

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

Qty Purchase Agreement QPA Number 000000000000000000050248	Page 1 of 4
Requisition Nbr.:	Interpretation Services
Effective Date:	01/13/2021
Expiration Date:	02/01/2024
Agency Number:	
Facility:	ASA 20-1311
Vendor ID:	0000392081
Vendor Telephone Nbr:	
Name Of Contact Pers:	
Contact Email:	RECEIVABLES@AD-ASTRAINC.COM
FAX Number:	

Vendor: AD ASTRA INC
Remit to: 8701 GEORGIA AVE STE 800
SILVER SPRING MD 20910

Name and Address of Vendor: AD ASTRA INC
8701 GEORGIA AVE STE 800
SILVER SPRING MD 20910

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 (2) 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.

Service Regions: In-person Spoken Language: Southeast, Southwest

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. - For all billable time after the applicable minimums (two hours for all 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. - With prior State approval, the Contractor may bill for all mileage (to and from the destination) for all assignments 50+ miles (one way) from the interpreter's starting point. - 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. - 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).

To request services from this vendor, Online: www.scheduleinterpreter.com/ad-astra, call: 301.408.4242 (option 2) or email interpreting@ad-astrainc.com. To discuss items related to billing/invoicing, please contact Gbenga Adeleye email: receivables@ad-astrainc.com Phone: 301.408.4242 (option 6) For all other customer service needs, please contact Rayna Smith 301.408.4242 ext. 102 Rayna@ad-astrainc.com Chris Elznic 301.408.4242 (option 2) interpreting@ad-astrainc.com IDOA Vendor Manager: Kristine Kruger, available at KrKruger@idoa.in.gov

3	99,999,999.00	HUR000000000100376765	Interpretation In-Person Spanish South East Region two hour min.	38.0000
4	99,999,999.00	HUR000000000100376766	Interpretation In-Person Spanish South West Region two hour min.	38.0000
5	99,999,999.00	HUR000000000100376767	Interpretation In-Person Burmese South East Region two hour min.	57.0000
6	99,999,999.00	HUR000000000100376768	Interpretation In-Person Burmese South West Region two hour min.	57.0000
7	99,999,999.00	HUR000000000100376769	Interpretation In-Person Chin South East Region two hour min.	57.0000
8	99,999,999.00	HUR000000000100376770	Interpretation In-Person Chin South West Region two hour min.	57.0000
9	99,999,999.00	HUR000000000100376771	Interpretation In-Person Arabic South East Region two hour min.	57.0000

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10	99,999,999.00	HUR000000000100376772 hour min.	Interpretation In-Person Arabic South West Region two	57.0000
11	99,999,999.00	HUR000000000100376773 hour min.	Interpretation In-Person French South East Region two	57.0000
12	99,999,999.00	HUR000000000100376774 hour min.	Interpretation In-Person French South West Region two	57.0000
13	99,999,999.00	HUR000000000100376775 hour min.	Interpretation In-Person Karen South East Region two	57.0000
14	99,999,999.00	HUR000000000100376776 hour min.	Interpretation In-Person Karen South West Region two	57.0000
15	99,999,999.00	HUR000000000100376777 two hour min.	Interpretation In-Person Vietnamese South East Region	57.0000
16	99,999,999.00	HUR000000000100376778 two hour min.	Interpretation In-Person Vietnamese South West Region	57.0000
17	99,999,999.00	HUR000000000100376779 two hour min.	Interpretation In-Person Swahili South East Region	57.0000
18	99,999,999.00	HUR000000000100376780 two hour min.	Interpretation In-Person Swahili South West Region	57.0000
19	99,999,999.00	HUR000000000100376781 two hour min.	Interpretation In-Person Mandarin South East Region	57.0000
20	99,999,999.00	HUR000000000100376782 two hour min.	Interpretation In-Person Mandarin South West Region	57.0000
21	99,999,999.00	HUR000000000100376783 Region two hour min.	Interpretation In-Person Kinyarwanda South East	57.0000
22	99,999,999.00	HUR000000000100376784 Region two hour min.	Interpretation In-Person Kinyarwanda South West	57.0000
23	99,999,999.00	HUR000000000100376785 two hour min.	Interpretation In-Person Non-Core South East Region	57.0000
24	99,999,999.00	HUR000000000100376786 two hour min.	Interpretation In-Person Non-Core South West Region	57.0000
25	99,999,999.00	HUR000000000100376787 Weekends and after 6pm M-F 2 Hour Min.	After-HUR In-Person Spanish South East Region.	57.0000
26	99,999,999.00	HUR000000000100376788 Weekends and after 6pm M-F 2 hour min.	After-HUR In-Person Spanish South West Region.	60.0000
27	99,999,999.00	HUR000000000100376789 Weekends and after 6pm M-F 2 Hour Min.	After-HUR In-Person Burmese South East Region.	60.0000
28	99,999,999.00	HUR000000000100376790 Weekends and after 6pm M-F 2 hour min.	After-HUR In-Person Burmese South West Region.	60.0000

