State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387

INTERPRETERS – SIGN LANGUAGE AND CART SERVICES
MASTER PRICE AGREEMENT (MPA–358)
7/1/16 – 6/30/19

INSTRUCTIONS TO OBTAIN AMERICANS WITH DISABILITIES ACT COMPLIANT COMMUNICATION ACCESS SERVICE PROVIDERS

(Sign Language Interpreters and CART Service Providers)

In accordance with RI General Law 23-1.8-2(6), the Rhode Island Commission on the Deaf and Hard of Hearing (RICDHH) is responsible to administer a statewide referral service for the deaf and hard of hearing population in Rhode island. Therefore, all state agencies/entities are strongly encouraged to contact the RICDHH to obtain ADA compliant communication access service providers, such as sign language interpreters and/or CART service providers. All interpreters and CART service providers obtained through the RICDHH are included on Master Price Agreement 358.

Please contact the RICDHH Statewide Referral Specialist, Holly St. Pierre, at (401) 222-5300 or e-mail cdhh.interpreter@cdhh.ri.gov to request services or to inquire further about services.

3474097	DOROTHY HODGE	Blanket
3473841	MERIBETH ANDERSON-FORBES	Blanket
3473854	TRACEY BAPTISTE	Blanket
3473880	PAULA B. BERNFELD	Blanket
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3473995	Catherine Eller	Blanket
3474240	Robert A. Remigio	Blanket

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

VENDOR	**RICOH SMITH** **191 EARLE ST** **APT 3** **NEW BEDFORD, MA 02746** **United States**

INTERPRETER - SIGN LANGUAGE - MPA-358	
Award Number	**3474243**
Revision Number	**2**
Effective Period	**01-JUL-2016 - 30-JUN-2019**
Approved PO Date	**04-JAN-2017**
Vendor Number	**44916**

SHIP TO	**MASTER PRICE AGREEMENT** **SEE BELOW** **RELEASE AGAINST, RI MPA** **United States**

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 #3474243 DATED 12/28/2016

ADDED LINE 4.1

MILEAGE RATE DECREASED FROM $0.54 PER MILE TO $0.535 PER MILE EFFECTIVE 1/1/2017.

Line	Description	Unit	Unit Price (USD)
1	**MPA-358 FY17 SIGN LANGUAGE INTERPRETER SERVICES - MINIMUM TWO HOURS**	**Hour**	**36**

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STATE PURCHASING AGENT

Nancy R. McIntyre

Line	Description	Unit	Unit Price (USD)
2	**MPA-358 FY18 SIGN LANGUAGE INTERPRETER SERVICES - MINIMUM TWO HOURS**	**Hour**	**36**
3	**MPA-358 FY19 SIGN LANGUAGE INTERPRETER SERVICES - MINIMUM TWO HOURS**	**Hour**	**36**
4	**MPA-358 FY17-19 SIGN LANGUAGE INTERPRETER SERVICES - MILEAGE**	**Mile**	**.54**
4.1	**MPA-358 FY17-19 SIGN LANGUAGE INTERPRETER SERVICES - MILEAGE**	**Mile**	**.535**
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**
8	**MPA-358 FY17-19 SIGN LANGUAGE INTERPRETER SERVICES - EMERGENCY INTERPRETER SERVICE - AFTER MIDNIGHT - PLUS REGULAR FEE**	**Hour**	**10**
9	**MPA-358 FY17-19 SIGN LANGUAGE INTERPRETER SERVICES - EIPA (4.0) FOR PreK-12 ASSIGNMENT - PLUS REGULAR FEE**	**Hour**	**2**
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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.

State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387

INTERPRETERS – SIGN LANGUAGE AND CART SERVICES
MASTER PRICE AGREEMENT (MPA–358)
7/1/16 – 6/30/19

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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

VENDOR	**RICOH SMITH** **191 EARLE ST** **APT 3** **NEW BEDFORD, MA 02746** **United States**

INTERPRETER - SIGN LANGUAGE - MPA-358	
Award Number	**3474243**
Revision Number	**1**
Effective Period	**01-JUL-2016 - 30-JUN-2019**
Approved PO Date	**18-AUG-2016**
Vendor Number	**44916**

