



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration  
DIVISION OF PURCHASES  
One Capitol Hill  
Providence, RI 02908-5855

Tel: (401) 574-8100  
Fax: (401) 574-8387  
Website: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**CONTRACT USER GUIDE**  
**INTERPRETING SERVICES**  
**MASTER PRICE AGREEMENT “MPA” #54 / Continuous Recruitment “CR” #34**  
**BID SOLICITATION #7448879**  
**CONTRACT TERM 12/1/2011 – 6/30/2015**  
**WITH 1 OPTION REMAINING TO RENEW FOR 1 ADDITIONAL 1 YEAR TERM**

**BACKGROUND:**

Master Price Agreement “MPA” 54 and Continuous Recruitment “CR” #34 provide foreign language interpreting and translation services on a statewide basis for all state agencies as needed.

**CONTRACT SUMMARY:**

This renewal is the Second of Three One-Year Renewal Terms allowed at the State’s sole discretion in accordance with the terms and conditions of [Bid Solicitation #7448879](#).

**WHO CAN USE THIS CONTRACT:**

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

**STATE AGENCIES ARE REQUIRED TO:**

- Solicit a Minimum of 3 (three) Written Quotes for Each Project. Of the 3 (three), at least one Certified Minority Business Enterprise should be solicited whenever possible; MPA Award Webpages identify MPA Purchase Orders that are a Certified Minority Business Enterprise at the time of award (Ref: Purchases Business Processes <http://www.purchasing.ri.gov/StateAgencyInfoCenter/AgencyLogin.aspx> ).

**VENDOR AWARDS CONTACT INFORMATION (Continued on Page 2):**

**Purchase Order # 3257916**

**Vendor Name:** LANGUAGES TRANSLATION SERVICES (DBA)  
**Contact Name:** DANIEL SHAMEBO SABORE  
DSHAMEBO@LANGUAGES-TRANSLATION.INFO  
DSHAMEBO@YAHOO.COM  
**Tel:** 253-835-0107  
**Email:** 775-993-7988



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**Purchase Order # 3308410**

**Vendor Name:** DORCAS INTERNATIONAL INSTITUTE OF RHODE ISLAND

Contact Name: MIKE CHEA  
Tel: 401-784-8666  
401-784-8634  
Email: MCHEA@DIIRI.ORG

**Purchase Order # 3257870**

**Vendor Name:** INTERPRETERS AND TRANSLATORS INC.

Contact Name: ANTHONY PAGANO  
Tel: 860-647-0686  
Email: 860-729-2951  
Fax: 860-646-3590

**Purchase Order # 3257807**

**Vendor Name:** HORTON INTERPRETING SERVICES INC

Contact Name: MENDES-CONNOR  
Tel: 401-954-7364

**Purchase Order # 3257794**

**Vendor Name:** THE BIG WORD

Contact Name: DANNY FINK  
Tel: 646-770-8058  
Fax: 646-770-8111  
Email: DANIEL.FINK@THEBIGWORD.COM

**Purchase Order # 3328790**

**Vendor Name:** CENTER FOR SOUTHEAST ASIANS

Tel: 401-274-8811  
After Hours: 401-419-3507  
Email: LANGUAGE.BANK@SEDSCEA.ORG

**Purchase Order # 3273231**

**Vendor Name:** SANDRA S. MORRA

Contact Name: SANDRA S. MORRA  
Tel: 465-3859  
Emergency Over Night: 461-4830

**Purchase Order # 3263005**

Contact Name: MARIA'S TRANSLATIONS  
Tel: 401-588-4047  
Tel: 401-724-0847  
Email: MARIATRANSLATIONS@COX.NET

(Continued on Page 3)



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**Purchase Order # 3277209**

**Vendor Name:** NARRAGANSETT TRANSLATIONS & INTERPRETING INC.  
**Contact Name:** SANDRA A. MORRA  
**Tel:** 401-274-4077  
**Email:** NARRAGANSETT@USA.NET

**Purchase Order # 3308402**

**Vendor Name:** DORCAS INTERNATIONAL INSTITUTE OF RHODE ISLAND  
**Contact Name:** MIKE CHEA  
**Tel:** 401-784-8666  
401-784-8634  
**Email:** MCHEA@DIIRI.ORG

**Purchase Order # 3284032**

**Vendor Name:** GENEVA WORLDWIDE INC  
**Contact Name:** N/A  
**Tel:** 212-255-8400  
**Email:** INTERPRETING@GENEVAWORLDWIDE.COM  
TRANSLATION@GENEVAWORLDWIDE.COM

**Purchase Order # 3285974**

**Vendor Name:** WORDINATIONS  
**Contact Name:** MOISES SAVINON  
**Tel:** 401-256-5444  
**Email:** MSAVINON@WORDINATIONS.ORG