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Line Number	Quantity	UNIT	Article and Description	Unit Price
29	99,999,999.00	HUR000000000100376791	After-HUR In-Person Chin South East Region. Weekends and after 6pm M-F 2 Hour Min.	60.0000
30	99,999,999.00	HUR000000000100376792	After-HUR In-Person Chin South West Region. Weekends and after 6pm M-F 2 hour min.	60.0000
31	99,999,999.00	HUR000000000100376793	After-HUR In-Person Arabic South East Region. Weekends and after 6pm M-F 2 Hour Min.	60.0000
32	99,999,999.00	HUR000000000100376794	After-HUR In-Person Arabic South West Region. Weekends and after 6pm M-F 2 hour min.	60.0000
33	99,999,999.00	HUR000000000100376795	After-HUR In-Person French South East Region. Weekends and after 6pm M-F 2 Hour Min.	60.0000
34	99,999,999.00	HUR000000000100376796	After-HUR In-Person French South West Region. Weekends and after 6pm M-F 2 hour min.	60.0000
35	99,999,999.00	HUR000000000100376797	After-HUR In-Person Karen South East Region. Weekends and after 6pm M-F 2 Hour Min.	60.0000
36	99,999,999.00	HUR000000000100376798	After-HUR In-Person Karen South West Region. Weekends and after 6pm M-F 2 hour min.	60.0000
37	99,999,999.00	HUR000000000100376799	After-HUR In-Person Vietnamese South East Region. Weekends and after 6pm M-F 2 Hour Min.	60.0000
38	99,999,999.00	HUR000000000100376800	After-HUR In-Person Vietnamese South West Region. Weekends and after 6pm M-F 2 hour min.	60.0000
39	99,999,999.00	HUR000000000100376801	After-HUR In-Person Swahili South East Region. Weekends and after 6pm M-F 2 Hour Min.	60.0000
40	99,999,999.00	HUR000000000100376802	After-HUR In-Person Swahili South West Region. Weekends and after 6pm M-F 2 hour min.	60.0000
41	99,999,999.00	HUR000000000100376803	After-HUR In-Person Mandarin South East Region. Weekends and after 6pm M-F 2 Hour Min.	60.0000
42	99,999,999.00	HUR000000000100376804	After-HUR In-Person Mandarin South West Region. Weekends and after 6pm M-F 2 hour min.	60.0000
43	99,999,999.00	HUR000000000100376805	After-HUR In-Person Kinyarwanda South East Region. Weekends and after 6pm M-F 2 Hour Min.	60.0000
44	99,999,999.00	HUR000000000100376806	After-HUR In-Person Kinyarwanda South West Region. Weekends and after 6pm M-F 2 hour min.	60.0000
45	99,999,999.00	HUR000000000100376807	After-HUR In-Person Non-Core South East Region. Weekends and after 6pm M-F 2 Hour Min.	60.0000
46	99,999,999.00	HUR000000000100376808	After-HUR In-Person Non-Core South West Region. Weekends and after 6pm M-F 2 hour min.	60.0000
47	99,999,999.00	HUR000000000100376809	Video Remote Interpreting All Languages South East	179.4000

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Line Number	Quantity	UNIT	Article and Description	Unit Price
		Region 1 Hour min.		
48	99,999,999.00	HUR000000000100376810	Video Remote Interpreting All Languages South West Region 1 Hour Min.	179.4000
49	99,999,999.00	EA 000000000100376811	Over the phone scheduling spanish per minute during normal business hours	0.5900
50	99,999,999.00	EA 000000000100376812	Over the phone scheduling Burmese per minute during normal business hours	0.7600
51	99,999,999.00	EA 000000000100376813	Over the phone scheduling Chin per minute during normal business hours	0.7600
52	99,999,999.00	EA 000000000100376814	Over the phone scheduling Arabic per minute during normal business hours	0.7600
53	99,999,999.00	EA 000000000100376815	Over the phone scheduling French per minute during normal business hours	0.7600
54	99,999,999.00	EA 000000000100376816	Over the phone scheduling Karen per minute during normal business hours	0.7600
55	99,999,999.00	EA 000000000100376817	Over the phone scheduling Vietnamese per minute during normal business hours	0.7600
56	99,999,999.00	EA 000000000100376818	Over the phone scheduling Swahili per minute during normal business hours	0.7600
57	99,999,999.00	EA 000000000100376819	Over the phone scheduling Mandarin per minute during normal business hours	0.7600
58	99,999,999.00	EA 000000000100376820	Over the phone scheduling Kinyarwanda per minute during normal business hours	0.7600
59	99,999,999.00	EA 000000000100376821	Over the phone scheduling Non-Core per minute during normal business hours	0.8900
60	99,999,999.00	HUR000000000100403239	Travel time for interpreter traveling 50+ miles round trip	35.0000

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