SHIP TO	**MASTER PRICE AGREEMENT** **SEE BELOW** **RELEASE AGAINST, RI MPA** **United States**

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 #3474243

ADDED LINE ITEM #10

Line	Description	Unit	Unit Price (USD)
1	**MPA-358 FY17 SIGN LANGUAGE INTERPRETER SERVICES - MINIMUM TWO HOURS**	**Hour**	**36**
2	**MPA-358 FY18 SIGN LANGUAGE INTERPRETER SERVICES - MINIMUM TWO HOURS**	**Hour**	**36**
3	**MPA-358 FY19 SIGN LANGUAGE INTERPRETER SERVICES - MINIMUM TWO HOURS**	**Hour**	**36**
4	**MPA-358 FY17-19 SIGN LANGUAGE INTERPRETER SERVICES -**	**Mile**	**.54**

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STATE PURCHASING AGENT

Nancy R. McIntyre

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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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

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BLANKET PAYMENT

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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.

State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387

INTERPRETERS – SIGN LANGUAGE AND CART SERVICES
MASTER PRICE AGREEMENT (MPA–358)
7/1/16 – 6/30/19

INSTRUCTIONS TO OBTAIN AMERICANS WITH DISABILITIES ACT COMPLIANT COMMUNICATION ACCESS SERVICE PROVIDERS

(Sign Language Interpreters and CART Service Providers)

In accordance with RI General Law 23-1.8-2(6), the Rhode Island Commission on the Deaf and Hard of Hearing (RICDHH) is responsible to administer a statewide referral service for the deaf and hard of hearing population in Rhode island. Therefore, all state agencies/entities are strongly encouraged to contact the RICDHH to obtain ADA compliant communication access service providers, such as sign language interpreters and/or CART service providers. All interpreters and CART service providers obtained through the RICDHH are included on Master Price Agreement 358.

Please contact the RICDHH Statewide Referral Specialist, Holly St. Pierre, at (401) 222-5300 or e-mail cdhh.interpreter@cdhh.ri.gov to request services or to inquire further about services.

3474097	DOROTHY HODGE	Blanket
3473841	MERIBETH ANDERSON-FORBES	Blanket
3473854	TRACEY BAPTISTE	Blanket
3473880	PAULA B. BERNFELD	Blanket
3473881	Denise Chagnon	Blanket
3473945	STEPHANIE CLARK	Blanket
3473968	MARY EARL	Blanket
3473998	CAROL FAY	Blanket
3474057	Anne Freeman	Blanket
3474058	Deanna L. Gagne Interpreting Services	Blanket
3474060	Paul Giard	Blanket
3474078	CHRISTOPHER HAAS	Blanket
3474079	JESSICA HAAS	Blanket
3474083	CATHERINE J. HARDESTY	Blanket
3474084	Christine Harkins	Blanket
3474094	JONATHAN BROWN HENRY	Blanket
3474104	RUTHANN HOWLAND	Blanket
3474106	Curtiss James	Blanket
3474111	Shauna Jehle Interpreting	Blanket
3474116	YVETTE M. JOHNSON	Blanket
3474117	JAMES LIPSKY	Blanket
3474155	Kristen N. Marotto	Blanket
3474156	STAND FAST	Blanket
3474170	Caleigh McKenna	Blanket
3474171	Lindsey Medeiros	Blanket
3474174	MARY ANN MOREHOUSE	Blanket
3474205	Elizabeth A. Nadolski	Blanket
3474208	MICHELE D. NEILEY	Blanket
3474237	ROSA NORBERG	Blanket
3474241	CAROL J. SEIDMAN	Blanket
3474242	Fatima Silvestre	Blanket
3474248	Charley H. Thorn	Blanket
3474255	JOAN N. WATTMAN	Blanket
3474256	CHRISTINE A. WEST	Blanket
3474243	Ricoh Smith Interpreting	Blanket
3474249	NANCY FULLER	Blanket
3471463	Heather Anderson Interpreting	Blanket
3474073	Trudy Gilbert, CI CT SC:L	Blanket - Gertrude Gilbert
3473955	Cat B. Dvar	Blanket
3474118	Anne Marie Mancini	Blanket
3474239	Jesus Remigio	Blanket
3473871	Atlas Hands Interpreting Solutions	Blanket
3473952	Genevieve Ann Copley Interpreting	Blanket
3473844	Carol-lee Aquiline	Blanket
3473995	Catherine Eller	Blanket
3474240	Robert A. Remigio	Blanket

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

VENDOR	**RICOH SMITH** **191 EARLE ST** **APT 3** **NEW BEDFORD, MA 02746** **United States**

INTERPRETER - SIGN LANGUAGE - MPA-358	
Award Number	**3474243**
Revision Number	**0**
Effective Period	**01-JUL-2016 - 30-JUN-2019**
Approved PO Date	**19-JUL-2016**
Vendor Number	**44916**

SHIP TO	**MASTER PRICE AGREEMENT** **SEE BELOW** **RELEASE AGAINST, RI MPA** **United States**

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

INVOICE TO

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

To submit paper invoices, mail to: Department of Administration Controller, One Capitol Hill, 4th Floor, Providence 02908.

