

**Quantity Purchase Agreement
With The State Of Indiana**

Qty Purchase Agreement QPA Number 00000000000000000000000013314	Page 1 of 3
Requisition Nbr.:	In-person interpretive service
Effective Date:	12/01/2014
Expiration Date:	11/30/2020
Agency Number:	
Facility:	ASA-14-69
Vendor ID:	0000055476
Vendor Telephone Nbr:	
Name Of Contact Pers:	
Contact Email:	
FAX Number:	

Vendor Remit to: LANGUAGE TRAINING CENTER INC
5750 CASTLE CREEK PKWY STE 150
INDIANAPOLIS IN 46250

Name and Address of Vendor: LANGUAGE TRAINING CENTER INC
5750 CASTLE CREEK PKWY STE 150
INDIANAPOLIS IN 46250

In accordance with your bid, submitted in response to the above referenced solicitation, the Vendor agrees that the Indiana Department of Administration, Procurement Division, has the option to purchase the items listed below under the terms of this agreement. The Vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration of the QPA but issued prior to the expiration date. The quantity listed herein is an estimate of the requirements. The state may order substantially more or substantially less pursuant to the terms of this agreement. **Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.**

Line Number	Quantity	UNIT	Article and Description	Unit Price
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This is an award of a Quantity Purchase Agreement for in-person interpretive services. The QPA can be mutually renewed yearly for three (3) additional years. The vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration date, but issued prior to the expiration date, and postmarked no later than 14 business days after the QPA's expiration date. Quantities are estimates and could be more or less.

To request services from this vendor, call 317.578.4577 or email interpreting@ltcls.com. To discuss items related to billing/invoicing, please contact Jessica Fisher at 317.578.4577 or jfisher@ltcls.com. For all other customer service needs, please contact Nicci Miller at 317.578.4577 or nmiller@ltcls.com.

To contact the IDOA Vendor Contract Manager, Jacob Pardue, email JPardue1@idoa.in.gov or call 317-232-8157.

Please note the following contract details:

- After hours pricing is in effect during any state-observed holiday, weekends (beginning after p.m. Friday until 8 a.m. the following Monday) and between 6 p.m. and 8 a.m. Monday through Friday.
- There is a two-hour minimum for all in-person American Sign Language interpretation appointments, including after hours. There is a one-hour minimum for all other in-person interpretation appointments, including after hours. There is a thirty-minute minimum for video remote interpreting (VRI) services, through which ASL and most commonly requested languages are offered.
- Per-minute pricing for VRI and over-the-phone appointment assistance may be rounded to the nearest half minute.
- The vendor will utilize interpreters that hold Indiana Interpreter Certification (IIC) when possible. All ASL interpreters providing services at the Indiana School for the Deaf will hold IIC as well as a Registry of Interpreters for the Deaf (RID) certification. The same qualifications apply to VRI services.
- Due to the shortage of interpreters in Indiana as well as the nation, exceptions may be made for non-IIC interpreters based on the nature of the job and with the written approval of the requesting State agency or governmental body. Non-IIC interpreters fall into two categories: "Non-IIC" and "Provisional." The term "Provisional" has a unique definition within this agreement that is different from the IIC definition. Provisional interpreters must complete the vendor's internal screening and training processes and hold at least one of three qualifiers described in the contract. Each of these qualifiers requires at least 5 years' interpreting experience.
- The vendor will apply a 20% discount to all ASL rates for secondary interpreter(s) when utilizing more than one interpreter is appropriate due to industry standard.
- For all billable time after the applicable minimums (two hours for ASL and one hour for all other in-person interpreters), the State will be billed at the appropriate hourly rate in 15-minute increments, rounded up to the nearest 15 minutes. The vendor requests that agencies schedule appointments for as close to the expected duration as possible in order to avoid lost time for interpreters.
- In the event an interpreter is required to appear in court to testify as a witness and the State agency serviced has provided prior approval, the Contractor may only invoice for the amount of time the interpreter was required to appear. However, in the case of ASL

