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Purchase Requisition # R65672

MT. DIABLO UNIFIED SCHOOL DISTRICT  
1936 Carlotta Drive  
Concord, CA 94519

RECEIVED  
AUG 29 2011

AGREEMENT BETWEEN  
MT. DIABLO UNIFIED SCHOOL DISTRICT BUDGET & FISCAL SERVICES  
AND INDEPENDENT CONTRACTOR

THIS AGREEMENT is made this 1st day of July, by and between the Mt. Diablo Unified School District (hereinafter "District") and Advanced Interpreting Services (hereinafter "Contractor").

District hereby engages Contractor to render described services under the terms and conditions of this Agreement.

1. Performance of Services

- (a) Contractor agrees to perform the services described on Exhibit "A" (hereinafter "Services") on page 4 of this Agreement as an independent contractor. Contractor will determine the means, manner, method, and details of performing the Services. Contractor shall be responsible for providing the materials, tools, transportation, and workspace necessary for the performance of the services. Contractor may, at Contractor's own expense, use non-District employees to perform the Services under this Agreement. Subcontractors may be used with the written approval of the District only.
- (b) Contractor represents that Contractor has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of the District. Contractor shall be solely responsible for the professional performance of the services, and shall receive no assistance, direction, or control from District. Contractor shall have sole discretion and control of Contractor's services and the manner in which they are performed.

2. Compensation. District agrees to compensate Contractor for the performance of the Services on the following basis: 83,990.00 - c/a. 43,990.00  
 \$ ~~118,000.00~~ total fee for Services \$68,990.00  
010 1300 36 5100  
010 - 1300 - 36 - 5800 \$25,000.00

The basis of the fee for Services shall be as follows:

- a. \$ \_\_\_\_\_ per hour, see attached 010. 5045 48 5800 \$10,000.00
- b. \$ \_\_\_\_\_ per day, or
- c. \$ \_\_\_\_\_ per engagement. 010. 5045. 48 5700 5,000.00

Check one:

- Partial Payments: Contractor shall invoice District on a monthly basis or as agreed to for all hours worked pursuant to this Agreement.
- Payment in Full: Contractor shall invoice District on completion of services. District Administrator will verify invoice indicating that all required services have been performed.

Contractor shall be responsible for all expenses incurred in association with the performance of the Services.

3. Term and Termination. This Agreement will become effective on 07/01/2011. This Agreement will terminate upon the completion of the Services or when terminated as set forth below.

Either party may terminate this Agreement at any time by giving thirty (30) days written notice to the other party. Should either party default in the performance of this Agreement or materially breach any of its provisions, the non-breaching party may terminate this Agreement by giving written notice to the breaching party. Termination shall be effective immediately on receipt of said notice.

4. Relationship of the Parties. Contractor enters into this Agreement as, and shall continue to be, an independent contractor. Under no circumstances shall Contractor be considered an employee of District within the meaning of any federal, state, or local law or regulation including, but not limited to, laws or regulations governing unemployment insurance, old age benefits, workers' compensation, industrial illness or accident coverage, taxes, or labor and employment in general. Under no circumstances shall Contractor look to District as his/her employer, or as a partner, agent, or principal. Contractor shall not be entitled to any benefits accorded to District's employees, including, without limitation, workers' compensation, disability insurance,

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vacation, or sick pay. Contractor shall be responsible for providing, at Contractor's expense, and in the Contractor's name, disability, workers' compensation or other insurance, as well as licenses and permits usual or necessary for conducting the Services hereunder.

Contractor shall pay, when and as due, any and all local, state and federal income or other taxes incurred as a result of Contractor's compensation hereunder, including estimated taxes, and shall provide District with proof of said payments upon demand. Contractor hereby indemnifies District for any claims, losses, costs, fees, liabilities, damages, or injuries suffered by District arising out of Contractor's breach of this Section.

