monthly basis with detailed information per transaction that will include date, time, location address, language services used, platform utilized (in-person, telephonic, video, transcriber) and any other pertinent notes. If providing written translation, Contractor shall submit in writing, the original request by the Department including documents requesting translation. County Requestor may require Contractor to bill third party entities directly.

Telephonic interpretation must utilize a land line phone to maintain integrity of the connection. If mutually agreed upon, cellular devices may be utilized to perform the interpreter services either via video or telephonic interpreter services.

Contractors must have the ability to provide high-quality Video Remote Interpreting and Video Relay Service (“VRI/VRS”) available from multiple platforms – utilizing current (PC/MAC/Android/iOS) technology for the provision of on-site interpreting services and video remote “mobile” interpreting, delivering a wide array of options to meet the varied communication needs of the Sheriff’s Office, clients and Departments.

Contractor duties may include but are not limited to interpreter services, which may consist of either VRI/VRS interpretive services or on-site interpretation as the need dictates, for Departments including but not limited to the County Jail, County Courthouse (Civil Services), Community Corrections (Parole and Probation Services), and Law Enforcement Operations (Patrol Services and Criminal Investigations).

**Certifications:**

Contractors must be certified in American Sign Language (ASL) through the National Association of the Deaf (<https://www.nad.org/>).

Contractors who are Medically Certified must be registered and certified as a medical Interpreter as deemed by the Oregon Health Authority (<http://www.oregon.gov/oha/oei/pages/hci-certification.aspx>).

Contractors who are Legally Certified must be registered and certified as a Court Interpreter as deemed by the Oregon Judicial Department (<http://www.courts.oregon.gov/programs/interpreters/Pages/roster.aspx>).

Contractors who perform General interpreter services must be fluent in language(s) in which they provide services by oral communication and or in writing.

Firms or individuals may be required to supply certifications at the time of services being rendered at the request of the County Requestor.

Typical service requests may include but not limited to:

- Interpreter services in clinics, education classes working directly with adults, children, for jurors, classes for parents youth, general County business including but not limited to meetings, events, translation of documents as well as public communication material.

Contractor may or may not be required to meet additional guidelines as specified by both finding source and departmental needs. These may include but are not limited to:

- BAA
- QSOBAA
- Ability to record interactions (interpretations) of all parties
- Consent from all parties to recordings- Conversations may be recorded for law enforcement purposes (Oregon Law) and possibility of being subject to answering subpoenas (County Counsel/District Attorney).

### **3.3.2. Work Schedule:**

Services will be performed on an as needed schedule with little to no notice. The schedule of services will be mutually agreed upon scope of work on a twenty four hour basis, seven days a week, and three hundred and sixty five days a year (24/7/365). Work performed will either be in-person, utilization of video or telephonic interpreter services.

Most services to be performed between the hours of 7:00 AM and 6:00 PM, Monday through Friday.

### **Location of Work:**

All Clackamas County and component unit locations are intended to be covered under the resulting contract. The majority of service locations are in the Clackamas County Metro areas of Oregon City, Milwaukie, Gladstone, Clackamas, West Linn, Canby area. There are some service locations in outlying areas such as Sandy and Welches, however the volume is minor compared to the Metro area.

### **3.3.3. Term of Contract:**

The term of the contract shall be from the effective date through **June 30, 2028**. Prices during the term of the contract will be fixed.

**3.3.4 Sample Contract:** Submission of a Proposal in response to this RFP indicates Proposer's willingness to enter into a contract containing substantially the same terms (including insurance requirements) of the sample contract identified below. No action or response to the sample contract is required under this RFP. Any objections to the sample contract terms should be raised in accordance with Paragraphs 2.2 or 2.3 of this RFP, pertaining to requests for clarification or change or protest of the RFP/specifications, and as otherwise provided for in this RFP. This RFP and all supplemental information in response to this RFP will be a binding part of the final contract.

The applicable Sample Personal Services Contract for this RFP can be found at <https://www.clackamas.us/finance/terms.html>.

Professional Services Contract (unless checked, item does not apply)

The following paragraphs of the Professional Services Contract will be applicable:

- Article I, Paragraph 5 – Travel and Other Expense is Authorized
- Article II, Paragraph 28 – Confidentiality
- Article II, Paragraph 29 – Criminal Background Check Requirements
- Article II, Paragraph 30 – Key Persons
- Article II, Paragraph 31 – Cooperative Contracting
- Article II, Paragraph 32 – Federal Contracting Requirements
- Exhibit A – On-Call Provision

### **Background Checks**

Contractors are responsible for performing and paying for Criminal Background Checks as required, Article II, Paragraph 29 on the Professional Services Standardized Contract Terms and Conditions.

Contractors shall perform criminal background checks on all employees, agents or subcontractors that perform services before any services are rendered under established Contracts with Clackamas County from this RFP. All criminal background check requirement documentation shall be made available at the request of the County. Failure to provide or adhere to this standard will result in termination of your contract. This is applicable to all Contractors who Clackamas County establishes a contract with.

The following insurance requirements will be applicable:

- Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
- Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
- Automobile Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage.

**SECTION 4  
EVALUATION PROCEDURE**

**4.1** An evaluation committee will review all Proposals that are initially deemed responsive and they shall rank the Proposals in accordance with the below criteria. The evaluation committee may recommend an award based solely on the written responses or may request Proposal interviews/presentations. Interviews/presentations, if deemed beneficial by the evaluation committee, will consist of the highest scoring Proposers. The invited Proposers will be notified of the time, place, and format of the interview/presentation. Based on the interview/presentation, the evaluation committee may revise their scoring.

Written Proposals must be complete and no additions, deletions, or substitutions will be permitted during the interview/presentation (if any). The evaluation committee will recommend award of a contract to the final County decision maker based on the highest scoring Proposal. The County decision maker reserves the right to accept the recommendation, award to a different Proposer, or reject all Proposals and cancel the RFP.

Proposers are not permitted to directly communicate with any member of the evaluation committee during the evaluation process. All communication will be facilitated through the Procurement representative.

**4.2 Evaluation Criteria**

<u>Category</u>	<u>Points available:</u>
Proposer’s General Background and Qualifications	0-30
Scope of Work	0-45
Fees	0-25
<b>Available points</b>	<b>0-100</b>

**4.3** Once a selection has been made, the County will enter into contract negotiations. During negotiation, the County may require any additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during contract negotiations will become part of the final contract. The negotiations will identify a level of work and associated fee that best represents the efforts required. If the County is unable to come to terms with the highest scoring Proposer, discussions shall be terminated and negotiations will begin with the next highest scoring Proposer. If the resulting contract contemplates multiple phases and the County deems it is in its interest to not authorize any particular phase, it reserves the right to return to this solicitation and commence negotiations with the next highest ranked Proposer to complete the remaining phases.



## SECTION 5 PROPOSAL CONTENTS

### 5.1. Vendors must observe submission instructions and be advised as follows:

5.1.1. Proposals will only be accepted electronically thru Equity Hub's Bid Locker. Email submissions to Clackamas County email addresses will no longer be accepted.

5.1.2. Completed proposal documents must arrive electronically via Equity Hub's Bid Locker located at <https://bidlocker.us/a/clackamacounty/BidLocker>.

5.1.3. County reserves the right to solicit additional information or Proposal clarification from the vendors, or any one vendor, should the County deem such information necessary.

5.1.4. Proposal may not exceed a total of **20 pages** (single-sided), inclusive of all exhibits, attachments, title pages, pages separations, table of contents, or other information. The Proposal Certification Page will NOT count towards the final page count.

### **Provide the following information in the order in which it appears below:**

### 5.2. Proposer's General Background and Qualifications:

- Description of the firm.
- Provide Credentials (Medical and/or Legal Certifications by the State of Oregon) and experience of key individuals that would be assigned to this project.
- Description of providing similar services to public entities of similar size within the past five (5) years.
- Description of the firm's ability to meet the requirements in Section 3.
- Description of what distinguishes the firm from other firms performing a similar service.

### 5.3. Scope of Work

- Proposers are required to attach **Section 6 (see below)**, spreadsheet of languages spoken and written and in which mode of delivery they are able to provide whether that is in person, telephonically or written translation services.
- Provide detailed project approach to execute these services.
- Provide a timeline for your services

### 5.4. Fees

The quoted fees must be a time and material hourly rate for each type of service provided. The County will not accept additional ad hoc fees such as location fees, travel fees, etc. in addition to the hourly rate. Vendors may propose on a per hour (in-person), per minute (telephonic or video), or per word basis (transcription).

### 5.5. References

Provide three (3) references from clients your firm has served similar to the County in the past three (3) years, including one client that has newly engaged the firm in the past thirty-six (36) months and one (1) long-term client. Provide the name, address, email, and phone number of the references. Points awarded for this criteria are based on both the providing of references as well as information gleaned from the provided contacts. Evaluation Committee members may contact references at their sole discretion.

### 5.6. Completed Proposal Certification (see the below form)

**PROPOSAL CERTIFICATION**

RFP #2023-39

Daniel Shamebo Sabore, DBA, Languages Translation Services.

