



RI Purchase Agreement Amendment Report

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

MARIA C FONSECA
 DBA MARIA'S TRANSLATIONS
 PO BOX 9234
 PAWTUCKET, RI 02862
 United States

Amendment Date: 19-JUN-15
 Original Award Date: 13-JAN-12
 Buyer: C McGurn
 Phone #:
 FOB: Destination
 Terms: NET 30
 Vendor # 4803

S H I P T O	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States	Change Order Number 4 Award Number 3263005 Effective Period 09-FEB-12 - 31-DEC-16	I N V O I C E	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States

MPA 54 - (CR 34) INTERPRETING AND TRANSLATION SERVICES MPA 54 - (CR 34)

Description			Bid Number	Change Order Req#	
MPA 54 - (CR 34) INTERPRETING AND TRANSLATION SERVICES MPA 54 - (CR 34)					
Line #	Code	Class-Item	Quantity	Unit	Unit Price
		CHANGE TO PO #3263005 DATED 1/13/12 CHANGE EFFECTIVE PERIOD FROM: 2/9/2012 - 6/30/2014 TO: 2/9/2012 - 12/31/2016 CONTRACT EXTENDED TO THE END OF 12/31/2016.			

STATE PURCHASING AGENT

 Nancy R. McIntyre



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 ONE CAPITOL HILL
 PROVIDENCE RI 02908

MARIA C FONSECA
 DBA MARIA'S TRANSLATIONS
 PO BOX 9234
 PAWTUCKET, RI 02862
 United States

Amendment Date: 22-MAY-14
 Original Award Date: 13-JAN-12
 Buyer: C McGurn
 Phone #:
 FOB: Destination
 Terms: NET 30
 Vendor # 4803

S H I P T O	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States	I N V O I C E	Change Order Number 3 Award Number 3263005 Effective Period 09-FEB-12 - 30-JUN-15	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States
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MPA 54 - (CR 34) INTERPRETING AND TRANSLATION SERVICES MPA 54 - (CR 34)

Description			Bid Number	Change Order Req#	
MPA 54 - (CR 34) INTERPRETING AND TRANSLATION SERVICES MPA 54 - (CR 34)					
Line #	Code	Class-Item	Quantity	Unit	Unit Price
		CHANGE TO PO #3263005 DATED 1/13/12 CHANGE EFFECTIVE PERIOD FROM: 2/9/2012 - 6/30/2014 TO: 2/9/2012 - 6/30/2015 SECOND (2nd) RENEWAL OF THREE (3) ONE (1) YEAR RENEWAL TERMS ALLOWED AT THE STATE'S DISCRETION PER THE MPA BID SOLICITATION.			

STATE PURCHASING AGENT
Lorraine A. Hynes



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 United States

Amendment Date: 31-MAY-13
 Original Award Date: 13-JAN-12
 Buyer: C McGurn
 Phone #:
 FOB: Destination
 Terms: NET 30
 Vendor # 4803

S H I P T O	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States	Change Order Number 2 Award Number 3263005 Effective Period 09-FEB-12 - 30-JUN-14	I N V O I C E	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States

MPA 54 - (CR 34) INTERPRETING AND TRANSLATION SERVICES MPA 54 - (CR 34)

Description			Bid Number	Change Order Req#	
MPA 54 - (CR 34) INTERPRETING AND TRANSLATION SERVICES MPA 54 - (CR 34)					
Line #	Code	Class-Item	Quantity	Unit	Unit Price
		CHANGE TO PO #3263005 CHANGE EFFECTIVE PERIOD FROM: 2/9/2012 - 6/30/2013 TO: 2/9/2012 - 6/30/2014 EXTENDED DUE TO CONTRACT TERM.			