- 5. Fingerprinting and Criminal Records Check of Contractor's Employees. Contractor shall comply with the provisions of Education Code §45125.1 regarding the submission of fingerprints to the California Department of Justice and the completion of criminal background investigations of the contractor and/or its employees. Contractor shall not permit any employee to have any contact with District pupils until such time as Contractor has verified in writing to the governing board of the District that such employee has not been convicted of a felony, as defined in Education Code §45125.1.
- 6. Rules and Regulations. All results and regulations of the Board of Education and all federal, state, and local laws, ordinances and regulations are to be observed strictly by Contractor pursuant to this Agreement.
- 7. Indemnification. Contractor shall and does hereby indemnify, defend, and hold harmless District, and District's officers, employees, agents and representatives from and against any and all claims, demands, losses, costs, expenses, obligations, liabilities and damages, including, without limitation, interest, penalties, and reasonable attorneys fees and costs, that District may incur or suffer and that arise, result from, or are related to any breach or failure of Contractor to perform any of the representations, warranties, and agreements contained in this Agreement.
- 8. Insurance. Insurance shall be endorsed to include the District, its officers, officials, agents, employees and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the Contractor. Such insurance shall contain a provision that the insurance afforded thereby to the District and its officers, officials, agents, employees and volunteers shall be primary insurance to the full limits of liability of the policy, and that if the District, its officers, officials, agents, employees and volunteers have other insurance against a loss covered by such a policy, such other insurance shall be excess insurance only.
- 9. Ownership of Designs and Plans. Contractor agrees that all designs, plans, reports, specifications, drawings, schematics, prototypes, models, inventions and all other information and items made during the course of this Agreement and arising from the Services shall be owned by and assigned to District as its sole and exclusive property.
- 10. Notice. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by telegram, overnight delivery service, or facsimile transmission, addressed as follows:

<u>DISTRICT</u>	<u>CONTRACTOR</u>
Mt. Diablo Unified School District	Name: <u>Advanced Interpreting Services</u>
1936 Carlotta Drive	Address: <u>P.O. Box 30737</u>
Concord, CA 94519-1397	<u>Walnut Creek, CA 94598</u>
Attn: Superintendent	_____
	Phone: <u>925-305-7099</u>
	Fax: <u>925-459-5557</u>
	Tax ID #: <u>80-0532303</u>

Any notice personally given or sent by telegram or facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

- 11. Entire Agreement of Parties. This Agreement constitutes the entire agreement between the parties and supersedes all prior discussions, negotiations and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both parties.
- 12. California Law. This Agreement shall be governed by and the rights, duties and obligations of the parties shall be determined and enforced in accordance with the laws of the State of California. The parties further agree

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that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Contra Costa County, California.

- 13. Attorneys' Fees. If either party files any action or brings any proceedings against the other arising out of this Agreement, the prevailing party shall be entitled to recover, in addition to its costs of suit and damages, reasonable attorneys' fees to be fixed by the court. The "prevailing party" shall be the party who is entitled to recover its costs of suit, whether or not suit proceeds to final judgment. No sum for attorneys' fees shall be counted in calculating the amount of a judgment for purposes of determining whether a party is entitled to its costs or attorneys' fees.
- 14. Waiver. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

MT. DIABLO UNIFIED SCHOOL DISTRICT

CONTRACTOR:

By: [Signature] 8/16/11  
Budget Administrator Date

By: [Signature] 8-19-2011  
Date

Title: Sp. Ed Admin

Title: Owner

Authorized by: Mildred Q. Brown ERD 8/18/2011  
Assistant or Associate Superintendent Date

Approved: [Signature] 8/23/11  
Assistant Superintendent of Personnel Date

**TO BE COMPLETED BY DISTRICT BUDGET ADMINISTRATOR**

It is my determination that this contractor is not required to comply with Ed. Code §45125.1 regarding the submission of fingerprints to the Department of Justice.

OR

This contractor is subject to the requirements of Ed. Code §45125.1 and will not begin services until I have received evidence that the Department of Justice has completed its criminal background investigation.