Submitted by: State of formation: Washington

(Must be entity's full legal name, and State of Formation)

Each Proposer must read, complete and submit a copy of this Proposal Certification with their Proposal. Failure to do so may result in rejection of the Proposal. By signature on this Proposal Certification, the undersigned certifies that they are authorized to act on behalf of the Proposer and that under penalty of perjury, the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS: As required in ORS 279B.110(2)(e), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Proposer is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means the tax laws of the state or a political subdivision of the state, including ORS 305.620 and ORS chapters 316, 317 and 318. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Proposer to 24% backup withholding.

SECTION II. NON-DISCRIMINATION: That the Proposer has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, gender identity, national origin, or any other protected class. Nor has Proposer or will Proposer discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055.

SECTION III. CONFLICT OF INTEREST: The undersigned hereby certifies that no elected official, officer, agent or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFP, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its elected officials, officers, agents, or employees had induced Proposer to submit this Proposal. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a proposal for the same material, and is in all respects fair and without collusion or fraud.

SECTION IV. COMPLIANCE WITH SOLICITATION: The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFP (including any attachments); and
2. Are an authorized representative of the Proposer, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Proposal or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFP and Proposal; and
4. Will use recyclable products to the maximum extend economically feasible in the performance of the contract work set forth in this RFP.

Name: Daniel S Sabore Date: 5/24/2023  
Signature: [Signature] Title: Managing Director  
Email: info@advancedtranslationservices.com, dshamebo@languages-translation.info Telephone: 253-835-0107 / 206-742-6477  
Oregon Business Registry Number: 159884395 OR CCB # (if applicable):

Business Designation (check one):  
 Corporation  Partnership  Sole Proprietorship  Non-Profit  Limited Liability Company  
 Resident Quoter, as defined in ORS 279A.120  
 Non-Resident Quote. Resident State: \_\_\_\_\_

**Section 6  
Rate Schedule**

Name of Firm/Individual: \_\_\_\_\_

Certification(s):  Medical     Legal     General     American Sign Language

Days/Hours of availability: \_\_\_\_\_

Are you willing to accept long term assignments? \_\_\_\_\_

Are you willing to perform third party billing?     Yes     No

Please attach all current certifications to your proposal if an individual. Firms may be required to provide certifications for their staff at the time services are rendered.

Language	Rates			
	In person	Telephonic	Video	Transcription
<b>American Sign Language</b>				
<b>Acholi</b> – <i>Uganda, Sudan</i>				
<b>Afrikaans</b> – <i>South Africa, Namibia</i>				
<b>Akan</b> – <i>Ghana, Ivory Coast</i>				
<b>Akateko</b> – <i>Guatemala</i>				
<b>Albanian</b> – <i>Albania</i>				
<b>Algerian Arabic</b> – <i>Algeria</i>				
<b>Amharic</b> – <i>Ethiopia</i>				
<b>Arabic</b> – <i>Widely Distributed</i>				
<b>Armenian</b> – <i>Armenia</i>				
<b>Ashanti (Asante Twi)</b> – <i>Ghana</i>				
<b>Assyrian</b> – <i>Iraq</i>				
<b>Azerbaijani</b> – <i>Azerbaijan</i>				
<b>Azorean Portuguese</b> – <i>Azores Islands</i>				
<b>Bahnar</b> – <i>Vietnam</i>				
<b>Bahasa Indonesia (Indonesian)</b> – <i>Indonesia</i>				
<b>Bambara</b> – <i>Mali</i>				
<b>Belarusan</b> – <i>Belarus</i>				
<b>Bengali</b> – <i>Bangladesh, India</i>				
<b>Bosnian</b> – <i>Bosnia &amp; Herzegovina</i>				
<b>Brazilian Portuguese</b> – <i>Brazil</i>				
<b>Bulgarian</b> – <i>Bulgaria</i>				
<b>Burmese</b> – <i>Myanmar (former Burma)</i>				
<b>Cambodian (Khmer)</b> – <i>Cambodia</i>				

<b>Cantonese – China</b>				
<b>Language</b>	<b>In person</b>	<b>Telephonic</b>	<b>Video</b>	<b>Transcription</b>
<b>Cape Verdean (Portuguese Creole) –Cape Verde</b>				
<b>Catalan – Andorra, Spain</b>				
<b>Cebuano – Philippines</b>				
<b>Chaldean – Iraq</b>				
<b>Chamorro – Guam</b>				
<b>Chaozhou (Teochew) – China</b>				
<b>Chin – Myanmar (former Burma)</b>				
<b>Chinese (var. languages/dialects) – China</b>				
<b>Chuukese (Trukese) – Micronesia</b>				
<b>Croatian – Croatia</b>				
<b>Czech – Czech Republic</b>				
<b>Danish – Denmark</b>				
<b>Dari (Afgan Farsi) – Afghanistan</b>				
<b>Dene – Canada</b>				
<b>Dewoin – Liberia</b>				
<b>Dinka – Sudan</b>				
<b>Duala – Cameroon</b>				
<b>Dutch – Netherlands</b>				
<b>Egyptian Arabic – Egypt</b>				
<b>Estonian – Estonia</b>				
<b>Filipino (Tagalog) – Philippines</b>				
<b>Finnish – Finland</b>				
<b>Flemish – Belgium</b>				
<b>French – Africa, Canada, France, Tunisia, et al.</b>				
<b>French Creole – Caribbean</b>				
<b>Fukienese – China</b>				
<b>Fulani (Fulfulde, Fula) – Cameroon, Niger, Nigeria, Senegal</b>				
<b>Fuzhou – China</b>				
<b>Ga – Ghana</b>				
<b>Gen (Mina) – Togo, Benin</b>				
<b>German – Germany</b>				
<b>Gokana (Khana) – Nigeria</b>				
<b>Greek – Greece</b>				
<b>Gujarati – India</b>				
<b>Haitian Creole – Haiti</b>				
<b>Haka Burmese – Myanmar (former Burma)</b>				
<b>Hmong – China, Vietnam, Laos</b>				
<b>Hungarian – Hungary</b>				

<b>Hakka – China</b>				
<b>Language</b>	<b>In person</b>	<b>Telephonic</b>	<b>Video</b>	<b>Transcription</b>
<b>Hausa – Niger, Nigeria</b>				
<b>Ibo (Igbo) – Nigeria</b>				
<b>Ilocano – Philippines</b>				
<b>Hebrew – Israel</b>				
<b>Hindi – India</b>				
<b>Indonesian (Bahasa Indonesia) – Indonesia</b>				
<b>Iraqi Arabic – Iraq</b>				
<b>Italian – Italy</b>				
<b>Japanese – Japan</b>				
<b>Jarai – Vietnam</b>				
<b>Javanese – Indonesia</b>				
<b>Jordanian Arabic – Jordan</b>				
<b>Juba Arabic – Sudan</b>				
<b>Kanjobal (Q’anjob’al) – Guatemala</b>				
<b>Kannada – India</b>				
<b>Kapampangan – Philippines</b>				
<b>Karen (Pa’o, S’gaw) – Myanmar (former Burma)</b>				
<b>Kayah – Myanmar (former Burma)</b>				
<b>Khmer (Cambodian) – Cambodia</b>				
<b>Kinyarwanda – Rwanda</b>				
<b>Kirundi – Burundi</b>				
<b>Koho – Vietnam</b>				
<b>Korean – Korea</b>				
<b>Kpele – Guinea, Liberia</b>				
<b>Kurmanji (Northern Kurdish) – Turkey</b>				
<b>Kuwaiti Arabic – Kuwait</b>				
<b>Lao – Laos</b>				
<b>Latvian – Latvia</b>				
<b>Lebanese Arabic – Lebanon</b>				
<b>Lingala – Congo, Republic of the</b>				
<b>Lithuanian – Lithuania</b>				
<b>Luganda – Uganda</b>				
<b>Luo – Kenya</b>				
<b>Maay (Af Maay, Rahanween, Bantu) –Somalia</b>				
<b>Macedonian – Macedonia</b>				
<b>Malay – Malaysia</b>				
<b>Malayalam – India</b>				
<b>Malinke – Senegal</b>				
<b>Mam – Guatemala</b>				

<b>Mandarin – China</b>				
<b>Language</b>	<b>In person</b>	<b>Telephonic</b>	<b>Video</b>	<b>Transcription</b>
<b>Mandinka (Mandingo) – Senegal</b>				
<b>Marathi – India</b>				
<b>Marshallese – Marshall Islands</b>				
<b>Mayan [Akateko, Kanjobal] – Guatemala, Mexico</b>				
<b>Mien – China, Laos, Thailand</b>				
<b>Mina (Gen) – Togo, Benin</b>				
<b>Minangkabau – Indonesia</b>				
<b>Mixteco Alto – Mexico</b>				
<b>Mixteco Bajo – Mexico</b>				
<b>Mnong – Vietnam</b>				
<b>Mongolian – Mongolia</b>				
<b>Moroccan Arabic – Morocco</b>				
<b>Nahuatl – Mexico</b>				
<b>Navajo – U.S.A.(Southwest)</b>				
<b>Nepalese – Nepal, India</b>				
<b>Nuer – Sudan</b>				
<b>Oromo – Ethiopia</b>				
<b>Palestinian Arabic – Israel, Jordan</b>				
<b>Pangasinan – Philippines</b>				
<b>Papiamento – Netherlands Antilles</b>				
<b>Pashto (Pushto) – Pakistan, Afghanistan</b>				
<b>Portuguese Creole (Cape Verdean) – Cape Verde</b>				
<b>Persian (Farsi) – Afghanistan, Iran, Iraq, Pakistan</b>				
<b>Russian – Russia</b>				
<b>Samoan – Samoa</b>				
<b>Polish – Poland</b>				
<b>Portuguese – Portugal, Brazil, et al.</b>				
<b>San Miguel – Mexico</b>				
<b>Santa Eulalia – Guatemala</b>				
<b>Saraiki – Pakistan, India</b>				
<b>Serbian – Serbia, Montenegro</b>				
<b>Serbo-Croatian – Balkans</b>				
<b>Shanghainese – China</b>				
<b>Sichuan (Szechuan) – China</b>				
<b>Sinhalese – Sri Lanka</b>				
<b>Slovak – Slovakia</b>				
<b>Somali – Somalia</b>				
<b>Soninke (Serahule) – Mali</b>				
<b>Sorani (Central Kurdish) – Iraq</b>				