STATE PURCHASING AGENT
Lorraine A. Hynes



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MPA 54 - (CR 34) INTERPRETING
AND TRANSLATION SERVICES MPA
54 - (CR 34)

Award Number 3263005
Effective Period: 09-FEB-12 -
30-JUN-13

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SEE BELOW
RELEASE AGAINST,RI MPA
United States

Date: 13-JAN-12
Buyer: C McGurn
Shipping: Paid
Terms: NET 30
Vendor#: 4803

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Department	Type of Requisition	Bid Number	Requisition Number
		N/A	

2/1/2012 - 6/30/2013

INTERPRETING AND TRANSLATIONS SERVICES IN ACCORDANCE WITH THE PLANS, SPECIFICATIONS AND DOCUMENTS (CR-34)
MASTER AGREEMENT #54 (CR-34)

RENEWABLE FOR (THREE) ADDITIONAL YEARS
AT THE SOLE OPTION OF THE STATE

VENDOR CONTACT:
MARIA C. FONSECA
DBA MARIA'S TRANSLATIONS
PO BOX 9234
PAWTUCKET, RI 02862

EMERGENCY AND AFTER HOURS CONTACT IS MARIA FONSECA
401-588-4047 OR
401-724-0847
FAX 401-725-6990
E-MAIL:
MARIATRANSLATIONS@COX.NET

CANCELLATION POLICY:
POLICY REQUIRES A 24 HOURS CANCELLATION TO AVOID A MINIMUM ONE HOUR FEE

EMERGENCY AND AFTER HOURS CONTACT FOR CONTRACTOR'S ACCOUNT REPRESENTATIVE:
MARIA FONSECA
TELEPHONE: 401-588-4047 OR 401-724-0847
FAX: (401) 725-6990

STATE PURCHASING AGENT

Lorraine A. Hynes

This Notice of Award/Purchase Order is issued in accordance with the specific requirements described herein and the State's Purchasing Regulations and General Conditions of Purchase, copies of which are available at www.purchasing.ri.gov. Delivery of goods or services as described herein shall be deemed acceptance of these requirements.



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54 - (CR 34)

Award Number 3263005
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MARIA'S TRANSLATIONS WILL PROVIDE INTERPRETING/TRANSLATIONS SERVICES TO RI CITIES AND TOWNS AT THE SAME RATES OFFERED TO THE STATE OF RI.

THIS CONTRACT COVERS INTERPRETERS WHO TRANSLATE THE SPOKEN WORD. INTERPRETER INCLUDES BUT IS NOT LIMITED TO, AN ORAL INTERPRETER, A SIGN LANGUAGE INTERPRETER, OR A DEAF-BLIND INTERPRETER, DEPENDING UPON THE NEEDS OF THE INDIVIDUAL WHO IS DEAF OR HEARING IMPAIRED

PLEASE NOTE THAT MPA #54 (CR 34) IS LIMITED TO ORAL INTERPRETERS. SEE MPA #358 FOR SIGN LANGUAGE INTERPRETATION.

TRANSLATORS ARE CONSIDERED TO BE INDIVIDUALS WHO TRANSLATE THE WRITTEN WORD

RECORDS RETENTION

ALL RECORDS, BOOKS, AND DOCUMENTS REASONABLY RELATED TO THIS CONTRACT SHALL BE MAINTAINED AND KEPT BY CONTRACTOR FOR A MINIMUM OF THREE (3) YEARS AFTER TERMINATION OR EXPIRATION OF THIS CONTRACT. IF ANY LITIGATION, CLAIM, OR AUDIT INVOLVING THESE DOCUMENTS AND/OR RECORDS BEGINS BEFORE THE SPECIFIED PERIOD EXPIRES, CONTRACTOR MUST KEEP THE RECORDS AND DOCUMENTS FOR NOT LESS THAN THREE (3) YEARS AND UNTIL ALL LITIGATION, CLAIMS, OR AUDIT FINDINGS ARE RESOLVED, WHICHEVER IS LATER. CONTRACTOR IS STRICTLY PROHIBITED FROM DESTROYING OR DISCARDING ANY RECORDS, BOOKS, OR OTHER DOCUMENTS REASONABLY RELATED TO THIS CONTRACT, UNLESS THE TIME PERIOD FOR MAINTAINING SUCH UNDER THIS SUBSECTION HAS LAPSED