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**	**36**
2	**MPA-358 FY18 SIGN LANGUAGE INTERPRETER SERVICES - MINIMUM TWO HOURS**	**Hour**	**36**
3	**MPA-358 FY19 SIGN LANGUAGE INTERPRETER SERVICES - MINIMUM TWO HOURS**	**Hour**	**36**
4	**MPA-358 FY17-19 SIGN LANGUAGE INTERPRETER SERVICES - MILEAGE**	**Mile**	**.54**
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**
8	**MPA-358 FY17-19 SIGN LANGUAGE INTERPRETER SERVICES -**	**Hour**	**10**

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Line	Description	Unit	Unit Price (USD)
	EMERGENCY INTERPRETER SERVICE - AFTER MIDNIGHT - PLUS REGULAR FEE		
9	**MPA-358 FY17-19 SIGN LANGUAGE INTERPRETER SERVICES - EIPA (4.0) FOR PreK-12 ASSIGNMENT - PLUS REGULAR FEE**	**Hour**	**2**

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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.

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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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July 1, 2016 to June 30, 2017
Statewide Interpreter Rates
RI State Governmental Agencies

YEAR 1

RI LICENSED INTERPRETERS AS INDEPENDENT CONTRACTORS FOR STATE AGENCIES

Credentials	Current Base Unit Rate	5+ Years	10+ Years	15+ Years	20+ Years	25+ Years	30+ Years	35+ Years	40+ Years
Registry of Interpreters for the Deaf (RID)									
CDI	$53.00/Hour	$55.00/Hour	$57.00/Hour	$59.00/Hour	$61.00/Hour	$63.00/Hour	$65.00/Hour	$67.00/Hour	$69.00/Hour
NIC-Master	$51.00/Hour	$53.00/Hour	$55.00/Hour	$57.00/Hour	$59.00/Hour	$61.00/Hour	$63.00/Hour	$65.00/Hour	$67.00/Hour
NIC-Adv., NIC-C, or NIC-2011	$50.00/Hour	$52.00/Hour	$54.00/Hour	$56.00/Hour	$58.00/Hour	$60.00/Hour	$62.00/Hour	$64.00/Hour	$66.00/Hour
CI/CT, or NAD V	**N/A**	$53.00/Hour	$55.00/Hour	$57.00/Hour	$59.00/Hour	$61.00/Hour	$63.00/Hour	$65.00/Hour	$67.00/Hour
OTC or OTC: C	$50.00/Hour	$52.00/Hour	$54.00/Hour	$56.00/Hour	$58.00/Hour	$60.00/Hour	$62.00/Hour	$64.00/Hour	$66.00/Hour
NAD IV	**NOT APPLICABLE**		$54.00/Hour	$56.00/Hour	$58.00/Hour	$60.00/Hour	$62.00/Hour	$64.00/Hour	$66.00/Hour
RSC or CSC	**NOT APPLICABLE**					$60.00/Hour	$62.00/Hour	$64.00/Hour	$66.00/Hour
CI, CT, or NAD III	**N/A**	$50.00/Hour	$52.00/Hour	$54.00/Hour	$56.00/Hour	$58.00/Hour	$60.00/Hour	$62.00/Hour	$64.00/Hour
IC/TC	**NOT APPLICABLE**					$58.00/Hour	$60.00/Hour	$62.00/Hour	$64.00/Hour
IC, TC, or OIC:V/S	**NOT APPLICABLE**					$56.00/Hour	$58.00/Hour	$60.00/Hour	$62.00/Hour
Board for Evaluation of Interpreters (BEI)									
BEI - Master	$51.00/Hour	$53.00/Hour	$55.00/Hour	$57.00/Hour	$59.00/Hour	$61.00/Hour	$63.00/Hour	$65.00/Hour	$67.00/Hour
BEI - Advanced	$49.00/Hour	$51.00/Hour	$53.00/Hour	$55.00/Hour	$57.00/Hour	$59.00/Hour	$61.00/Hour	$63.00/Hour	$65.00/Hour
BEI - Basic	$47.00/Hour	$49.00/Hour	$51.00/Hour	$53.00/Hour	$55.00/Hour	$57.00/Hour	$59.00/Hour	$61.00/Hour	$63.00/Hour
State Screened									
Deaf Interpreter - State Screened Approved by RI D of Health Interpreter Licensure Board	$41.00/Hour* $39.00/Hour	$43.00/Hour* $41.00/Hour	**NOT APPLICABLE**						