<b>Spanish</b> – <i>Spain, Latin America, et al.</i>				
<b>Language</b>	<b>In person</b>	<b>Telephonic</b>	<b>Video</b>	<b>Transcription</b>
<b>Sudanese Arabic</b> – <i>Sudan</i>				
<b>Susu</b> – <i>Guinea</i>				
<b>Swahili</b> – <i>Kenya, Somalia, Tanzania,</i>				
<b>Swedish</b> – <i>Sweden</i>				
<b>Syrian Arabic</b> – <i>Syria</i>				
<b>Tagalog (Filippino)</b> – <i>Philippines</i>				
<b>Tai Dam</b> – <i>Vietnam</i>				
<b>Taiwanese</b> – <i>Taiwan</i>				
<b>Tamil</b> – <i>India</i>				
<b>Telugu</b> – <i>India</i>				
<b>Teochew (Chaozhou)</b> – <i>China</i>				
<b>Thai</b> – <i>Thailand</i>				
<b>Tibetan</b> – <i>China</i>				
<b>Tigrigna (Tigrinya)</b> – <i>Ethiopia,</i> <i>Eritrea</i>				
<b>Toishanese</b> – <i>China</i>				
<b>Tongan</b> – <i>Tonga</i>				
<b>Trukese (Chuukese)</b> – <i>Micronesia</i>				
<b>Tunisian Arabic</b> – <i>Tunisia</i>				
<b>Turkish</b> – <i>Turkey</i>				
<b>Twi</b> – <i>Ghana</i>				
<b>Tzotzil</b> – <i>Mexico</i>				
<b>Ukrainian</b> – <i>Ukraine</i>				
<b>Urdu</b> – <i>Pakistan, India</i>				
<b>Vietnamese</b> – <i>Vietnam</i>				
<b>Wolof</b> – <i>Senegal</i>				
<b>Xhosa</b> – <i>South Africa</i>				
<b>Yemeni Arabic</b> – <i>Yemen</i>				

**EXHIBIT B  
CONTRACTOR'S QUOTE**



Advanced Translation Services

6543 Rolling Creek Drive, Colorado Springs, CO 80924.

Tel: (253) 835-0107. Fax : (775) 993-7988

Email : [info@advancedtranslationservices.com](mailto:info@advancedtranslationservices.com), [dshamebo@languages-translation.info](mailto:dshamebo@languages-translation.info)

Website: <https://advancedtranslationservices.com>

5/24/2023

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## COVER LETTER AND EXECUTIVE SUMMARY

To: Clackamas County, Oregon  
Mike Faris, Contract Analyst

RE: REQUEST FOR PROPOSALS #2023-39 FOR INTERPRETER SERVICES

Dear Mr. Faris,

Thank you so much for the solicitation.

We are ready to provide the requested translation and interpretation services.

Daniel Shamebo Sabore, DBA, Languages Translation Services (LTS), was established in 2004 as a Sole Proprietorship business in the State of Washington. LTS has more than 19 years of extensive experience and expertise in its primary line of business: providing language services such as translation, revision, proofreading, editing, design/desktop publishing (DTP), and interpreting in over 300 languages, including English into Spanish, and Vietnamese, vice versa to over 3,000 private and public organizations, and individuals nationwide, and internationally. LTS is an MBE/MWBE certified in many states, including Washington, Oregon, the City of New York, the State of New York, Nassau County, The Port Authority of New York and New Jersey, and the City of Philadelphia.

To mention a few examples among thousands of translations that we have provided for more than 19 years:

For the California Department of Education (CDE), LTS proofread, reviewed, formatted, and evaluated many types of educational documents in multiple languages in more than 23 languages that other contractors provided. The duration of our contract was from 11/1/06 through 10/31/07, with an extension to 10/31/08. CDE awarded us another contract in 2016 for multiple languages needed by the State of California, and the contract expired on June 30, 2020.

- In 2015, LTS provided translation services for Clear Passage Educational Center in Long Beach, California.
- In April 2017, LTS was awarded a contract for Spanish translation services by the California Department of Education.
- In August 2021, LTS was awarded a contract for translation services by Webster Public Schools in Massachusetts. We completed the translation of more than 100,000 words from English into Portuguese and Spanish within a week. The total cost of the contract was \$12,000.00.
- For the State of Rhode Island Department of Health, and other Departments, we provided translation, review, and desktop publishing of the Rhode Island Governor's daily and weekly press releases and other public health notices, on COVID-19 from the breakout of the COVID-19 pandemic and other documents up to the present, in more than 15 languages, including Spanish and Portuguese.
- The total value of the completed projects up to December 2022 is about \$180,000.00. Currently, we have a new ongoing contract with the State.
- We have an ongoing contract for translation services into multiple languages with Johns Hopkins University since 2012. The total value of completed projects is \$24,000.00.
- For Tulsa Public Schools, the total value of the completed projects up to April 2021 is about \$125,000.00.
- For Baltimore City Public Schools, the total value of the completed projects is about \$449,000.00. The contract covers translation, onsite, telephonic, and remote video interpreting in multiple languages.

To mention a few more examples: We provided written translation and related services to several organizations nationwide, such as the City of New York, the City of Oakland in California, the Office of the Attorney General of the State of Washington, the University of Alaska in Anchorage, the University of Washington in Seattle, the University of Rhode Island, Drake University in Iowa, Texas State University, Texas Department of Transportation, the University of Wisconsin, Central Connecticut University, Tulsa Public Schools, Baltimore Public Schools, Delaware City Public Schools, Providence School District in Rhode Island, the States of Texas, Oregon, Colorado,

Florida, Hawaii, Massachusetts, Oklahoma, California, New York, Rhode Island, New Hampshire, Connecticut, Washington, Wisconsin, Idaho, etc.

With appreciation for your time and the opportunity you have given us.

We look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'DS Sabore', with a stylized flourish at the end.

Daniel S. Sabore, Managing Director.

## 1. **Proposer's General Background and Qualifications:**

Description of the firm.

Daniel Shamebo Sabore, DBA, Languages Translation Services (LTS), was established in 2004 as a Sole Proprietorship business in the State of Washington. LTS has more than 19 years of extensive experience, and expertise in providing language services such as translation, translation review/ proofreading, editing, Design/Desktop publishing (DTP), interpretation (foreign language and Sign language), transcription, and other related language services in over 3,000 languages to private and public organizations such as states, educational institutions, cities, courts, and Non-Governmental Organizations such as some United Nations Departments (UNDP, UNAIDS, UNESCO, UNICEF, etc.) We have provided more detailed experience in this proposal.

We are also Woman and Minority-owned business certified in the States of Washington, New York, Virginia, Maryland (small business reserve), Tennessee (small business), Wisconsin, and Oregon, and certified as a Historically Underutilized Business (HUB) in North Carolina, the City of Philadelphia, The City of New York, The Port Authority of New York and New Jersey, and Nassau County in New York, and the City of Philadelphia. LTS is also a self-certified company with SBA.

Our managers, translators, translation reviewers, editors, interpreters, Designers/Desktop Publishers (DTP), consultants, voiceover artists, and formatting experts have between five to over 50 years of experience in language services and their specialization. They have certifications /qualifications, higher education, and excellent professional achievements.

Below is a listing of the past more than 19 years of some of our contracts for language translation, translation review, interpretation, and related services.

## 2. **Credentials (Medical and/or Legal Certifications by the State of Oregon).**

We use certified translators and interpreters with Medical and/or Legal Certifications by the State of Oregon, Washington, the American Translators Association, RID, the National Consortium for the Certifications of Medical Interpreters, and the Washington State Department of Social and Health Services.

Experience of key individuals that would be assigned to this project:

Our managers are also translators, translation reviewers, interpreters, and transcriptionists.

Demonstrated expertise of key staff members:

*Daniel Shamebo Sabore*

The co-owner and Managing Director of the company, Mr. Daniel Shamebo Sabore holds an M.Sc. degree from the Catholic University of Louvain in Belgium in 2001. He has extensive experience in management and consulting, translation, interpreting, desktop publishing, maintenance/proofreading, editing, and other language services in several fields of specialization.

He is a native speaker of Amharic, Kambata (Kambatic, Kambatigna, Tambaro, Tambaric, Tambarigna), fluent in English, Hadiya (Hadiiysa), and fair in French. He has been working as a freelance translator and interpreter since 1980. He also worked as a Translator, Coordinator, and Business Development Consultant for People's Translation Services in Seattle for two years before he established LTS in 2004.