DOCUMENTATION OF SERVICES PERFORMED

INTERPRETERS SHALL SIGN IN AND SIGN OUT ON A DAILY BASIS FOR EACH DAILY ASSIGNMENT/SERVICE WITH EACH REQUESTING COURT(S) AND/OR USER DEPARTMENT(S) WRITTEN DOCUMENTATION OF THE SERVICES PERFORMED SHALL INCLUDE ACTUAL ARRIVAL AND DEPARTURE TIME, CAUSE OR CASE NUMBER, AND BE SIGNED BY THE PRESIDING JUDGE OR AUTHORIZED COURT OR DEPARTMENT. A COPY OF THE SIGN-IN/SIGN-OUT FORM MUST BE LEFT WITH EACH REQUESTING COURT(S) AND/OR USER DEPARTMENT(S) STATE WILL ONLY PAY THE MINIMUM SERVICE FEE/CHARGE OR THE HOURS ACTUALLY WORKED (EXCLUDING LUNCH), OR WHICHEVER IS GREATER, FOR EACH ASSIGNMENT AS OUTLINED IN CONTRACTOR'S PAY RATES. THE STATE FORM USED FOR WRITTEN DOCUMENTATION OF SERVICE PERFORMED SHALL BE FOR THE PURPOSE OF DETERMINING THE LANGUAGE INTERPRETED/TRANSLATED AND THE TIME SPENT; HOWEVER, THE FORM

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54 - (CR 34)

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		N/A	

DOES NOT DIRECTLY DETERMINE CONTRACTOR'S FEE. THE DETERMINATION OF THE FEE THE CONTRACTOR CHARGES THE STATE IS BASED ON THE RELEVANT RATE AS DELINEATED IN THE BID PROPOSAL SECTION MULTIPLIED BY THE DOCUMENTED HOURS.

MEETINGS

CONTRACTOR IS REQUIRED TO HOLD AT LEAST TWO (2) MEETINGS WITH VARIOUS STATE COURTS AND/OR USER DEPARTMENTS DURING THE TERM OF THIS CONTRACT AND AT LEAST ONE (1) MEETING ONE (1) MONTH PRIOR TO ANY RENEWAL OF THIS CONTRACT IF STATE FINDS IT NECESSARY. AS REQUESTED BY STATE, THE PARTIES SHALL PERIODICALLY MEET AT A LOCATION DESIGNATED BY THE PARTIES OR CONDUCT A TELEPHONE CONFERENCE CALL TO DISCUSS THE PERFORMANCE OF THE PARTIES' RESPECTIVE OBLIGATIONS HEREUNDER. IN ORDER TO FACILITATE PROPER MANAGEMENT OF THE PERFORMANCE OF THIS CONTRACT, CONTRACTOR SHALL, AT EACH SUCH MEETING, PROVIDE STATE WITH WRITTEN DOCUMENTATION OF ANY PROBLEM OR CIRCUMSTANCE ENCOUNTERED BY CONTRACTOR WHICH (i) MAY PREVENT OR TEND TO PREVENT CONTRACTOR FROM COMPLETING ANY OF ITS OBLIGATIONS HEREUNDER, OR (ii) MAY CAUSE OR TEND TO CAUSE STATE TO GENERATE UNNECESSARY OR EXCESSIVE FEES OR OTHER CHARGES UNDER THIS CONTRACT.

BACKGROUND CHECK

THE STATE RESERVES THE RIGHT TO CONDUCT CRIMINAL BACKGROUND CHECKS ON ANY AND ALL OF CONTRACTOR'S PERSONNEL ASSIGNED TO THIS CONTRACT, INCLUDING INTERPRETERS/TRANSLATORS PROVIDING SERVICES HEREUNDER. IN THE EVENT AN INDIVIDUAL'S FILE/BACKGROUND CHECK PROVES OTHER THAN SATISFACTORY, AS DETERMINED SOLELY BY STATE, STATE RESERVES THE RIGHT TO HAVE THE INDIVIDUAL(S) IMMEDIATELY REMOVED FROM PERFORMING UNDER THIS CONTRACT AND REPLACED BY ACCEPTABLE PERSONNEL AT NO ADDITIONAL COST TO STATE.