State-Screened Approved by RI Dept. of Health Interpreter Licensure Board	$38.00/Hour* $36.00/Hour	$40.00/Hour*	NOT APPLICABLE						

After State Business Hours, 4:00pm to Midnight	Add	$3.00/Hour
With RID's Specialist Certificate: Legal for Court/Legal (SC:L) (RID Certification and Legal settings only)	Add	$15.00/Hour
With BEI's Court Interpreter Certification (CIC) - Court/Legal settings only	Add	$15.00/Hour
With RID's CLIP-R for Court/Legal (RID Certification and Legal settings only)	Add	$15.00/Hour
Without RID's Specialist Certificate: Legal for Court/Legal (w/o SC:L) or without RID's CLIP-R. (Proof of legal training as defined in the Section 3.1 of RICDHH Policies and Procedures. RID Certification and Legal settings only.)	Add	$10.00/Hour
Travel Time for Court/Legal (Over 30 miles per one way only) (RID Certification and Legal settings only)	Add	Base Rate/Hr
Educational Interpreter Performance Assessment - 4.0 and higher (K-12 classroom assignments only, other assignments not apply)	Add	$2.00/Hour
Deaf-Blind Rate (close-vision or tactile interpreting)	Add	$5.00/Hour
Mileage (according to State's Policies & Procedures as of 01/01/2013)	Per Mile	$0.565
EMERGENCY:		
RICDHH Emergency Referral Service On-Call Fee (After Hours Only)	Set	$3.00/Hour
Emergency - Interpreter Service - PRIOR to Midnight	Add	$5.00/Hour
Emergency - Interpreter Service - AFTER Midnight	Add	$10.00/Hour

RI Commission on the Deaf and Hard of Hearing
One Capitol Hill
Ground Level
Providence, RI 02908

(401) 256-5511 (Voice/Videophone)
(401) 222-5736 (FAX)
CDHH@CDHH.RI.GOV

YEAR 1

NOTE:
* Years of experience based on uninterrupted holding of Certification recognized by RID.
* Years of experience based on unitnerrupted holding of State Screened.
* Level determined as of original certification recognized by RID.
* State screened interpreters who become RID Certified enter the grid at the current base unit rate level.
* When an interpreter is projected to reach a 5-year increment in a fiscal year, the "next column" state rate will be set at the beginning of the same fiscal year.
* A Standard National Interpreter Certification (NIC) is awarded by RID instead of 3 levels of NIC effective on December 1, 2011. It is labeled as NIC-2011.

State Screened*

1. State screened is valid for 5 years.
2. State screened PLUS RID Generalist (written) exam is valid for up to 10 years.

July 1, 2017 to June 30, 2018
Statewide Interpreter Rates
RI State Governmental Agencies