He has been a member of the American Translators Association (ATA) since 2005.

He has more than 32 years of experience at national and international levels in research, translation, desktop publishing, transcription, and social affairs. He has traveled, studied, and lived in more than 18 countries and can understand the diverse culture, ethnic and linguistic groups living in many parts of the world. He authored and co-authored more than 46 scientific articles published in various forums, including international scientific journals.

He is also a reviewer of some articles for the African Journal of Business Management. He wrote, edited, formatted, and translated thousands of documents. His customer-driven style of management and proficient negotiating skills have brought an excellent reputation to LTS. Daniel possesses the skills and tools to manage client/vendor relationships by building a professional rapport, following up, and maintaining ongoing contact and communication.

Thanks to his visionary leadership and positive feedback from clients throughout the world, LTS has become a fast-growing company providing its services worldwide.

Daniel will work full-time as the project manager if LTS is awarded the contract.

#### *Tsigie T. Hailegnaw*

Mrs. Tsigie Hailegnaw is the Co-Owner and Administrator of LTS, and she has extensive experience in language services management, desktop publishing, and administration. Her educational and work experience is related to education, health, administration, and secretarial tasks nationally and internationally.

She is a member of the American Translators Association (ATA).

She is also a native Amharic translator and editor/proofreader and has good proficiency in French. She is the co-founder of LTS and is currently in charge of the company's administration and finance affairs. She is also a quality control and project management expert for language services.

Both manage the office, and either of them can be contacted for any business-related information or requests. Tsigie will work full-time on the project if LTS is awarded the contract.

#### *Phil Hughes*

Our Project Manager, Mr. Phil Hughes, is a very experienced translator, interpreter, language expert, international and intercultural communications consultant, and ESL teacher. A native speaker of Chinese Mandarin and a few major local dialects, including Shanghai and Ningbo dialects, Mr. Hughes has a MA in Intercultural Communications from the University of Maryland, a post-graduate 2nd BA in Intercultural Communication, and a BA in English Language and Literature from Beijing Foreign Studies Universities, one of the most prestigious institutions of higher learning in China (nicknamed the cradle of Chinese diplomats).

Mr. Hughes has over 25 years of professional experience in translation and has completed over a million words in accumulated translation projects covering more than a dozen different professional areas. He has been certified as a senior MT post-editor. He has native proficiency in English, intermediate proficiency in Spanish, and good knowledge of French.

Phil will work full-time or part-time as a Project Manager, depending on the volume of the job we will have.

### **3. Description of providing similar services to public entities of similar size within the past five (5) years.**

- In March 2018, LTS was awarded a contract for interpretation services by Delaware City Public Schools.
- Since November 2017, LTS has been providing interpreting services for Seven Hills Charter Public School in Massachusetts.
- In April 2018, LTS was awarded a contract by the Massachusetts Department of Early Education and Care. We provided them with large translations in multiple languages, such as French, Spanish and Portuguese.
- In May 2018, LTS provided a translation service for Verde Valley School.

- In June 2018, LTS was awarded a contract for translation and interpretation services by Tulsa Public Schools in Oklahoma.
- In August 2018, LTS was awarded a contract for translation and interpretation services by Denver Public Schools in Colorado.
- In July 2018, LTS was awarded a contract for translation and interpretation services by Garland Independent School District in Texas.
- In August 2018, LTS was awarded a contract for translation and interpretation services by the State of Arizona.
- In September 2017, LTS was awarded a contract for translation and interpreting services by Spring Branch Independent School District in Texas.
- In October 2018, LTS was awarded a contract for translation and interpretation services by the St. Lucie Public Schools in Florida.
- In November 2018, LTS was awarded a contract for translation services by Boulder County in Colorado.
- In December 2018, LTS provided interpreting services for Drake University in Iowa.
- We provided translation Services for languages such as Spanish and Hmong for many Wisconsin State Agencies such as the Wisconsin Department of Public Instruction, Wisconsin Department of Human Resources, Department of Children and Families, Wisconsin Department of Administration, Division of Legal Services, Waisman Center UCEDD, UW-Madison from 7/2012 to 3/2018.
- In January 2019, LTS was awarded a contract by the California Department of Education for foreign language written translation services in multiple languages for the California School for the Deaf, Riverside (CSDF).
- In March 2019, LTS was awarded a contract for translation by the UN Women (the United Nations) organization dedicated to gender equality and women's empowerment.
- In March 2019, we provided translation services for Southlands Schools International in California.
- In May 2019, we were awarded a contract for translation services by UW Medicine of the University of Washington, which is an institution of higher education and a Contractor of the State of Washington to serve the following entities: UW Medicine is a comprehensive healthcare organization that includes four hospitals, primary and specialty clinics, the UW School of Medicine, a large physician practice plan and a critical care air transport service as follows: Harborview Medical Center and its associated clinics ("HMC"); UW Medicine/Northwest dba Northwest Hospital & Medical Center and its associated clinics ("NWHMC"); Public Hospital District No. 1 dba Valley Medical Center and its associated clinics ("VMC"); the University of Washington Medical Center and its associated clinics ("UWMC"); UW Physicians Network dba UW Neighborhood Clinics ("UWNC"); The Association of University Physicians dba UW Physicians ("UWP"), the University of Washington School of Medicine ("UW SoM"), and Airlift Northwest ("ALNW") (each a "UW Medicine Component Unit" and collectively "UW Medicine Component Units").
- In June 2019, LTS was awarded a contract for translation services in multiple languages by the New York City Department of Youth and Community Development.
- In June 2019, LTS was awarded a contract for translation services by The Commonwealth of Massachusetts Department of Mental Health to provide our services in multiple languages.
- In July 2019, LTS was awarded a contract by the UNICEF Guinea Bissau Office for translation services in multiple language pairs such as Portuguese, French, and English.
- In July 2019, we provided translation services by the City of Albany Corporation Counsel in New York.
- In September 2019, we provided translation services for Texas State University.

- In September 2019, LTS was awarded a contract for translation services by the Oregon Department of Administrative Services to provide the service for all the departments of the State, ORCPP, and MUA Authorized Purchasers.
- In September 2019, LTS was awarded a contract for translation and interpretation services by Gwinnett County Public Schools in Georgia.
- In October 2019, LTS was awarded the contract for translation services by the Oregon State Department of General Services to provide the services for all the State agencies and their affiliates.
- In December 2019, LTS was awarded a contract for translation, editing/proofreading, onsite and telephonic/video remote interpreting, and audio recording services by the Kansas State Department of Administration to provide the services for all the state agencies and their affiliates.
- In February 2020, LTS was awarded a contract to provide language translation and interpretation services to the City of Oakland in California.
- In February 2020, LTS was awarded a contract for translation and interpreting by Greater Dayton Premier Management in Ohio.
- In March 2020, LTS was awarded a contract for translation and interpreting by International Foundation for Electoral Systems (IFES) for Interpretation and Translation Services in North Macedonia.
- In April 2020, LTS was awarded a contract by El Paso County in Colorado for Translation and interpretation services.
- In June 2020, LTS was awarded a contract by the Hawaii Public Housing Authority for Translation services in 13 major languages that are spoken in Hawaii, and we completed a large project in a rush within a month.
- On August 31, 2020, LTS was awarded a contract for Professional Development & Educational Services (Speakers, Consultants, Translators, Interpreters) by the Education service center (ESC) Region 11 in Texas, which provides professional development, technical assistance, and management of educational programs to 77 public school districts and 66 charter campuses.
- In August 2020, LTS was awarded a contract for translation services by the Developmental Disabilities Council of Oklahoma.
- In August 2020, LTS was awarded a contract for translation services by the Marshall Public Schools in Missouri.
- In September 2020, LTS was awarded a contract by the Board of Trustees of Schertz-Cibolo-Universal City ISD in Texas to provide Spanish Written and other Translation Services on an "as-needed basis" in accordance with Solicitation/Contract No. 20-043V.
- In October 2020, LTS was awarded a contract for establishing a Long-Term Agreement related to the provision of Transcription and possible translation Services in multiple languages by the International Fund for Agricultural Development (IFAD), whose office is in Rome, Italy.
- In October 2020, LTS was awarded a contract for translation services by Chatham County in Georgia.
- In October 2020, LTS was awarded a contract for translation services by the Kansas State Department of Education.
- In December 2020, LTS was awarded a contract for American Sign Language Interpreting Services, In-person, and Remote, by the University of Wisconsin-Madison.
- In January 2021, LTS was awarded a contract for translation service by Police Executive Research Forum (PERF).
- In January 2021, LTS was awarded a contract for translation and interpreting services by the Cobb County School District in the State of Georgia.