REPORTING

CONTRACTOR AGREES TO SUBMIT ALL REQUIRED DOCUMENTATION AND REPORTS ON A TIMELY BASIS AND IN ACCORDANCE WITH THE SPECIFIED TIME FRAMES PURSUANT TO THIS CONTRACT. PENALTIES FOR DELINQUENT REPORTING MAY INCLUDE WITHHOLDING OF PAYMENTS UNTIL SUCH TIME ALL REPORTS ARE RECEIVED. CANCELLATION AND/OR TERMINATION OF THIS CONTRACT WITH NO OBLIGATION TO PAY FOR UNDOCUMENTED SERVICES, OR BOTH. CONTRACTOR SHALL NOT BE RESPONSIBLE, AND SHALL NOT BE PENALIZED, FOR STATE'S LOSS OF DOCUMENTATION AND REPORTS.

AUDIT

STATE PURCHASING AGENT

Lorraine A. Hynes



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THE STATE AUDITOR, IT ASSIGNS, OR ANY OTHER GOVERNMENTAL ENTITY APPROVED BY THE STATE SHALL HAVE THE UNRESTRICTED RIGHT TO AUDIT ALL DATA OR DOCUMENTS RELATED TO THIS CONTRACT SUCH DATA SHALL BE FURNISHED IN CONTRACTOR'S OFFICES AT A MUTUALLY CONVENIENT TIME WITHIN A REASONABLE TIME. SHOULD STATE DETERMINE IT REASONABLY NECESSARY, CONTRACTOR SHALL MAKE ALL OF ITS RECORDS, BOOKS, AND DOCUMENTS REASONABLY RELATED TO THIS CONTRACT AVAILABLE TO AUTHORIZED STATE PERSONNEL, AT REASONABLE TIMES AND WITHIN REASONABLE PERIODS, FOR INSPECTION OR AUDITING PURPOSES OR TO SUBSTANTIATE THE PROVISIONS OF SERVICES UNDER THIS CONTRACT

STATE PURCHASING AGENT

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Maria's Translations Cost Proposal for Interpreting Services for Years 1-2 of Contract

LANGUAGES	Standard Notice Requested	Rate Per Hour for Certified Interpreter	Rate Per Hour for Uncertified Interpreter	Rate Per Hour for Certified Interpreter for Emergency service (service within 24 hours of request)	Rate Per Hour for Uncertified Interpreter for Emergency service (service within 24 hours of request)
ARABIC	24 hours or less	\$55	\$50	\$55	\$50
ARMENIAN	24 hours or less	\$50	\$45	\$50	\$45
CAMBODIAN	24 hours or less	\$50	\$50	\$50	\$50
CAPEVERDEAN CREOLE	24 hours or less	\$45	\$45	\$45	\$45
FRENCH	24 hours or less	\$50	\$45	\$50	\$45
HAITIAN CREOLE	48 hours or less	\$50	\$45	\$50	\$45
HINDI	48 hours or less	\$50	\$45	\$50	\$45
MANDARIN	48 hours or more	\$50	\$50	\$50	\$50
RUSSIAN	24 hours or less	\$50	\$45	\$50	\$45
SPANISH	24 hours or less	\$45	\$45	\$45	\$45
AFRICAN DIALECTS	48 hours or more	\$50	\$45	\$50	\$45
POLISH	48 hours or more	\$50	\$45	\$50	\$45
PORTUGUESE	24 hours or less	\$45	\$45	\$45	\$45

- For Simultaneous Interpretation for Year 1-2 of Contract the rate per hour in any language is \$65.
- For Legal Interpretation for Year 1-2 of Contract the rate per hour in any language is \$65.
- For Interpretation Commitments exceeding 60 hours per month, at one location, for Year 1-2 the rate per hour is \$45.
- Evening and weekend's appointments for Year 1-2 of Contract the rate per hour in any language is \$55.
- Same rate of pay applies to last minute requests.



