

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Danielle M. Sochor, Chief Academic Officer

Date: November 25, 2019

Re: Action Memo
December 18, 2019 Board Meeting

Recommend Board ratify to contract with Integrity Interpreting, LLC to provide Educational Interpreter Services for the parents of two general education students. Parents will have the opportunity to participate in conferences, family nights, parent meetings, etc. throughout the 2019-2020 school year. Funding will be provided through the district.

Service	Amount of Time Requested	Fee	Total Amount
Sign Language Interpreter	Up to 25 Hours	From 8:00 a.m.- 5:00 pm \$65.00 per hour (2 hour minimum) From 5:00-8:00 p.m. \$100.00 per hour (2 hour minimum)	\$1625.00



Integrity Interpreting, LLC

767 Elmhurst Pl. Glassboro, NJ 08028
rachel@integrityinterp.com

Phone: 856-694-6525

Fax: 856-595-2951

www.Integrityinterp.com

INTERPRETING RATES and POLICIES

GENERAL RATES

Regular Rate-2 hour minimum \$65.00

*Long term assignments may be negotiated.

* Any interpreting assignment that occurs during the office hours of 8:00AM-5:00PM (Monday-Friday).

*Rate is shown per hour.

HOLIDAY RATE/AFTER HOURS RATE

Rate each hour with a 2 hour minimum \$100.00

*Rate is shown per hour.

Legal Rate after hours with a 2 hour minimum \$105.00

*Rate is shown per hour.

*Any assignment called in to Integrity Interpreting after office hours of 5:00pm-8:00am, and during Saturday and Sunday all day and needs **immediate** interpreting services for the afterhours timeframe.

* Exceptions are Court assignments, new customers, and special situations that will be noted at the time of booking.

***This rate stays into effect when needing to request or extend interpreting services while the office is closed.**

* Holiday Rate are assignments that fall on New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

NIGHT RATE

*Assignments which are **scheduled during normal business hours** \$70.00

but occur during the hours of 10pm-7am.

*Rate is shown per hour.

LEGAL RATE

Court Attendance for 2-hour minimum \$85.00

*Rate is shown per hour

*Rate charged at time of booking is based on availability of interpreters for assignment location and duration of assignment.

***Travel is charged at the Federal rate which is currently .58 cents per mile, or whatever the federal rate is of the current year, to and from an assignment. Parking and tolls will also be charged as incurred by each interpreter.**

***The payment of services is DUE 45 DAYS after the submission of the invoice for services.**

***Assignments are billed in 15 minute increments if the assignment exceeds the 2 hour minimum.**

***All rates are charged as a 2-hour minimum or whatever the agreed contracted time was upon booking.**

***If the Deaf consumer is a "no-show", the facility is still responsible to pay for the services of the interpreter.**

***If the interpreter is a "no-show" for any reason, the facility will not be billed for any services.**

***Any assignments that are cancelled due to weather conditions that cause the facility to close, will be cancelled non-billable to the vendor.**

***Integrity makes every effort to answer all assignment requests within 24 hours.**

****If calls come in after hours, Integrity has a 24/7 on-call coordinator to help with your request and assist you with on-site interpreting services within 2 hours or less (as long as an on-call interpreter is available at that time.)**

****All services cancelled less than 2 full business day notice, is billable for the full contracted time. Two full business days does NOT include the date of service. If an assignment is on Thursday and you cancel on a Monday, Tuesday and Wednesday are the 2 full business days allotted to not be billed.**

****All attorney fees that are incurred due to non-payment will be added to the total expense of money owed to Integrity Interpreting, LLC.**

TEAM INTERPRETERS

It is customary, to assign **TWO INTERPRETERS** for the duration of complex assignments or any assignment exceeding two (2) hours because of the intense nature of the work and need to assure accuracy.

Some exceptions do apply to this standard depending on the content and physical and mental demand on the interpreter for specific assignments that are less than a 2-hour assignment.

CANCELLATION POLICY

Integrity Interpreting, LLC requires **2 Full Business Days** for cancellation. When **LESS THAN 2 FULL BUSINESS DAYS NOTICE** is given, the client will be billed for the full contracted time.

*Business days are only Monday thru Friday. It excludes Saturday and Sunday.

NOTE:

- NO SHOWS ARE BILLABLE WITHOUT EXCEPTION
- Rates are listed for EACH interpreter required.
- General rates apply to situations NOT requiring any type of audio/visual recording, theatrical setting, or special needs. Each assignment will be contracted on an individual basis.
- Legal rates apply to all situations involving law, court, or any recorded situations (audio, visual, written).
- Whenever possible, we appreciate two weeks advance scheduling notice.

Danielle Jochan
Name

Danielle Jochan
Signature

Glassboro
Organization Name

11.21.19
Date