- In January 2021, LTS was awarded a contract for translation and interpreting services by Paterson County Public Schools in the State of New Jersey.
- In February 2021, we got a notice of intent to award a contract for LTS for In-Person/Remote ASL and CART Services for the University of Washington in Seattle.
- In March 2021, LTS was awarded a contract for In-Person/Remote ASL and CART Services for the University of Wisconsin -Milwaukee.
- In April 2021, LTS was awarded a contract for Braille and Large Print Transcription Services Connecticut Department of Rehabilitation Services, Bureau of Education & Services for the Blind "BESB."
- In April 2021, LTS was awarded a contract for translation services by Southwest Key Programs (SWK), a national nonprofit organization in the USA.
- In April 2021, LTS was awarded a contract for Braille and Large Print Transcription Services Connecticut Department of Rehabilitation Services, Bureau of Education & Services for the Blind "BESB."
- In May 2021, LTS was awarded a contract for translation, transcription, captioning, and Real-Time Services by the Los Angeles Unified School District.
- In May 2021, LTS was awarded a contract for In-Person Interpretation Services, Translation Services, Telephonic Interpretation, and Video Remote Interpretation services by the Massachusetts Department of Operational Services.
- In May 2021, LTS was awarded a contract for translation, interpreting, and captioning services by Monterey County in California.
- In May 2021, LTS was awarded a contract for translation and interpreting services by Fresno County in California.
- In June 2021, LTS was selected to provide translation service for INCLUDEnyc.
- In June 2021, LTS was awarded a contract for translation and interpreting services by Action Against Hunger of Canada.
- In September 2021, LTS was awarded a contract for translation services for multiple languages by the Division of Professional Licensure in Massachusetts.
- In September 2021, LTS was awarded a contract for translation and interpreting services in multiple languages by Robstown Independent School District in Texas.
- In September 2021, LTS was awarded a contract for translation and interpreting services in multiple languages by Portland Public Schools in Oregon.
- In September 2021, LTS was awarded a contract for translation and interpreting services in multiple languages by Draper City in the state of Utah.
- In September 2021, LTS was awarded a contract for translation services by the US Government Publishing Office.
- We have been providing interpreting and translation services for Learning First Charter Public School in Massachusetts since November 2017.
- In September 2021, LTS was awarded the contract for translation and interpreting services for On-Call Architecture and Engineering Consultant Services Residential Sound Insulation Program, Lynnwood Link Extension, and East Link Extension Contract No. RTA/AE0023-21 as a subcontractor with The Jones Payne Group, Inc in Boston, MA.
- In December 2021, LTS was awarded a contract for translation services for multiple languages by the Division of Professional Licensure in Massachusetts.

- In December 2021, LTS was awarded a contract for translation services for multiple languages of the UN and other languages such as Arabic, Chinese, French, Russian, Spanish, Korean, Japanese, and Mongolian by the United Nations Office for Project Services (“UNOPS”). We translated their website into those languages.
- In December 2021, the State of Rhode Island awarded LTS a contract for translation and interpreting services for multiple languages.
- In December 2021, LTS was awarded by UNESCO a contract for transcription services for multiple languages.
- In January 2022, LTS was awarded a contract by the UNFPA to provide the International Sign Language Interpretation Service.
- In January 2022, LTS was awarded a contract for Emergency Translation Services by the King County government.
- In January 2022, LTS was awarded a contract for language and related Services by TEXAS REGION 8 EDUCATION SERVICE CENTER (Region 8 ESC) (TIPS) to provide the services in all 52 states of the USA.
- In January 2022, LTS was awarded a contract for Sign language interpreting by the Oregon Department of Justice.
- In January 2022, LTS was awarded a contract by the Arizona Department of Education, Early Childhood Program, Head Start Collaboration Office, a contract for translation and voice recording of educational materials from English into Spanish.
- In January 2022, LTS was awarded a contract for Translation Services by the City of Miami, Florida.
- In February 2022, LTS was awarded a contract for Translation and interpreting Services by the State of Nevada.
- In February 2022, we provided International Sign Interpreting and CART Services for international conferences for the UNFPA office in New York, UNITAR Office in Geneva, and UNFPA Office in Pacific Asia Office in Thailand.
- In March 2022, LTS was awarded a contract for Translation Services by Michigan State University.
- In March 2022, LTS was awarded a contract for Translation Services by King County, Washington, for Community Engagement Translation Program (CETP) in multiple languages.
- In April 2022, LTS was awarded a contract for Translation and Interpreting services by the Orange County Public Schools in Florida in multiple languages.
- In August 2022, LTS was awarded a contract for Translation Services by Chicago Public Schools.
- In September 2022, LTS was awarded a contract for Translation Services by Irving Independent School District in Texas.
- In October 2022, LTS was awarded a contract for Translation, Interpretation, Transcription, and Sign Language Services by Austin Independent School District in Texas.
- In October 2022, LTS was awarded a contract for Translation Services by the First 5 Placer Children & Families Commission in California.
- In May 2023, LTS was awarded a contract for Translation Services by the Rhode Island Office of Healthy Aging.
- In May 2023, LTS was awarded a Long-Term Contract for Transcription Services by the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA).
- We have been providing interpreting services for Learning First Charter Public School in Massachusetts since November 2017.

- Hundreds of other clients who use our services are listed here. Examples of those include the ones who gave us positive feedback online in the link below:

In addition to the above-listed services, we have also provided our services to many private agencies and individuals worldwide.

### Capability, Capacity, Staffing, and Qualifications of LTS.

We have high capability, capacity, staffing, and qualifications that have enabled us to provide translation, interpreting, and other similar services for more than 19 years for more than 3,000 clients, including many educational organizations.

Hundreds of our clients witness our capability, capacity, staffing, and qualifications to perform the tasks. The feedback from some of our clients regarding our services is presented below.

We also have 98 five-star reviews since 2/11/2015 (about the time we were registered with Yp.com) with a BBB Rating of A+ by all reviewers for our services by a few of our clients nationwide. Please, see the reviews online:

<http://www.yellowpages.com/nationwide/mip/languages-translation-services-20944161>

In addition to the above-listed positive feedback online, the following is some of the feedback that we got from our clients.

*"Daniel, you are awesome! Thank you so much for the turnaround! Thank you, Thank you for working a miracle. I couldn't share enough gratitude to have had such a dedicated vendor working with us; your work is valuable." and many similar feedbacks, Adderlin B., MPH, the State of Rhode Island Department of Health.*

According to <https://www.politico.com/interactives/2019/2020-democrats-spanish-translation/> :  
the translation of U.S. 2020 Presidential campaign ad for Washington State Governor, Jay Inslee that was translated from English into Spanish by Languages Translation Services ( <http://advancedtranslationservices.com> ) was rated to be the best translation without trial and error among all the other translations that were performed by other translators for the listed democratic presidential candidates throughout the nation.

The source English text:

<https://jayinslee.com/>

The translated Spanish text:

<https://jayinslee.com/espanol>

Also, here is a link to the FB post by Governor Jay Inslee:

[https://www.facebook.com/jayinslee/posts/10157189504253466?\\_xts\\_\\_\[0\]=68.ARA0Y9BVwB3GoWhph4qLu9JDqaT7HGgBm9CUHqMQi0v2rFStjg9eJ9e0abSVw9Sz2O7iyaeRL-BKJfGHbTwrM9pLPJkA78orXHI1ZUYw-rTUKsvl3T\\_2n4CQtaeD7zSX2SiNvrp5nMnCdfnLnQmwmIKBiWN6AUaps3CKuJini7JfnlTv18ZKBpSxkVR4KqrgO-COHLxwJXaNEu\\_nRqs0uTA5Ogx38Oi\\_-erN-cuwFZxzdp5aedNThx2Mj8IAJeq917RlyiCZwPAiIw1Wuu8KmO8tkdTRgmojVs2sNm8eaSf7z2zv3xGpUBSM\\_lgckT0CeccCha-hllb2g&tn=-R](https://www.facebook.com/jayinslee/posts/10157189504253466?_xts__[0]=68.ARA0Y9BVwB3GoWhph4qLu9JDqaT7HGgBm9CUHqMQi0v2rFStjg9eJ9e0abSVw9Sz2O7iyaeRL-BKJfGHbTwrM9pLPJkA78orXHI1ZUYw-rTUKsvl3T_2n4CQtaeD7zSX2SiNvrp5nMnCdfnLnQmwmIKBiWN6AUaps3CKuJini7JfnlTv18ZKBpSxkVR4KqrgO-COHLxwJXaNEu_nRqs0uTA5Ogx38Oi_-erN-cuwFZxzdp5aedNThx2Mj8IAJeq917RlyiCZwPAiIw1Wuu8KmO8tkdTRgmojVs2sNm8eaSf7z2zv3xGpUBSM_lgckT0CeccCha-hllb2g&tn=-R)

Comment from Politico: " Jay Inslee, the governor of Washington state whose platform hinges on counteracting climate change, uses mostly appropriate terms [ Spanish translation by Languages Translation Services ] for a highly technical subject."