RI LICENSED INTERPRETERS AS INDEPENDENT CONTRACTORS FOR STATE AGENCIES

YEAR 2

Credentials	Current Base Unit Rate	5+ Years	10+ Years	15+ Years	20+ Years	25+ Years	30+ Years	35+ Years	40+ Years
Registry of Interpreters for the Deaf (RID)									
CDI	$54.00/Hour	$56.00/Hour	$58.00/Hour	$60.00/Hour	$62.00/Hour	$64.00/Hour	$66.00/Hour	$68.00/Hour	$70.00/Hour
NIC-all	$52.00/Hour	$54.00/Hour	$56.00/Hour	$58.00/Hour	$60.00/Hour	$62.00/Hour	$64.00/Hour	$66.00/Hour	$68.00/Hour
CI/CT, or NAD V	**N/A**	$54.00/Hour	$56.00/Hour	$58.00/Hour	$60.00/Hour	$62.00/Hour	$64.00/Hour	$66.00/Hour	$68.00/Hour
OTC or OTC: C	$50.00/Hour	$52.00/Hour	$54.00/Hour	$56.00/Hour	$58.00/Hour	$60.00/Hour	$62.00/Hour	$64.00/Hour	$66.00/Hour
NAD IV	**NOT APPLICABLE**		$54.00/Hour	$56.00/Hour	$58.00/Hour	$60.00/Hour	$62.00/Hour	$64.00/Hour	$66.00/Hour
RSC or CSC	**NOT APPLICABLE**					$60.00/Hour	$62.00/Hour	$64.00/Hour	$66.00/Hour
CI, CT, or NAD III	**N/A**	$50.00/Hour	$52.00/Hour	$54.00/Hour	$56.00/Hour	$58.00/Hour	$60.00/Hour	$62.00/Hour	$64.00/Hour
IC/TC	**NOT APPLICABLE**					$58.00/Hour	$60.00/Hour	$62.00/Hour	$64.00/Hour
IC, TC, or OIC:V/S	**NOT APPLICABLE**					$56.00/Hour	$58.00/Hour	$60.00/Hour	$62.00/Hour
Board for Evaluation of Interpreters (BEI)									
BEI - Master	$52.00/Hour	$54.00/Hour	$56.00/Hour	$58.00/Hour	$60.00/Hour	$62.00/Hour	$64.00/Hour	$66.00/Hour	$68.00/Hour
BEI - Advanced	$50.00/Hour	$52.00/Hour	$54.00/Hour	$56.00/Hour	$58.00/Hour	$60.00/Hour	$62.00/Hour	$64.00/Hour	$66.00/Hour
BEI - Basic	$48.00/Hour	$50.00/Hour	$52.00/Hour	$54.00/Hour	$56.00/Hour	$58.00/Hour	$60.00/Hour	$62.00/Hour	$64.00/Hour
State Screened									
Deaf Interpreter - State Screened Approved by RI D of Health Interpreter Licensure Board	$43.00/Hour* $41.00/Hour	$43.00/Hour* $41.00/Hour	**NOT APPLICABLE**						
State-Screened Approved by RI Dept. of Health Interpreter Licensure Board	$40.00/Hour* $38.00/Hour	$40.00/Hour*	**NOT APPLICABLE**						

After State Business Hours, 4:00pm to Midnight	Add	$3.00/Hour
With RID's Specialist Certificate: Legal for Court/Legal (SC:L) (RID Certification and Legal settings only)	Add	$15.00/Hour
With BEI's Court Interpreter Certification (CIC) - Court/Legal settings only	Add	$15.00/Hour
With RID's CLIP-R for Court/Legal (RID Certification and Legal settings only)	Add	$15.00/Hour
Without RID's Specialist Certificate: Legal for Court/Legal (w/o SC:L) or without RID's CLIP-R. (Proof of legal training as defined in the Section 3.1 of RICDHH Policies and Procedures. RID Certification and Legal settings only.)	Add	$10.00/Hour
Travel Time for Court/Legal (Over 30 miles per one way only) (RID Certification and Legal settings only)	Add	Base Rate/Hr
Educational Interpreter Performance Assessment - 4.0 and higher (K-12 classroom assignments only, other assignments not apply)	Add	$2.00/Hour
Deaf-Blind Rate (close-vision or tactile interpreting)	Add	$5.00/Hour
Mileage (according to State's Policies & Procedures as of 01/01/2013)	Per Mile	$0.565
EMERGENCY:		
RICDHH Emergency Referral Service On-Call Fee (After Hours Only)	Set	$3.00/Hour
Emergency - Interpreter Service - PRIOR to Midnight	Add	$5.00/Hour
Emergency - Interpreter Service - AFTER Midnight	Add	$10.00/Hour

RI Commission on the Deaf and Hard of Hearing
One Capitol Hill
Ground Level
Providence, RI 02908

(401) 256-5511 (Voice/Videophone)
(401) 222-5736 (FAX)
CDHH@CDHH.RI.GOV

YEAR 2

NOTE:
* Years of experience based on uninterrupted holding of Certification recognized by RID.
* Years of experience based on unitnerrupted holding of State Screened.
* Level determined as of original certification recognized by RID.
* State screened interpreters who become RID Certified enter the grid at the current base unit rate level.
* When an interpreter is projected to reach a 5-year increment in a fiscal year, the "next column" state rate will be set at the beginning of the same fiscal year.
* A Standard National Interpreter Certification (NIC) is awarded by RID instead of 3 levels of NIC effective on December 1, 2011. It is labeled as NIC-2011.

