

Notice of Blanket Purchase Agreement



State Of Rhode Island and Providence Plantations
Department of Administration
Division of Purchases
One Capitol Hill
Providence, RI 02908-5860

V E N D O R	JESSICA D HAAS 2972 POST RD SOUTH KINGSTOWN, RI 02879 United States
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INTERPRETER - SIGN LANGUAGE - MPA-358	
Award Number	3474079
Revision Number	1
Effective Period	01-JUL-2016 - 30-JUN-2019
Approved PO Date	18-AUG-2016
Vendor Number	4501

S H I P T O	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States
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Type of Requisition	*OTHER
Requisition Number	
Change Order Requisition Number	
Solicitation Number	
Freight	Paid
Payment Terms	NET 30
Buyer	Walsh, Gail -
Requester Name	
Work Telephone	

This Purchase Order is issued pursuant to and in accordance with the terms and conditions of the solicitation and applicable federal, state, and local law, including the State of Rhode Island's purchasing regulations, available at www.purchasing.ri.gov.

CHANGE TO PO #3474079

ADDED LINE ITEMS #15, 16 & 17

Line	Description	Unit	Unit Price (USD)
1	MPA-358 FY17 SIGN LANGUAGE INTERPRETER SERVICES - MINIMUM TWO HOURS	Hour	57
2	MPA-358 FY18 SIGN LANGUAGE INTERPRETER SERVICES - MINIMUM TWO HOURS	Hour	60
3	MPA-358 FY19 SIGN LANGUAGE INTERPRETER SERVICES - MINIMUM TWO HOURS	Hour	61
4	MPA-358 FY17-19 SIGN LANGUAGE INTERPRETER SERVICES -	Mile	.54

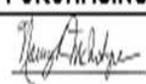
<p>INVOICE TO</p> <p>The State of Rhode Island accepts electronic invoices via its supplier portal. To register and submit electronic invoices, visit the supplier portal at http://controller.admin.ri.gov/iSupplier/isup/index.php</p> <p>To submit paper invoices, mail to: Department of Administration Controller, One Capitol Hill, 4th Floor, Providence 02908.</p>	<p>STATE PURCHASING AGENT</p> <p>Nancy R. McIntyre</p>
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Line	Description	Unit	Unit Price (USD)
	MILEAGE		
5	MPA-358 FY17-19 SIGN LANGUAGE INTERPRETER SERVICES - TACTILE INTERPRETING (DEAF/BLIND) - PLUS REGULAR FEE	Hour	5
6	MPA-358 FY17-19 SIGN LANGUAGE INTERPRETER SERVICES - RICDHH EMERGENCY INTERPRETER REFERRAL SERVICE - ON CALL FEE	Hour	3
7	MPA-358 FY17-19 SIGN LANGUAGE INTERPRETER SERVICES - EMERGENCY INTERPRETER SERVICE - PRIOR TO MIDNIGHT - PLUS REGULAR FEE	Hour	5
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9	MPA-358 FY17-19 SIGN LANGUAGE INTERPRETER SERVICES - WITH SPECIALIST CERTIFICATE IN LEGAL - PLUS REGULAR FEE	Hour	15
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15	MPA-358 FY17-19 SIGN LANGUAGE INTERPRETER SERVICES - AFTER STATE BUSINESS HOURS, 4:00PM TO MIDNIGHT	Hour	3
16	MPA-358 FY17-19 SIGN LANGUAGE INTERPRETER SERVICES - WITH BEI'S COURT INTERPRETER CERTIFICATION (CIC) - COURT/LEGAL SETTINGS	Hour	15
17	MPA-358 FY17-19 SIGN LANGUAGE INTERPRETER SERVICES - WITH RID'S CLIP-R FOR COURT/LEGAL (RID CERTIFICATION AND LEGAL SETTINGS ONLY)	Hour	15

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STATE PURCHASING AGENT

 Nancy R. McIntyre

Contract Terms and Conditions

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Terms and Conditions

PURCHASE ORDER STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS PURCHASE ORDER

CAMPAIGN FINANCE COMPLIANCE

CAMPAIGN FINANCE: In accordance with RI General Law 17-27-2, Every person or business entity providing goods or services of \$5,000 or more, and has in the preceding 24 months, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, or candidate for general office, any member, or candidate for general assembly, or political party, is required to electronically file an affidavit regarding political contributions at:

<https://secure.ricampaignfinance.com/RhodeIslandCF/Public/VendorAffidavit.aspx>

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

For all Purchase Orders issued on behalf of the University of Rhode Island, Community College of Rhode Island, and Rhode Island College, vendors will receive a confirming order from the respective entity prior to proceeding.