*"You should be proud, and our team is very thankful for all you did. The Governor is definitely aware of the good work you did for him. We will stay in touch because we'll continue to need your great service in the future as we create more products. Until then, best to you and your entire staff. Ben U, <https://jayinslee.com>*

*"Wow, thank you so much for such a quick turnaround and excellent customer service. I had called several other translation services on our contract list yesterday; most didn't answer their phones, and those that did answer told me that they wouldn't be able to do the project with the turnaround time we requested. I am so glad that I found your company's contact info; you really helped us out when no one else was able to. We will definitely reach out to you with future translation projects." Vanessa S, Office of the Attorney General of the State of Washington, 4/5/2019.*

*"THANK YOU!!!! You guys have been so helpful with the quick turnarounds this week. We appreciate it tremendously." Travis M. <https://jayinslee.com>*

*"THANK YOU!!!! You guys have been so helpful with the quick turnarounds this week. We appreciate it tremendously." Travis M., [jayinslee.com](http://jayinslee.com)*

*"Thank you very much! I will be sending you more in the near future." Keila P., Lane County Behavioral Health.*

*"Thank you for getting it to me so quickly." Marissa E., Orange County Transportation Authority, CA*

*"Daniel, Thank you so much for your great reliability." Anna Gargiulo Stepto, New Global Translations, New York.*

*"Dear Daniel, Thank you! Great! You are the far best business relationships I have dealt with in translations. Prompt and very easy to work with! Thank you again!" Barbro Andersson, Translations Director, ABLE International, Los Angeles, California.*

*"Dear Daniel, Thanks for your prompt help and attention to detail." Charles LaRue, Multi-Cultural Educational Services, Minnesota.*

*"Daniel, Thank you so much for the translated project. It looks great! If I may say so, your team followed instructions even better than my team. You have impressed me once again. Thanks a bunch!" Maria Lopez, Quantum, Inc., Pennsylvania.*

*"Dear Daniel, thank you for the wonderful work you did this month. We get many expressions of gratitude and satisfaction from our clients, and the congratulations belong to you." Toward, Inc. /Superior Translations, Minnesota.*

*"This is marvelous. Thank you so much for your continued support." Loretta Gallegos, State of Oregon.*

*"Thank you so much for taking on this translation emergency for our caseworker... We are very grateful for your immediate response..." Lisa Worley-Schultz, City and County of Denver, Colorado.*

*"Thank you, thank you!" Maribel Vazquez, City and County of Denver, Colorado.*

*"Hi Daniel, I very much appreciate your translator's attention to the details. Gives me great confidence in your services." Jackie Phillips, King County Administration, Washington.*

*"Thank you so much for your great work." Betty Moreno, State of Oregon.*

*"I just wanted to point out a great translation job on the attached document. I revised it, and it looks really good. Please let the translator know that I appreciate the professionalism and the fact that he/she added the hyperlinks to the Spanish version. It was beautifully done, and it makes my job a lot easier by not spending my time revising it. Thank you so much." Jennifer F., Tulsa Public Schools.*

*Thank you for finishing this translation before the agreed deadline. I have revised it, and your team did a great job translating it. Great job with the graphics!! We appreciate it!" Jennifer F., Tulsa Public Schools.*

*"Daniel, Thank you! I appreciate your attention to detail and getting everything right." Sarah Driggs, King County, Washington State.*

*"Thank you for all your help. I know I can count on you when it comes to languages. I cannot find anywhere else." Ann Redding, Interpreter Coordinator, State of Oregon Office of Administrative Hearings.*

*"I wanted to extend a big THANK YOU to you and your team for returning great translated documents. We really appreciate the time and effort that you all put in, especially around the holiday season. It was such a relief to receive the translated documents on time and without any hiccups." Lindsay Haggerty, The Governor's Officer of Storm Recovery (GOSR), State of New York.*

*"My team and I are pleased with the work you have done with such professionalism and diligence. Thank you! We look forward to utilizing your services in the future" Durieka C., Baltimore City Public Schools.*

*"Wow! Thanks so much for getting us these translations so quickly, Daniel! It is very much appreciated!!" Polly Young, King County, WA.*

*"Thank you so much for the quick turnaround!" Tara L., Office of the Governor of the State of Washington.*

*"Thank you so much, and I appreciate your quick turnaround.... " Yvette L., Washington State Department of Transportation.*

*"Thank you very much for the quick turnaround." Jennifer F., Tulsa Public Schools.*

*"You guys are amazing. Thank you so much". Claudia N., California Department of Education.*

*"Thank you for the quick turnaround." Alisa P., The State of Rhode Island.*

*"This is great. Thank you very much.", Matt M., King County, Washington.*

*"Thank you for sending us this document by the deadline. I have to say that it was an impressive translation! Great job! Please let the translator know about my compliment, and please use him/her for our requests. Thank you for your hard work!" Jennifer F., Tulsa Public Schools.*

*The appreciation we got after we completed a challenging task in a short time, "YOU ARE AWESOME!!!! Thank you so much!!" Samantha H., Oregon Office of Administrative Hearings.*

*"Thanks again to you for all of your work on these daily press translations. We really appreciate it!" Rachel K., Ph.D., Senior Public Health Promotion Specialist, Center for Public Health Communication, Rhode Island Department of Health, in appreciation for our translation services in multiple languages for the COVID-19 Virus Daily Press Releases by the Governor of the State of Rhode Island.*

*"Thank you, Daniel, for completing this difficult task in such a short window." Alisha P, RI Dept. of Human Services.*

*"Wow, that was faster than expected! Thank you so much, Daniel!" Polly Y., King County, Washington State, Solid Waste Division.*

*"Thank you for returning this translation earlier than expected!" Yulia S, University of Washington, Harborview Medical Center.*

*"Awesome! Fantastic, and thank you for putting it in the original layout!!" Shelly W. University of Washington Medicine.*

*"Thank you so much for this translation – we greatly appreciate your expediency in fulfilling this request!" F.T, Lane County Public Health.*

*"Thank you so very much for this; I really, really appreciate how quickly you were able to turn this around for us!" Maya V, Johns Hopkins University, Bloomberg School of Public Health.*



*After we completed the translation and desktop publishing of complicated documents in multiple languages: " Huge thank you, Daniel!! Looks great, Evelyn P, MSW, District-Wide Community Outreach Liaison, Paterson Public Schools, NJ.*

*"Wow! You are like a miracle worker! Thank you so much, Daniel." Samantha H., I Operations & Policy Analyst 1, State of Oregon Office of Administrative Hearings.*

*"This is AMAZING. Thank you SO MUCH!! Thank you, YOU ROCK!! " Whitney. P., The Tatitlek Corporation.*

*"Thank you as always for providing us access to phenomenal interpretation services!"- Kerensa E., Baltimore City Public Schools.*

*"This document is really important as it talks about the plans for the next few years in our school district. Thank you for your hard work! You have been doing an outstanding job with our translation requests." 12/7/2021. Jennifer, F., Tulsa Public Schools. Feedback on our recent translation of the Tulsa Public Schools Strategic Plan.*

#### **4. Description of the firm's ability to meet the requirements in Section 3.**

We have read and understood Section 3, the scope of the work, and will implement the project accordingly. We don't think it is necessary to repeat everything stated in section 3.

We can perform translation, transcription, or interpreting jobs onsite or remotely.

We can agree to additional terms and conditions as mandated by State, Federal, or County requirements per each engagement, such as HIPPA or other State mandated regulations.

We understand that services will be coordinated with a Departmental representative ("County Requestor") for each engagement Service. We will get scheduling by telephone or email correspondence, and we will confirm to the County Requestor within 24 hours of request with all the project manager's contact information.

We will provide all labor, material, equipment and supplies necessary to provide interpreter services in-person, telephonically, video conferencing, and written translation services.

We will invoice Departments directly on a monthly basis with detailed information per transaction that will include date, time, location address, language services used, platform utilized (in-person, telephonic, video, transcriber) and any other pertinent notes.

We understand that telephonic interpretation must utilize a land line phone to maintain integrity of the connection. If mutually agreed upon, cellular devices may be utilized to perform the interpreter services either via video or telephonic interpreter services.

We have the ability to provide high-quality Video Remote Interpreting and Video Relay Service ("VRI/VRS") available from multiple platforms – utilizing current (PC/MAC/Android/iOS) technology for the provision of onsite interpreting services and video remote "mobile" interpreting, delivering a wide array of options to meet the varied communication needs of the Sheriff's Office, clients and Departments.

We will use certified or qualified interpreters.

We can provide the services at any time upon request.

#### **Description of what distinguishes the firm from other firms performing a similar service.**

##### ***Summary of intentions and differentiating qualities:***

- We believe that we have unique and differentiating qualities in that:
- Our experts have extensive experience of over 19 years in diverse health fields in the public and private sectors.

- We have been providing similar services to many public and private organizations in the State of Oregon since 2005. So, we consider this contract as part of other public contracts we have with in the State of Oregon.
- Our quality control system is well established. It is strict and performed in many steps to ensure the highest quality translation and editing services.
- We will assign well-trained, certified/qualified, and experienced translators, editors, desktop publishers, interpreters, and other professionals.
- We have extensive experience and expertise in language services, and we are familiar with the cultures and languages we work with.
- We also provide services in rare languages, which many other companies cannot offer.
- We have extensive experience handling multiple urgent projects within the deadline while maintaining high quality.
- We respond to our clients' requests immediately through e-mail, phone, or fax, and we work on weekends, holidays, days, and nights to provide the best services and meet the deadline for our projects with our clients. For example, we have had 98 five-star reviews since 2/11/2015 (when we were registered with Yp.com) with a BBB Rating of A+ by all reviewers for our services by a few of our clients nationwide. Please, see the reviews online: <http://www.yellowpages.com/nationwide/mip/languages-translation-services-20944161> , and <https://advancedtranslationservices.com/testimonials/>

**5. Section 6  
Rate Schedule**

Name of Firm/Individual: Daniel Shamebo Sabore, DBA, Languages Translation Services.

Certification(s):  Medical       Legal       General       American Sign Language

Days/Hours of availability: Sundays to Fridays, days, evenings, weekends, and holidays.

Are you willing to accept long term assignments? Yes.