State Screened*

1. State screened is valid for 5 years.
2. State screened PLUS RID Generalist (written) exam is valid for up to 10 years.

July 1, 2018 to June 30, 2019
Statewide Interpreter Rates
RI State Governmental Agencies

YEAR 3

RI LICENSED INTERPRETERS AS INDEPENDENT CONTRACTORS FOR STATE AGENCIES

Credentials	Current Base Unit Rate	5+ Years	10+ Years	15+ Years	20+ Years	25+ Years	30+ Years	35+ Years	40+ Years
Registry of Interpreters for the Deaf (RID)									
CDI	$55.00/Hour	$57.00/Hour	$59.00/Hour	$61.00/Hour	$63.00/Hour	$65.00/Hour	$67.00/Hour	$69.00/Hour	$71.00/Hour
NIC-all	$53.00/Hour	$55.00/Hour	$57.00/Hour	$59.00/Hour	$61.00/Hour	$63.00/Hour	$65.00/Hour	$67.00/Hour	$69.00/Hour
CI/CT, or NAD V	**N/A**	$55.00/Hour	$57.00/Hour	$59.00/Hour	$61.00/Hour	$63.00/Hour	$65.00/Hour	$67.00/Hour	$69.00/Hour
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NAD IV	**NOT APPLICABLE**		$55.00/Hour	$57.00/Hour	$59.00/Hour	$61.00/Hour	$63.00/Hour	$65.00/Hour	$67.00/Hour
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IC/TC	**NOT APPLICABLE**					$59.00/Hour	$61.00/Hour	$63.00/Hour	$65.00/Hour
IC, TC, or OIC:V/S	**NOT APPLICABLE**					$57.00/Hour	$59.00/Hour	$61.00/Hour	$63.00/Hour
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YEAR 3

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Rhode Island Interpreter Policies for Independent Contractors For State Agencies

- Independent contractors shall be paid a two-hour minimum fee regardless of the duration of the scheduled time up to two hours, shall be paid for the entire amount of time that is requested to be reserved when over two hours.

- If the assignment is cancelled less than 48 hours (2 business days), payment must be made for total hours reserved.

- If the assignment requires less than reserved, payment must be made for total hours reserved.

- An assignment, 2 hours or more (sometimes less than two hours), will require more than one interpreter (extenuating circumstances at the professional judgment and discretion of the interpreter according to RID's Code of Professional Conducts). Please refer to Registry of Interpreters for the Deaf's Standard Practice paper and list of situations as the guidelines that might warrant 2 interpreters for an assignment that is less than 2 hours long.

For Post Secondary Institutions:

  - If an ongoing class is cancelled less than two weeks (10 business days) before the start of assignment, interpreter must be paid two weeks severance. If the course is dropped by a student anytime during the semester/quarter, interpreter must be paid two weeks.
  - If a class is dismissed earlier than scheduled, the interpreter(s) shall ask the student if s/he needs their service until the reserved time is up, subject to RID Code of Professional Conduct.
  - As soon as the interpreter accepts assignments with the post secondary institution, s/he needs to contact the staff at post secondary institution's student support service as soon as possible to discuss about assignments/logistics.

- If a client has not arrived for the assignment, the interpreter is to wait no less than 30 minutes.

- If a client has not arrived for an ½ day assignment, the interpreter is to wait no less than 60 minutes.

- If a client has not arrived for a full day assignment, the interpreter to wait no less than 90 minutes and before making determination to leave, call the RICDHH Interpreter and CART Referral Service to check is a client plans to show up some point of the day.

- After a minimum of two hour reserved, additional time should be calculated at the interpreter's rate in thirty-minute increments.

- If the interpreter who arrives to the assignment late or does not show up for the assignment, s/he shall inform appropriate parties in a timely manner, including RICDHH. This is in reference to RID's Code of Professional Conduct to hold a professional business dialogue to resolve any issues with appropriate parties. However, interpreter who does not show up for the assignment shall not submit an invoice.

- If a requestor/payer fail to reimburse an interpreter for an assignment referred by RICDHH and the interpreter has attempted to resolve this matter, the RICDHH Interpreter/CART Referral Service will provide advocacy to the interpreter to assist in the reimbursement for services only when the interpreter had also confirmed the fees and fee-related policies directly with the request prior to the assignment. It is the responsibility of the interpreter and the requestor to confirm fees and policies prior to the assignment.