**Purchase Order # 3359070**

**Vendor Name:** SERGIO G RODRIGUEZ  
**Contact Name:** SERGIO G RODRIGUEZ  
DBA IT & T COMMUNICATIONS  
**Tel:** 401-954-1183  
**Emergency 24-Hour:** 401-823-4211

**DIVISION OF PURCHASES CONTACT:**

**Name:** CHERYL A MCGURN  
**Title:** BUYER II  
**Tel:** 401-574-8130  
**Email:** CHERYL.MCGURN@PURCHASING.RI.GOV



# RI Purchase Agreement Amendment Report

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

SERGIO G RODRIGUEZ  
 349 DYER AVE  
 CRANSTON, RI 02920  
 United States

Amendment Date: 22-MAY-14  
 Original Award Date: 30-DEC-13  
 Buyer: C McGurn  
 Phone #:  
 FOB: Destination  
 Terms: NET 30  
 Vendor # 41694

<b>S H I P T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States	Change Order Number <b>1</b> Award Number <b>3359070</b> Effective Period <b>02-JAN-14 - 30-JUN-15</b>	<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States
	MPA 54 - (CR 34) INTERPRETING AND TRANSLATION SERVICES			

Description			Bid Number	Change Order Req#	
<b>MPA 54 - (CR 34) INTERPRETING AND TRANSLATION SERVICES</b>					
Line #	Code	Class-Item	Quantity	Unit	Unit Price
		CHANGE TO PO #3359070 DATED 12/30/13  CHANGE EFFECTIVE PERIOD: FROM: 1/2/2014 - 6/30/2014 TO: 1/2/2014 - 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



# Notice of Contract Purchase Agreement

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ONE CAPITOL HILL  
PROVIDENCE RI 02908

SERGIO G RODRIGUEZ  
349 DYER AVE  
CRANSTON, RI 02920  
United States

MPA 54 - (CR 34) INTERPRETING AND TRANSLATION SERVICES	
<b>Award Number</b> 3359070	<b>Effective Period:</b> 02-JAN-14 - 30-JUN-14

<b>S H I P  T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States	<b>Date:</b> 30-DEC-13 <b>Buyer:</b> C McGurn <b>Shipping:</b> Paid <b>Terms:</b> NET 30 <b>Vendor#:</b> 41694	<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States

Department	Type of Requisition	Bid Number	Requisition Number
		N/A	

1/2/2014 - 6/30/2014

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

MASTER AGREEMENT # 54 (CR-34)

VENDOR CONTACT:  
SERGIO G. RODRIGUEZ  
DBA IT & T COMMUNICATIONS  
10 DONNA'S WAY  
COVENTRY, RI 02816  
401-954-1183  
EMERGENCY 24-HOUR  
401-823-4211

IT & T COMMUNICATIONS INTERPETING FEES:

\$60 PER HOUR, MINIMUM 1-HOUR FOR A CERTIFIED INTERPRETER.

\$70.00 PER HOUR FOR COURT, OR LEGAL INTERPRETATION. INTERPRETATION PROVIDED BY CERTIFIED PERSONNEL ONLY. (LEGAL INTERPRETATION SHOULD APPLY WHEN INTERPRETING UNDER OATH, OR FOR THE PURPOSE OF FILLING UP GOVERNMENT AFFIDAVITS).

THESE RATES APPLY FOR EMERGENCY (SERVICE 24 HOURS OF REQUEST).

CANCELLATION POLICY:

24 HOUR CANCELLATION NOTICE REQUIRED, OTHERWISE THE 1-HOUR MINIMUM WILL BE CHARGED.

AN 8% DISCOUNT WILL BE APPLIED TO THE ABOVE RATES WHEN MORE THAN 80-HOURS OF INTERPRETING ARE LOGGED AT

<b>STATE PURCHASING AGENT</b>
Lorraine A. Hynes

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<b>Date:</b>	30-DEC-13
<b>Buyer:</b>	C McGurn
<b>Shipping:</b>	Paid
<b>Terms:</b>	NET 30
<b>Vendor#:</b>	41694

<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States
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Department	Type of Requisition	Bid Number	Requisition Number
		N/A	

ONE LOCATION, DURING ONE CALENDAR MONTH.

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 DOES NOT DIRECTLY DETERMINE CONTRACTOR'S FEE. THE DETERMINATION OF THE FEE THE CONTRACTOR CHARGES THE

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Department	Type of Requisition	Bid Number	Requisition Number
		N/A	

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:**

THE STATE AUDITOR, IT ASSIGNS, OR ANY OTHER GOVERNMENTAL ENTITY APPROVED BY THE STATE SHALL HAVE THE

<b>STATE PURCHASING AGENT</b>
Lorraine A. Hynes

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Department	Type of Requisition	Bid Number	Requisition Number
		N/A	

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.

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