[Signature] 8/16/11  
Administrator's Signature Date

Mildred Q. Brown ERD 8/18/2011

Prior to commencement of service, sign and forward completed original contract to Fiscal Services.

[Signature]  
Originator's Signature

Billing Address if reimbursed by outside agency—i.e. ASB, PTA, PFC

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Distribution	
original:	Fiscal Services for payment
copy:	Contractor
copy:	Originator/Budget Administrator

Purchase Requisition # \_\_\_\_\_  
EXHIBIT A

**LIST OF SERVICES TO BE PERFORMED BY CONTRACTOR**

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For School Year 2011-2012, Advanced Interpreting Services will provide foreign language interpreters on an on-call basis to act as interpreters for non-English speaking parents to access educational programs and activities. Advanced Interpreting Services will also provide foreign language interpreters on an on-call basis to act as interpreters when limited English speaking students are being assessed.

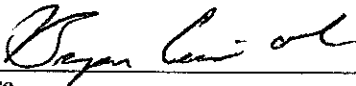
The hourly rate for services will vary depending upon the language requested, with a minimum charge of 2 hours per engagement. Invoices will be presented after each engagement.


Contractor is not subject to Ed. Code 45125.1 regarding the submission of fingerprints to the Department of Justice because interpreters will at no time be alone with students. Contract interpreters will provide services under the supervision of a certificated employee of MDUSD at all times.

This contract will not exceed \$118,990 and will be in effect until June 30, 2012.

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Services of Contractor arranged by

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Department / School

## Advanced Interpreting Services

*Any language, any time, any where...*

P.O. Box 30737

Walnut Creek, CA 94598

Tel: (925) 305-7099 \* Fax: (925) 459-5557

E-mail: advancedinterpreting@gmail.com

### FEE SCHEDULE FOR INTERPRETATIONS

AIS provide services in over 100 languages. AIS Interpreters are qualified professionals, fully bilingual in both languages. They possess exceptional memory, listening and concentration skills, and they are able to accurately and clearly convey both the meaning and tone of the original statement.

\*Minimum charge applies per each student's IEP, SST, Testing etc. based on job length, unless notified in advance.

2 hours minimum charge is required for every individual assignment anytime between 8am to 5pm. However some languages are difficult to obtain on short notice.

We encourage our clients to provide AIS, within a timely manner, for any interpretation/translation requests, when possible.

Travel Time: Mileage or travel time fee, notified in advance (if applicable)

Cancellation Policy: Minimum charge applies with less than 24 hours cancellation notice (business days Mon - Fri)

Interviews, IEP, Parent/Teacher Conferences, SST, Testing, Home Visits, Medical Evaluations, Conferences,

#### Recorded Statements

##### Spanish Language

Hourly: \$55.00 per hour \* 2 hours Minimum charge applies

##### All Other European Languages

Hourly: \$70/hr \* 2 hours Minimum charge applies

##### Japanese & Korean

\$80.00/hr \* 2 hours Minimum charge applies

##### Vietnamese, Tagalog & Chinese Languages (Cantonese, Mandarin, etc.)

Hourly: \$70/hr \* 2 hours Minimum charge applies

##### Mien, Laotian, Thai Languages

Hourly: \$80/hr \* 2 hours Minimum charge applies

##### Russian Language

Hourly: \$70/hr \* 2 hours Minimum charge applies

##### Persian languages (Farsi, Dari, Pashto)

Hourly: \$70/hr \* 2 hours Minimum charge applies

##### Bosnian, Slavic languages

Hourly: \$80/hr

##### Indian languages (Hindi, Punjabi, Urdu, etc.)

Hourly: \$70/hr \* 2 hours Minimum charge applies

AIS Interpreting rate's description Our rates for interpretation are based on language, setting, time, etc.

#### Oral Translation (interpretation) All Languages-Within Contra Costa County

- Oral Translation (consecutive in person)

\$55.00 to \$95.00 per hour (2 hours minimum)

Weekends, before 8:00 am or after 5:00 pm - \$80.00 to \$130 per hour

When certain languages demand a higher rate (depending on the interpreter) or travel time, AIS will call MDUSD to request approval of a higher fee for a particular interpreter and/or language.