Maria's Translations Cost Proposal for Interpreting Services for Years 3-5 of Contract

LANGUAGES	Standard Notice Requested	Rate Per Hour for Certified Interpreter	Rate Per Hour for Uncertified Interpreter	Rate Per Hour for Certified Interpreter for Emergency service (service within 24 hours of request)	Rate Per Hour for Uncertified Interpreter for Emergency service (service within 24 hours of request)
ARABIC	24 hours or less	\$50	\$45	\$50	\$45
ARMENIAN	24 hours or less	\$50	\$45	\$50	\$45
CAMBODIAN	24 hours or less	\$50	\$50	\$50	\$50
CAPEVERDEAN CREOLE	24 hours or less	\$50	\$50	\$50	\$50
FRENCH	24 hours or less	\$55	\$50	\$55	\$50
HAITIAN CREOLE	24 hours or less	\$55	\$50	\$55	\$50
HINDI	24 hours or less	\$55	\$50	\$55	\$50
MANDARIN	48 hours or more	\$55	\$50	\$55	\$50
RUSSIAN	24 hours or less	\$55	\$50	\$55	\$50
SPANISH	24 hours or less	\$50	\$50	\$50	\$50
AFRICAN DIALECTS	48 hours or more	\$55	\$55	\$55	\$50
POLISH	48 hours or more	\$55	\$50	\$55	\$50
PORTUGUESE	24 hours or less	\$50	\$50	\$50	\$50

- For Simultaneous Interpretation for Year 3-5 of Contract the rate per hour in any language is \$65.
- For Court Interpretation for Year 3-5 of Contract the rate per hour in any language is \$65.
- For Interpretation Commitments exceeding 60 hours per month for Year 3-5 of Contract, at one location, the rate per hour is \$50.
- Evening and weekend's appointments for Year 3-5 of Contract the rate per hour in any language is \$60.
- Same rate of pay applies to last minute requests.



Maria's Translations Cost Proposal for Translation Services for Years 1-5 of Contract

LANGUAGES	Standard Turnaround Time	Rate Per Hour for Certified Interpreter	Rate Per Hour for Uncertified Interpreter	Rate Per Hour for Certified Interpreter for Emergency service (service within 24 hours of request)	Rate Per Hour for Uncertified Interpreter for Emergency service (service within 24 hours of request)
The average rate per word for the following four (4) Languages is \$0.29					
CAMBODIAN	1-10 days depending on size	\$50	\$45	\$50	\$50
HINDI	1-10 days depending on size	\$50	\$45	\$50	\$50
RUSSIAN	1-10 days depending on size	\$50	\$45	\$50	\$50
ARABIC	1-10 days depending on size	\$50	\$45	\$50	\$50
The average rate per word for the following six (6) Languages is \$0.20					
POLISH	1-10 days depending on size	\$50	\$45	\$50	\$45
HAITIAN CREOLE	1-10 days depending on size	\$50	\$45	\$50	\$45
SPANISH	1-10 days depending on size	\$45	\$45	\$45	\$45
FRENCH	1-10 days depending on size	\$50	\$45	\$50	\$45
POLISH	1-10 days depending on size	\$50	\$45	\$50	\$45
PORTUGUESE	1-10 days depending on size	\$45	\$45	\$45	\$45

Materials translated, are pilot tested, meet the original document layout, and reflect precision translation and turnaround time as outlined in a **FREE 24 hours quote**.

Translations vary from different degrees of language technicality, layout and turnaround time. For these reasons, Maria's Translations makes it a policy to always provide a free quote within 24 hours of the request.