- **RI Court: Qualified Interpreters only**

  Legal Approved with Specialist Certificate in Legal (Court/Legal settings only)

  Add $15.00/Hour

  Legal Approved without Specialist Certificate in Legal (Proof of legal training and/or RID's CLIP-R is required. (Court/Legal Settings only)

  Add $10.00/Hour

  Time Travel for legal/court settings only – If an interpreter is required to drive more than 30 miles per one way, the interpreter is qualified to include the travel time.

  Add interpreter's state base rate per hour.

June 15, 2016 for Interpreters' Master Pricing Agreements. For more information regarding the policies and procedures, please contact the Rhode Island Commission on the Deaf and Hard of Hearing, (401) 256-5511, (401) 222-5736 (FAX) or e-mail at Main.CDHH@CDHH.RI.GOV.

The policies are subject to change with notice.

Examples of extenuating circumstances that might warrant 2 interpreters for an assignment that is less than 2 hours long:

1) A presentation to a large audience that involves a panel in the front of the room with both deaf and hearing panelists and audience members comprised of both deaf and hearing individuals. This might also be a board meeting with deaf and hearing board members and a mixed audience.

2) Deaf blind interpreting, especially tactile usually requires 2 interpreters to switch off at 20-minute intervals to maintain the integrity of the message.

3) Highly technical information: e.g. in a rigorous academic discipline such as linguistics where information is highly encoded and requires intense speed and concentration as well as accuracy.

4) Trainings workshops and lectures that involve constant talking/signing without normal breaks (as one would see in a casual conversation).. Formal lectures.

5) CDI: a deaf language specialist may be needed to work with a hearing interpreter in a variety of specialized settings: courtroom, deaf-blind, with children, deaf consumers from outside the country, non-standard language users, idiosyncratic language users, high visual language users, etc.

STANDARD PRACTICE PAPER

TEAM INTERPRETING

The Registry of Interpreters for the Deaf, Inc., (RID) Standard Practice Paper (SPP) provides a framework of basic, respectable standards for RID members' professional work and conduct with consumers. This paper also provides specific information about the practice setting. This document is intended to raise awareness, educate, guide and encourage sound basic methods of professional practice. The SPP should be considered by members in arriving at an appropriate course of action with respect to their practice and professional conduct.

It is hoped that the standards will promote commitment to the pursuit of excellence in the practice of interpreting and be used for public distribution and advocacy.

About Team Interpreting

Team interpreting is the utilization of two or more interpreters who support each other to meet the needs of a particular communication situation. Depending on both the needs of the participants and agreement between the interpreters, responsibilities of the individual team members can be rotated and feedback may be exchanged.

The decision to use a team rather than an individual interpreter is based on a number of factors, including, but not limited to:

- length and/or complexity of the assignment,
- unique needs of the persons being served,
- physical and emotional dynamics of the setting,
- avoidance of repetitive stress injuries (RSIs) for interpreters.

An interpreter who is hearing may sometimes team with an interpreter who is deaf, called a certified deaf interpreter (CDI). (See CDI Standard Practice Paper for additional information.)

The Team Process

All team members are actively engaged in the process. They may be providing direct interpretation services, actively working between the two languages or functioning in a supporting role. This support is necessary to enhance the team's performance and assure accurate communication takes place and may include:

- monitoring the overall setting
- assuring appropriate and timely transitions
- supporting/cueing other team members as needed.

At times, more than one team of interpreters may be needed. Some factors determining the number of interpreters needed are:

- size of the audience
- setting
- communication preferences of presenter(s) and audience type and interactivity of presentation
- special communication needs of those in attendance (including, but not limited to, the need for tactile, oral or close visual range interpretation)
- dynamics of the scheduled events (concurrent sessions, off site tours, etc.)

When two or more interpreters are working together, the team will need a sufficient amount of time prior to the assignment to determine placement, roles and how to provide support to each other. Settings where teams work can include, but are not limited to, post-secondary education, ceremonies, lectures, workshops, staff meetings and employee orientations, adversarial hearings and performing arts.

RID believes that through teaming, all consumers can receive optimum communication because each team member can function at their best.

RESOURCE:

www.dlr-consulting.ca/team.htm

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