

# State of Washington Current Contract Information

**Contract number:** 06806

**Contract title:** Interpretation Services, Court Certified and Non Court Certified

**Effective date:** 3/3/07

**through:** 11/14/07

**For use by:** The primary purchaser(s) will be the State of Washington Board of Industrial Insurance Appeals, All State Agencies, Political Subdivisions of Washington, Qualified Non -profit Corporations, and Participating Institutions of Higher Education (College and Universities, Community and Technical Colleges).

**CUSTOMERS WILL CHOOSE A CONTRACTOR FOR EACH PROJECT FIRST ON PRICING THEN AVAILABILITY**

## **2. NO SHOWS AND CANCELLATIONS**

1. All Interpreters will abide with this cancellation notice. For less than 48 consecutive hours (2 full days) notice of cancellation, Interpreter will be authorized to bill the hourly rate for the first hour of scheduled time only. For more than 48 consecutive hours (2 full days) notice of cancellation, Interpreter will not be authorized to bill end user.
2. If requesting agency fails to cancel for their client causing a no-show, Interpreter will be authorized to bill the hourly rate for the first hour of scheduled time only.

## **3. PROFESSIONAL CONDUCT**

Contractors and interpreters are to be aware and follow state standards and regulations regarding behavior in State facilities and on State grounds while providing services under this contract:

- No smoking in State buildings (RCW 70.160.030).
- No use of alcohol or illegal drugs in the performance of this contract or on state grounds or facilities (RCW 72.23.300, Chapter 69.50 RCW)
- No Firearms or explosives in State buildings or on state grounds (RCW 9.41.300).
- Held to State ethics standards
- Code of Professional Conduct for court interpreters.

## **4. UNBIASED INTERPRETER SERVICES**

Contractors, contractor's employees or subcontractors providing interpreter services under this contract are to be independent of political, cultural, social, economic, personal and any other bias.

## **5. CONFIDENTIALITY OF CLIENT INFORMATION**

Contractor will take measures to prudently safeguard, protect and maintain confidentiality of client information from unauthorized disclosure of records, files, papers or other communications, which come into its possession in the performance of services provided under this contract.

Interpreters are to be instructed to maintain confidentiality in the performance of this contract and the services provided.

Requests for disclosure of the contents of contract files, papers, etc., or portions thereof, from members of the public shall immediately be transmitted or otherwise communicated to the State Procurement Officer for appropriate action.

## **6. INTERPRETER REQUIREMENTS**

Contractors will ensure all interpreters providing service under this contract are court-certified or have other certifications, authorizations, or qualifications; comply with the Code of Professional Conduct for court interpreters (available on [www.flsincorp.net](http://www.flsincorp.net)); and State ethics standards. All interpreters are required to have picture identification visible at all times while providing interpreter services under this contract.

## **7. INVOICING**

The requesting agency is to be invoiced within 30 days after completion of requested service. Invoices shall include the number of hours service was provided and any mileage over 30 miles round-trip with required documentation. Rates will be charged on an hourly basis with all quarter-hours (15 minute intervals) rounded up to the nearest quarter hour, less than minutes will be rounded to the end of the previous hour. (For example, one hour and 20 minutes would be considered 1.5 hours.)

### **The state will not pay for any of the following under this contract:**

- Interpreter early arrivals
- Interpreter late arrivals
- Related items such as meals, gasoline or overnight accommodations.
- Interpreter parking fees
- Mileage LESS than 30 miles round-trip

## **CONTRACT DEFINITIONS**

In conjunction with the Competitive Procurement Standards, Standard Definitions, the following definitions will apply to this contract:

### **1. COURT-CERTIFIED INTERPRETER**

Interpreter who has been certified by the Courts to provide interpreter services for the courts. This may include, but is not limited to The State of Washington Administrator for the Courts test, or the Federal Court test.

### **2. CERTIFIED, OR AUTHORIZED INTERPRETER**

Interpreter who has passed any screening tests in languages provided by any recognized independent third party testing organization such as the Department of Social & Health Services (DSHS) testing process.

### **3. NO SHOW**

The result of an interpreter not keeping an appointment or the requesting end user failing to cancel the appointment. Also, the result of a client no shows or failure of the requesting agency to cancel request.

**4. PRIMARY LANGUAGE** The language identified by the end user as the language that will be required for communication. This is also referred to as the preferred language.

### **5. HOURLY SERVICE RATE**

The hourly service rate is defined as a flat hourly rate for Interpreter encounters. This rate shall include the servicing of accounts, all contractual requirements and no shows by the client, employee or service provider.