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			interpreters, the Contractor may invoice for the two-hour minimum, plus any additional time beyond two hours during which the interpreter was required to appear.	
			- With prior State approval, the Contractor may bill for all mileage (to and from the destination) for all assignments 30 to 50 miles (one way) from the interpreter's starting point. For appointments more than 50 miles away, the Contractor may bill for travel time according to the hourly rates described below, in 15-minute increments, rounding to the nearest 15 minutes. Travel time will not count towards per-appointment minimums.	
			- VRI services are available on demand, 24/7. These services are Web-based and require only a high-speed Internet connection, webcam and computer. Please use the same contact information provided above to request these services.	
			- For in-person interpretation services, both the interpreter and the State or designated on-site employee shall sign and date a timesheet, in ink, attesting to the length of the provided service or any cancellation for which the interpreter arrives at the job site before learning of that appointment's cancellation. The interpreter shall provide the State or designated on-site employee a copy of the timesheet prior to the interpreter's departure.	
			- The Contractor may bill for two hours for an ASL appointment cancelled less than 48 hours prior to the appointment time, assuming the appointment was made more than two days in advance. If the appointment was made less than 48 hours in advance but greater than 24 hours in advance, at least 24 hours notice must be given to avoid this charge. This does not apply to unforeseen closures to State offices (e.g. weather-related closures).	
			- The Contractor may bill for one hour for all non-ASL in-person appointments cancelled 24 hours prior to the appointment time. This does not apply to unforeseen closures to State offices (e.g. weather-related closures).	
1	99,999,999.00	MHR00000000100115540	Interpretation In Person Spanish	38.0000
2	99,999,999.00	MHR00000000100115541	Interpretation In Person nonSpanish	50.0000
3	99,999,999.00	MHR00000000100115545	Interpretation In Person American Sign Language, IIC. IIC interpreters have achieved Indiana Interpreter Certification. IIC interpreters should be used when possible. Exceptions require written agency approval.	48.0000
4	99,999,999.00	MHR00000000100295177	Interpretation In Person American Sign Language, Provisional. Provisional interpreters have met certain standards of certification and experience but do not have Indiana Interpreter Certification (IIC).	35.0000
5	99,999,999.00	MHR00000000100295179	Interpretation In Person American Sign Language, Non-IIC. Non-IIC interpreters have passed the vendor's vetting process but do not have Indiana Interpreter Certification (IIC).	25.0000
6	99,999,999.00	MHR00000000100230660	Afer-hours in-person interpretive services. Spanish. Defined as weekends, holidays or any time between 6 p.m. - 8 a.m., M-F. One hour minimum.	50.0000
7	99,999,999.00	MHR00000000100230661	Afer-hours in-person interpretive services. Non-Spanish. Does not include ASL. Defined as weekends, holidays or any time between 6 p.m. - 8 a.m., M-F. One hour minimum.	55.0000
8	99,999,999.00	MHR00000000100230662	After-hours in-person interpretive services. ASL,	48.0000

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			IIC. IIC interpreters have achieved Indiana Interpreter Certification. IIC interpreters should be used when possible. For weekends, holidays, or any time 6pm-8am, M-F..	
9	99,999,999.00	MHR000000000100295178	After-hrs in-person interpretive services. ASL, Provisional. Provisional interpreters have met certain standards of certification and experience but do not have Indiana Interpreter Certification (IIC). For weekends, holidays, or any time 6pm-8am, M-F.	35.0000
10	99,999,999.00	MHR000000000100295180	Interpretation In Person American Sign Language, Non-IIC. Non-IIC interpreters have passed the vendor's vetting process but do not have Indiana Interpreter Certification (IIC). For weekends, holidays, or any time 6pm-8am, M-F.	25.0000
11	99,999,999.00	EA 000000000100230659	Video Remote Interpreting (VRI). All languages. Per minute. Thirty minute minimum	1.1000
12	99,999,999.00	EA 000000000100230657	Over-the-phone interpreter scheduling assistance - Spanish. Per minute. No minimum.	0.9900
13	99,999,999.00	EA 000000000100230658	Over-the-phone interpreter scheduling assistance - Non-Spanish. Per minute. No minimum.	0.9900
14	99,999,999.00	EA 000000000100263639	Mileage, Automobile	0.3800
15	99,999,999.00	MHR000000000100295181	Travel 50+ miles each way, regular hours, all foreign language and ASL interpreters. Distance based on interpreter's closest starting point (home or office).	35.0000
16	99,999,999.00	MHR000000000100295182	Travel 50+ miles each way, after hours, all foreign language and IIC ASL interpreters. Distance based on interpreter's closest starting point (home or office). After hours defined as weekends, holidays, or any time 6pm-8am, M-F.	45.0000
17	99,999,999.00	MHR000000000100295183	Travel 50+ miles each way, after hours, Provisional and Non-IIC ASL interpreters. Distance based on interpreter's closest starting point (home or office). After hours defined as weekends, holidays, or any time 6pm-8am, M-F.	35.0000

The following UN/CEFACT Unit of Measure Common Codes are used in this document:
EA Each
MHR Work Hour

Signature of Purchasing Officer	Typed Name	Signature Of Approval Office Of the State Attorney General	
	Date Signed	Typed Name	Date Signed
Authorized Signature	Indiana Department Of Administration Procurement Division 402 West Washington Street, Rm W468 Indianapolis, Indiana 46204 Telephone: (317) 232-3150		