Are you willing to perform third party billing?  Yes  No

Language	Rates				
	In person	Telephonic/hr.	Video/hr.	Transcription/hr.	Translation/word.
<b>American Sign Language</b>	\$150.00	\$150.00	\$150.00	\$350.00	N/A.
<b>Acholi – Uganda, Sudan</b>	N/A.	\$200.00	\$200.00	\$350.00	\$0.30
<b>Afrikaans – South Africa, Namibia</b>	N/A.	\$200.00	\$200.00	\$350.00	\$0.20
<b>Akan – Ghana, Ivory Coast</b>	N/A.	\$200.00	\$200.00	\$350.00	\$0.35
<b>Akateko – Guatemala</b>	N/A.	\$200.00	\$200.00	\$350.00	\$0.45
<b>Albanian – Albania</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Algerian Arabic – Algeria</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.14
<b>Amharic – Ethiopia</b>	\$150.00	\$150.00	\$150.00	\$350.00	\$0.20
<b>Arabic – Widely Distributed</b>	\$150.00	\$150.00	\$150.00	\$350.00	\$0.14
<b>Armenian – Armenia</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.18
<b>Ashanti (Asante Twi) – Ghana</b>	N/A.	\$200.00	\$200.00	\$350.00	\$0.30

<b>Assyrian</b> – <i>Iraq</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.50
<b>Azerbaijani</b> – <i>Azerbaijan</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.20
<b>Azorean Portuguese</b> – <i>Azores Islands</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.50
<b>Bahnar</b> – <i>Vietnam</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.50
<b>Bahasa Indonesia (Indonesian)</b> – <i>Indonesia</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Bambara</b> – <i>Mali</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.30
<b>Belarusan</b> – <i>Belarus</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.17
<b>Bengali</b> – <i>Bangladesh, India</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.17
<b>Bosnian</b> – <i>Bosnia &amp; Herzegovina</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Brazilian Portuguese</b> – <i>Brazil</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Bulgarian</b> – <i>Bulgaria</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Burmese</b> – <i>Myanmar (former Burma)</i>	N/A.	\$250.00	\$250.00	\$350.00	\$0.23
<b>Cambodian (Khmer)</b> – <i>Cambodia</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.23



<b>Cantonese – China</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.18
<b>Cape Verdean (Portuguese Creole) –Cape Verde</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.22
<b>Catalan – Andorra, Spain</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.18
<b>Cebuano – Philippines</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.22
<b>Chaldean – Iraq</b>	N/A.	\$250.00	\$250.00	\$350.00	\$0.50
<b>Chamorro – Guam</b>	N/A.	\$250.00	\$250.00	\$350.00	\$0.60
<b>Chaozhou (Teochew) – China</b>	N/A.	\$250.00	\$250.00	\$350.00	\$0.55
<b>Chin – Myanmar (former Burma)</b>	N/A.	\$250.00	\$250.00	\$350.00	\$0.60
<b>Chinese (var. languages/dialects) – China</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Chuukese (Trukese) – Micronesia</b>	N/A.	\$200.00	\$200.00	\$350.00	\$0.26
<b>Croatian – Croatia</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.18
<b>Czech – Czech Republic</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.18
<b>Danish – Denmark</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.18
<b>Dari (Afgan Farsi) – Afghanistan</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Dene – Canada</b>	N/A.	\$250.00	\$250.00	\$350.00	\$0.50
<b>Dewoin – Liberia</b>	N/A.	\$250.00	\$250.00	\$350.00	\$0.50
<b>Dinka – Sudan</b>	N/A.	\$250.00	\$250.00	\$350.00	\$0.45
<b>Duala – Cameroon</b>	N/A.	\$250.00	\$250.00	\$350.00	\$0.40
<b>Dutch – Netherlands</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.20
<b>Egyptian Arabic – Egypt</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.14
<b>Estonian – Estonia</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.18
<b>Filipino (Tagalog) – Philippines</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Finnish – Finland</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.45
<b>Flemish – Belgium</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.20
<b>French – Africa, Canada, France, Tunisia, et al.</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.18
<b>French Creole – Caribbean</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.20
<b>Fukienese – China</b>	N/A.	\$250.00	\$250.00	\$350.00	\$0.20
<b>Fulani (Fulfulde, Fula) – Cameroon, Niger, Nigeria, Senegal</b>	N/A.	\$200.00	\$200.00	\$350.00	\$0.26
<b>Fuzhou – China</b>	N/A.	\$250.00	\$250.00	\$350.00	\$0.45
<b>Ga – Ghana</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.40
<b>Gen (Mina) – Togo, Benin</b>	N/A.	\$250.00	\$250.00	\$350.00	\$0.40
<b>German – Germany</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.20
<b>Gokana (Khana) – Nigeria</b>	N/A.	\$250.00	\$250.00	\$350.00	\$0.30
<b>Greek – Greece</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.20
<b>Gujarati – India</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Haitian Creole – Haiti</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.20
<b>Haka Burmese – Myanmar (former Burma)</b>	N/A.	\$250.00	\$250.00	\$350.00	\$0.40
<b>Hmong – China, Vietnam, Laos</b>	N/A.	\$250.00	\$250.00	\$350.00	\$0.23
<b>Hungarian – Hungary</b>	N/A.	\$150.00	\$150.00		\$0.18

<b>Hakka – China</b>	<i>N/A</i>		\$250.00	\$350.00	\$350.00	\$0.35
<b>Hausa – Niger, Nigeria</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.23
<b>Ibo (Igbo) – Nigeria</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.23
<b>Ilocano – Philippines</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.23
<b>Hebrew – Israel</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.18
<b>Hindi – India</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.16
<b>Indonesian (Bahasa Indonesia) – Indonesia</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.16
<b>Iraqi Arabic – Iraq</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.16
<b>Italian – Italy</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.16
<b>Japanese – Japan</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.20
<b>Jarai – Vietnam</b>	<i>N/A.</i>		\$200.00	\$200.00	\$350.00	\$0.50
<b>Javanese – Indonesia</b>	<i>N/A.</i>		\$200.00	\$200.00	\$350.00	\$0.25
<b>Jordanian Arabic – Jordan</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.16
<b>Juba Arabic – Sudan</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.18
<b>Kanjopal (Q’anjob’al) – Guatemala</b>	<i>N/A.</i>		\$200.00	\$200.00	\$350.00	\$0.50
<b>Kannada – India</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.17
<b>Kapampangan – Philippines</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.23
<b>Karen (Pa’o, S’gaw) – Myanmar (former Burma)</b>	<i>N/A.</i>		\$200.00	\$200.00	\$350.00	\$0.25
<b>Kayah – Myanmar (former Burma)</b>	<i>N/A.</i>		\$200.00	\$200.00	\$350.00	\$0.45
<b>Khmer (Cambodian) – Cambodia</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.20
<b>Kinyarwanda – Rwanda</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.20
<b>Kirundi – Burundi</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.20
<b>Koho – Vietnam</b>	<i>N/A.</i>		\$200.00	\$200.00	\$350.00	\$0.50
<b>Korean – Korea</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.16
<b>Kpele – Guinea, Liberia</b>	<i>N/A.</i>		\$200.00	\$200.00	\$350.00	\$0.50
<b>Kurmanji (Northern Kurdish) – Turkey</b>	<i>N/A.</i>		\$200.00	\$200.00	\$350.00	\$0.20
<b>Kuwaiti Arabic – Kuwait</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.20
<b>Lao – Laos</b>	<i>N/A.</i>		\$200.00	\$200.00	\$350.00	\$0.23
<b>Latvian – Latvia</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.18
<b>Lebanese Arabic – Lebanon</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.16
<b>Lingala – Congo, Republic of the</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.23
<b>Lithuanian – Lithuania</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.17
<b>Luganda – Uganda</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.23
<b>Luo – Kenya</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.20
<b>Maay (Af Maay, Rahanween, Bantu) – Somalia</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.26
<b>Macedonian – Macedonia</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.16
<b>Malay – Malaysia</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.18
<b>Malayalam – India</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.18
<b>Malinke – Senegal</b>	<i>N/A.</i>		\$150.00	\$150.00	\$350.00	\$0.25
<b>Mam – Guatemala</b>	<i>N/A.</i>		\$200.00	\$200.00	\$350.00	\$0.45