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

PURCHASE AGREEMENT AWARD

THIS IS A NOTICE OF AWARD, NOT AN ORDER. Any quantity reference in the agreement or in the bid preceding it are estimates only and do not represent a commitment on the part of the state to any level of billing activity, other than for quantities or volumes specifically released during the term. No action is to be taken except as specifically authorized, as described herein under AUTHORIZATION AND RELEASE. ENTIRE AGREEMENT - This NOTICE OF AWARD, with all attachments, and any release(s) against it shall be subject to: (1) the specifications, terms and conditions set forth in the Request/Bid Number cited herein, (2) the General Terms and Conditions of Contracts for the State of Rhode Island and (3) all provisions of, and the Rules and Regulations promulgated pursuant to, Title 37, Chapter 2 of the General Laws of the State of Rhode Island. This NOTICE shall constitute the entire agreement between the State of

Rhode Island and the Vendor. No assignment of rights or responsibility will be permitted except with the express written permission of the State Purchasing Agent or his designee. CANCELLATION, TERMINATION and EXTENSION - This Price Agreement shall automatically terminate as of the date(s) described under CONTRACT PERIOD unless this Price Agreement is altered by formal amendment by the State Purchasing Agent or his designee upon mutual agreement between the State and the Vendor.

AUTHORIZATION AND RELEASE

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency. A Direct Purchase Order (DPO) shall be created by the agency listing the items ordered, using the pricing and format set forth in the Master Blanket. All pricing shall be as described in the Master Blanket and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected in Master Blanket.

BLANKET PAYMENT

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY. PAYMENTS WILL BE AUTHORIZED UPON SUBMISSION OF PROPERLY RENDERED INVOICES NO MORE THAN MONTHLY TO THE RECEIVING AGENCY. ANY UNUSED BALANCE AT END OF BLANKET PERIOD IS AUTOMATICALLY CANCELLED.

EQUAL OPPORTUNITY COMPLIANCE

THIS PURCHASE ORDER IS AWARDED SUBJECT TO EQUAL OPPORTUNITY COMPLIANCE.

TERMS AND CONDITIONS OF PRICING AGREEMENT

SCOPE AND LIMITATIONS - This Agreement covers requirements as described herein, ordered by State agencies during the Agreement Period. No additional or alternative requirements are covered, unless added to the Agreement by formal amendment by the State Purchasing Agent or his designee.

Under State Purchasing Law, 37-2-54, no purchase or contract shall be binding on the state or any agency thereof unless approved by the department [of administration] or made under general regulations which the chief purchasing officer may prescribe. Under State Purchasing Regulation 8.2.1.1.2, any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state.

PRODUCT ACCEPTANCE - All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality unless otherwise specified by the State. The State reserves the right to reject all nonconforming goods, and to cause their return for credit or replacement, at the State's option.

- a) Failure by the state to discover latent defect(s) or concealed damage or non-conformance shall not foreclose the State's right to subsequently reject the goods in question.
- b) Formal or informal acceptance by the State of non-conforming goods shall not constitute a precedent for successive receipts or procurements.

Where the vendor fails to cure the defect promptly or replace the goods, the State reserves the right to cancel the Release, contract with a different vendor, and to invoice the original vendor for any differential in price over the original contract price.

ORDER AUTHORIZATION AND RELEASE AGAINST PRICING AGREEMENT

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency.

State Agencies shall request release as follows: All releases shall reference the Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein.

A Department Purchase Order (DPO) listing the items ordered shall be created by the agency. The agency

may mail or fax a copy of the order to the Vendor. In some cases the agency may request delivery by telephone, but must provide the Vendor with a DPO Order Number reference for billing purposes. Vendors are encouraged to require written orders to assure payments are processed accurately and promptly.

DELIVERY If this is an MPA, Vendor will obtain "ship to" information from each participating agency. This information will be contained in the DPO. APA delivery information will be contained in the Notice of Award.

PRICING - All pricing shall be as described herein, and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected herein.

INVOICING All invoices shall reference the DPO Order Number(s), Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein. If this is an MPA, Vendor will obtain "bill to" information from each participating agency. This information will be contained in the DPO. APA billing information will be contained in the Notice of Award.

PAYMENT - Invoices for items not received, not priced according to contract or for work not yet performed will not be honored. No payment will be processed to any vendor for whom there is no IRS W-9 on file with the State Controller.

INSURANCE REQUIREMENTS (ADDITIONAL)

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "SHIP TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.

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V E N D O R	JESSICA D HAAS 2972 POST RD SOUTH KINGSTOWN, RI 02879 United States
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INTERPRETER - SIGN LANGUAGE - MPA-358	
Award Number	3474079
Revision Number	0
Effective Period	01-JUL-2016 - 30-JUN-2019
Approved PO Date	18-JUL-2016
Vendor Number	4501

S H I P T O	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States
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Type of Requisition	*OTHER
Requisition Number	
Change Order Requisition Number	
Solicitation Number	
Freight	Paid
Payment Terms	NET 30
Buyer	- Walsh, Gail
Requester Name	
Work Telephone	

This Purchase Order is issued pursuant to and in accordance with the terms and conditions of the solicitation and applicable federal, state, and local law, including the State of Rhode Island's purchasing regulations, available at www.purchasing.ri.gov.