The same rates apply to assignments and interpreters from outside the County

- Mileage. All miles driven to the translation services location shall be reimbursed.
- There is no charge for telephone calls made from AIS to clients if only scheduling or changing an appointment is required.

#### AIS Written Translation rate's description

A general guideline for rates based on complexity of the subject matter is \$0.15 - \$0.20/word per target language translated into Spanish minimum charge of \$60.00. If the document is provided in an electronic file (PDF, Word) or via fax, a fee of \$25.00 per page applies for formatting, based on the complexity of format. AIS will deliver the translated document in a Word format or PDF. No DTP services are provided by AIS.

For other languages, the general guideline based on complexity of the subject matter is \$0.18 - \$0.28/word per target language minimum charge of \$80.00. A fee of \$40.00 per page applies for formatting. No DTP services are provided by AIS

Rush Translation Rates: A translation project that needs to be delivered in a shorter time frame may carry up to a 30%-50% charge above our regular rates.



**Meeting Date:** Tuesday, August 09, 2011 - 7:30 PM



**Category:** Consent Agenda

**Type:** Action

**Subject:** 8.16 (Item #17) Approve contract/purchase order with Advanced Interpreting Services for foreign language interpreting and translation services for school year 2011-2012.

**Policy:**

**Enclosure:** Independent Service Contract Insurance

**File Attachment:**  AIS Insurance.pdf  
 ISC Advanced Interpreting.pdf

**Summary:** Due to lack of District foreign language interpreters, it is necessary to hire contract interpreters. Advanced Interpreting Services (AIS) will provide foreign language interpreters on an on-call basis to act as interpreters for non-English speaking parents to access educational programs and activities, and for assessment of limited English speaking students. AIS will also provide translation of correspondence to parents in cases of suspension or expulsion as well as translation of the annual Parent Information Packet.

Contract interpreters will provide services under the supervision of a certificated employee of MDUSD at all times. Based on past history and the increasing diversity within the community, this will be an ongoing, predictable expense.

**Funding:** General Purpose/Special Education.  
 Program Code 1300 \$68,990  
 Program Code 5045 \$15,000

**Fiscal Impact:** The contract amount for school year 2011-2012 is \$83,990.00 and is already included in the 2011-2012 budget.

**Recommendation:** Approve contract/purchase order.

**Recommended By:**

**Signed By:** *Signature*  
 Bryan Cassin - None

**Signed By:** *Signature*  
 Felicia Stuckey-Smith - Director Student Services

**Signed By:** *Signature*  
 Mildred Browne - Assistant Superintendent

**Approvals:** **Signed By:** *Signature*  
 Bryan Richards - Chief Financial Officer

**Signed By:** *Signature*  
 Greg Rolen, Esq. - General Counsel

**Signed By:** *Signature*  
 Steven Lawrence - Superintendent

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PR: <input type="text"/>	PO: <input type="text"/>	Status: <input type="text"/>	Sec Cd: 005	Aprv: <input type="text"/>						
Vendor	RemitTo	ShipTo	BillTo	Reqst'd	Aprv'd	Printed	Details	Blanket/Dates	Req. Codes	
058249      Addr: P1 PADILLA, MARISOL ADVANCED INTERPRETING SERVICES P O BOX 30737  WALNUT CREEK    CA    94598				By: SARDEA, JOSIE Date: 08/23/2011  PO Total: \$83,990.00			Confirm: Account: Bid #: Contract #: End Use: DESTINATION Buyer: MONA			
Items			Association Codes			Notes				
Item Nu	Qua	Units	Description	Amount	ACCOUNT CODE	Extended Amo T				
0001	1	EA	FOREIGN LANGUAGE INTERPRETER SERV	83,990.	GL 010130036-5100	83,990.00				
0002	0			0.00	GL -	0.008				
Items Taxes Miscellaneous Account Distribution Item Shipping										
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