<b>Mandarin</b> – <i>China</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Mandinka (Mandingo)</b> – <i>Senegal</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.25
<b>Marathi</b> – <i>India</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Marshallese</b> – <i>Marshall Islands</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.30
<b>Mayan [Akateko, Kanjobal]</b> – <i>Guatemala, Mexico</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.40
<b>Mien</b> – <i>China, Laos, Thailand</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.60
<b>Mina (Gen)</b> – <i>Togo, Benin</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.50
<b>Minangkabau</b> – <i>Indonesia</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.50
<b>Mixteco Alto</b> – <i>Mexico</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.45
<b>Mixteco Bajo</b> – <i>Mexico</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.45
<b>Mnong</b> – <i>Vietnam</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.50
<b>Mongolian</b> – <i>Mongolia</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.25
<b>Moroccan Arabic</b> – <i>Morocco</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.18
<b>Nahuatl</b> – <i>Mexico</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.50
<b>Navajo</b> – <i>U.S.A. (Southwest)</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.50
<b>Nepalese</b> – <i>Nepal, India</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Nuer</b> – <i>Sudan</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.50
<b>Oromo</b> – <i>Ethiopia</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.27
<b>Palestinian Arabic</b> – <i>Israel, Jordan</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.14
<b>Pangasinan</b> – <i>Philippines</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.23
<b>Papiamentu</b> – <i>Netherlands Antilles</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.45
<b>Pashto (Pushto)</b> – <i>Pakistan, Afghanistan</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Portuguese Creole (Cape Verdean)</b> – <i>Cape Verde</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.23
<b>Persian (Farsi)</b> – <i>Afghanistan, Iran, Iraq, Pakistan</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Russian</b> – <i>Russia</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.14
<b>Samoan</b> – <i>Samoa</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.40
<b>Polish</b> – <i>Poland</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Portuguese</b> – <i>Portugal, Brazil, et al.</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>San Miguel</b> – <i>Mexico</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.50
<b>Santa Eulalia</b> – <i>Guatemala</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.50
<b>Saraiki</b> – <i>Pakistan, India</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.50
<b>Serbian</b> – <i>Serbia, Montenegro</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Serbo-Croatian</b> – <i>Balkans</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Shanghainese</b> – <i>China</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.25
<b>Sichuan (Szechuan)</b> – <i>China</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.40
<b>Sinhalese</b> – <i>Sri Lanka</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Slovak</b> – <i>Slovakia</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Somali</b> – <i>Somalia</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.20
<b>Soninke (Serahule)</b> – <i>Mali</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.35
<b>Sorani (Central Kurdish)</b> – <i>Iraq</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.25
<b>Spanish</b> – <i>Spain, Latin America, et al.</i>	\$150.00	\$50.00	\$50.00	\$350.00	\$0.12
<b>Sudanese Arabic</b> – <i>Sudan</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.18
<b>Susu</b> – <i>Guinea</i>	N/A.	\$200.00	\$200.00	\$350.00	\$0.40
<b>Swahili</b> – <i>Kenya, Somalia, Tanzania,</i>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16

<b>Swedish – Sweden</b>	N/A.	\$200.00	\$200.00	\$350.00	\$0.20
<b>Syrian Arabic – Syria</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Tagalog (Filipino) – Philippines</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Tai Dam – Vietnam</b>	N/A.	\$200.00	\$200.00	\$350.00	\$0.40
<b>Taiwanese – Taiwan</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.20
<b>Tamil – India</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Telugu – India</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Teochew (Chaozhou) – China</b>	N/A.	\$200.00	\$200.00	\$350.00	\$0.45
<b>Thai – Thailand</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Tibetan – China</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.40
<b>Tigrigna (Tigrinya) – Ethiopia, Eritrea</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.20 \$0.23
<b>Toishanese – China</b>	N/A.	\$200.00	\$200.00	\$350.00	\$0.45
<b>Tongan – Tonga</b>	N/A.	\$200.00	\$200.00	\$350.00	\$0.40
<b>Trukese (Chuukese) – Micronesia</b>	N/A.	\$200.00	\$200.00	\$350.00	\$0.50
<b>Tunisian Arabic – Tunisia</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Turkish – Turkey</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16
<b>Twi – Ghana</b>	N/A.	\$200.00	\$200.00	\$350.00	\$0.35
<b>Tzotzil – Mexico</b>	N/A.	\$200.00	\$200.00	\$350.00	\$0.50
<b>Ukrainian – Ukraine</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.14
<b>Urdu – Pakistan, India</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.14
<b>Vietnamese – Vietnam</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.14
<b>Wolof – Senegal</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.25
<b>Xhosa – South Africa</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.25
<b>Yemeni Arabic – Yemen</b>	N/A.	\$150.00	\$150.00	\$350.00	\$0.16

Minimum fee for translation: Spanish, \$45.00. Other common languages: \$65.00.

Rare languages: \$75-150.00

Minimum fee for transcription: 1 hour.

Minimum fee for OPI and VRI: 1 hour.

## 6. A detailed project approach to execute these services:

For translation and transcription: We use professional translators, transcriptionists, and independent proofreaders to assure the quality of the output. We have many steps of quality control.

For interpreting, we use certified and qualified interpreters, and provide the necessary follow-up and training to ensure quality.

A timeline for our services: We can provide the service any time by the deadline that is required by the client.

## 7. References

Project Reference #1

Name of the Organization: Rhode Island Department of Health  
Address: 3 CAPITOL HILL, ROOM 402, Providence, RI 02908-5034  
Project Location: Remote.

Project Date: In 2011, LTS was awarded a contract by the Rhode Island Department of Administrative Services for providing foreign language translation and interpreting services on a statewide basis for all agencies of the State of Rhode Island. Hence, we actively offered our services to different departments, such as the Department of Health, the Department of Human Services, and the University of Rhode Island, until March 11, 2021. We re-submitted our bid proposal, and we got an approval notice on 3/25/2021 to restart the contract.

We primarily worked for them nonstop during days, evenings, and holidays in providing the translation, review, and desktop publishing of the Rhode Island Governor's daily and weekly press releases, other public health notices, and other non-COVID-19 related documents from the time of the breakout of the COVID-19 pandemic in March 2020 up to March 2021, in more than 15 languages such as Spanish, Portuguese, Cape Verdean Creole, French, Hmong, Arabic, Chinese, Khmer, Lao, Haitian Creole, Kinyarwanda, and Swahili.

The total value of the completed projects up to December 2022 for different departments of the State is about \$180,000.00. Currently, the contract is ongoing.

Name of Contact Person: Adderlin Bailey, MPH, Communications Specialist, Partner Communications, Equity, and Translation Lead, Center for Public Health Communication, Division of Policy, Information & Communications.

Telephone Number for Contact Person: (401) 345-8707

Email Address for Contact Person: Bailey, Adderlin (RIDOH) <adderlin.bailey@health.ri.gov>

### Project Reference #2

Name of the Organization: **Center for Public Health and Human Rights Department of Epidemiology**. Johns Hopkins University.

Address: 615 N Wolfe ST/E7141, Baltimore, MD 21205.

Project Location: Remote.

Project Date: The contract for translation services in multiple languages has been ongoing since 2010.

Name of Contact Person: Andrea L. Wirtz, Ph. D. Assistant Scientist.

Telephone Number for Contact Person: 410-502-0800

Email Address for Contact Person: awirtz1@jhu.edu

The total value of the completed projects for all Departments: \$24,000.00

Please see the reference letter below, which the client wrote for us regarding our contract.

### Project Reference #3

Name of the Organization: **State of Oregon Employment Department**

**Address:** 875 Union St NE, Salem, OR 97311

Project Location: Remote

Project Date: The contracts for translation and interpreting with the State of Oregon have been ongoing in multiple languages since 2005.

Name of Contact Person: Eric Villegas, Universal Access Coordinator

Telephone Number for Contact Person: 503-947-1794. Fax: 503-947-1472

Email Address for Contact Person: Eric.L.VILLEGAS@oregon.gov

Topic/Title: We have provided translation, and translation review /editing, proofreading, formatting, and desktop publishing for the Oregon State Department of Administrative Services, under contract # PS – NON- IT2177-55

We also provide them with onsite and remote interpreting services.

We have translated and revised several documents for State agencies such as the State Department of Human Services, Child Care, and the Employment Department. Most of them are documents on education, legal, public health, and other social issues. We also provide interpretation services for them.

Date of Service:

The initial term of the Contract was from November 19, 2005, to November 19, 2006.

Amendment No. 2 to the Contract extended the term to November 19, 2007.

Amendment No. 3 to the Contract extended the term to November 19, 2008.  
Amendment No. 6 to the Contract extended the term to November 19, 2009.  
Amendment No. 7 to the Contract extended the term to November 19, 2012.  
The constant extension of the contract is due to excellent performance in the previous years.  
The contract is currently ongoing.

Our contract with them was for translation services to provide translated and reviewed, and ready-for-use final versions. To ensure the quality of the translated documents, we also reviewed translated documents using independent translation reviewers. So, in all the contracts we have for translation services, our task was also to include a translation review.

We translated into several languages, including Tigrigna, Chuukese, Farsi, Burmese, Traditional Chinese, Simplified Chinese, Nepalese, Spanish, Vietnamese, Russian, Amharic, Somali, Farsi, Pashto, Nepali, Korean, Arabic, Oromo, Japanese, Romanian, Urdu, Ewe, etc.

Contract Terms: It has been an ongoing contract since November 2005 and is renewed annually.

The total value of the Contract: Indefinite

The value of the completed contract so far for OED and other Departments is \$221,103.90.

Project Reference # 4.

Name of the Organization: Baltimore City Public Schools System.

**Address:** 6820 Fait Ave, Baltimore, MD 21224

Project Location: Remote and onsite.

Project Date: From 2019 to the present.

Name of Contact Person: Kerensa M. Estes, IEP Chair, John Ruhrah Elementary/Middle School #228

Telephone Number for Contact Person: 443.836.7654 (direct line - no voicemail)

443.255.7900 (work cell – texts and voicemail). 410.396.9125 (main office). 410.633.1726 (fax)

Email Address for Contact Person: [kestes@bcps.k12.md.us](mailto:kestes@bcps.k12.md.us)

Title: We have provided them with translation, onsite, and remote video interpreting services in multiple languages.

The total value of the Contract Value: Indefinite

The value of the completed contract so far is about \$449,000.00.