SIGN LANGUAGE INTERPRETER SERVICES - MPA #358

CONTRACT TERM:
 7/1/16 - 6/30/19

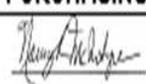
SIGN LANGUAGE INTERPRETER SERVICES ARE GOVERNED BY POLICIES ESTABLISHED BY THE RHODE ISLAND COMMISSION ON THE DEAF AND HARD OF HEARING, COPIES OF WHICH MAY BE OBTAINED BY CONTACTING THE COMMISSION AT CDHH.MAIN@CDHH.RI.GOV OR BY FAXING REQUESTS TO (401) 222-5736.

RESERVATIONS FOR INTERPRETERS MUST BE CANCELLED AT LEAST TWO BUSINESS DAYS IN ADVANCE OR INTERPRETER IS ENTITLED TO BILL CUSTOMER FOR THE NUMBER OF HOURS RESERVED. RESERVATIONS FOR POST SECONDARY CLASSES MUST BE CANCELLED TWO WEEKS PRIOR TO THE

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STATE PURCHASING AGENT
 Nancy R. McIntyre

RESERVATION PERIOD OR THE INTERPRETER IS ENTITLED TO TWO-WEEKS' COMPENSATION FOR THE RESERVED PERIOD.

EXTENUATING CIRCUMSTANCES: WHEN AN ENGAGEMENT EXCEEDS TWO HOURS, A RELIEF INTERPRETER IS REQUIRED AND, IF LESS THAN TWO HOURS, IF THERE ARE EXTENUATING CIRCUMSTANCES PER THE ATTACHED COMMISSION POLICIES.

RATES ARE BASED ON CERTIFICATION LEVEL AND ARE RELATED TO SKILL LEVEL. INTERPRETER MAY CHARGE NO MORE THAN THE HOURLY RATES SET FORTH HEREIN BUT MAY OFFER DISCOUNTED RATES. DISCOUNTED RATES SHALL BE AT THE DISCRETION OF THE INTERPRETER. DISCOUNTS SHALL BE DETERMINED PRIOR TO THE ENGAGEMENT AND SHALL BE REFLECTED IN THE CUSTOMER'S PO RELEASE.

THE FOLLOWING DOCUMENTS ARE ATTACHED:

1. RHODE ISLAND INTERPRETER POLICIES FOR INDEPENDENT CONTRACTORS
2. REGISTRY OF INTERPRETERS FOR THE DEAF (RID) STANDARD PRACTICE PAPER ON TEAM INTERPRETING
3. EXAMPLES OF EXTENUATING CIRCUMSTANCES
4. STATE RATES FY2017 - FY2019 CHART FOR RI LICENSED INTERPRETERS AS INDEPENDENT CONTRACTORS FOR STATE AGENCIES

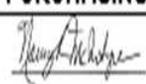
AGENCY CONTACT:
 RI CDHH - (TEL/VP) (401) 256-5511 -- FAX # (401) 222-5736
 CHHH.INTERPRETER@CDHH.RI.GOV

Line	Description	Unit	Unit Price (USD)
1	MPA-358 FY17 SIGN LANGUAGE INTERPRETER SERVICES - MINIMUM TWO HOURS	Hour	57
2	MPA-358 FY18 SIGN LANGUAGE INTERPRETER SERVICES - MINIMUM TWO HOURS	Hour	60
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STATE PURCHASING AGENT
 Nancy R. McIntyre

Line	Description	Unit	Unit Price (USD)
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STATE PURCHASING AGENT

Nancy R. McIntyre

Contract Terms and Conditions

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Terms and Conditions**PURCHASE ORDER STANDARD TERMS AND CONDITIONS****TERMS AND CONDITIONS FOR THIS PURCHASE ORDER****CAMPAIGN FINANCE COMPLIANCE**

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Rhode Island and the Vendor. No assignment of rights or responsibility will be permitted except with the express written permission of the State Purchasing Agent or his designee. CANCELLATION, TERMINATION and EXTENSION - This Price Agreement shall automatically terminate as of the date(s) described under CONTRACT PERIOD unless this Price Agreement is altered by formal amendment by the State Purchasing Agent or his designee upon mutual agreement between the State and the Vendor.

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TERMS AND CONDITIONS OF PRICING AGREEMENT

SCOPE AND LIMITATIONS - This Agreement covers requirements as described herein, ordered by State agencies during the Agreement Period. No additional or alternative requirements are covered, unless added to the Agreement by formal amendment by the State Purchasing Agent or his designee.

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PAYMENT - Invoices for items not received, not priced according to contract or for work not yet performed will not be honored. No payment will be processed to any vendor for whom there is no IRS W-9 on file with the State Controller.

INSURANCE REQUIREMENTS (ADDITIONAL)

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "SHIP TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.