



ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VIRGINIA 22201

CONTRACT EXTENSION COVERPAGE

TO: SCHREIBER TRANSLATIONS, INC.
51 MONROE STREET, SUITE 101
ROCKVILLE, MD 20850

ORIGINAL DATE ISSUED: 01/15/2019
CONTRACT NO: 19-160-R
CONTRACT TITLE: TRANSLATION & INTERPRETATION SERVICES

THIS IS A NOTICE OF CONTRACT EXTENSION AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

This is your notice that the above referenced contract has been extended. The "Contract Term" covered by this Notice of Contract Extension is effective July 1, 2024, and expires June 30, 2025, subject to any modifications as provided for in the Contract Documents.

The Contract Documents consist of the terms and conditions of Arlington County Agreement No. 19-160-R, including any exhibits, attachments or amendments thereto.

EFFECTIVE DATE: 07/01/2024
EXPIRES: 06/30/2025
LIVING WAGE: N

ATTACHMENTS:

- 1. CONTRACT NO. 1084036. AMENDMENT NO. 6
- 2. PRICING SCHEDULE

EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: TATIANA SAAH
EMAIL ADDRESS: TSAAH@SCHREIBERNET.COM
COUNTY CONTACT: ANN MOSER (DHS)
COUNTY CONTACT EMAIL: AWMOSER@ARLINGTONVA.US

VENDOR TEL. NO.: (301) 424-7737
COUNTY TEL. NO.: (703) 228-1318

CONTRACT AUTHORIZATION


THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

SCHREIBER TRANSLATIONS, INC.

PRINT: ANTONINO MAUTINO

PRINT: Tatiana Saah

SIGNATURE: 
DocuSigned by:
Antonino Mautino
C89CE96AA36F4AD...

SIGNATURE: 
DocuSigned by:
Tatiana Saah
00BBE664762C417...

TITLE: BUYER

TITLE: Director of Business Development

DATE: 6/28/2024

DATE: 6/28/2024

Schreiber Translations, Inc.
51 Monroe Street, Suite 101
Rockville, Maryland 20850

Contract No. 1084036
Amendment No. 6

This Amendment is between Montgomery County, Maryland (the “County”) and Schreiber Translations, Inc. (the “Contractor”).

Background

1. The parties entered into Contract No. 1084036 effective December 1, 2018.
2. The present Contract expiration date is June 30, 2024.
3. The purpose of this Contract is to provide for Language Translation and Interpretation Services for minority individuals residing in the County.
4. The purpose of this Amendment is to extend the Contract beyond the original term with the approval of the Contract Review Committee.

Changes

1. The Contract term is extended through June 30, 2025, with the stipulation that, if a new contract covering the services provided under this Contract is executed by the County, then this Contract may be terminated at no cost, liability, or obligation to the County, with a 15-day written notice from the County to the Contractor.

Effect

1. Existing Contract terms remain in effect unless specifically changed by this Amendment.
2. This Amendment is entered into prior to the expiration of the Contract term.
3. This Amendment is entered into effective July 1, 2024, upon signature by the Director, Office of Procurement.
4. No goods or services are to be provided pursuant to this Amendment until it is signed by the Director, Office of Procurement.

SIGNATURE PAGE FOLLOWS

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SIGNATURES

SCHREIBER TRANSLATIONS, INC.

MONTGOMERY COUNTY, MARYLAND

By: James Nelson Jr.
SIGNATURE

By: Mary J. Wright, for
Avinash G. Shetty, Director
Office of Procurement

(Typed Name) James Nelson Jr.

Date: 06-10-2024

Title: Managing Director

RECOMMENDED

Date: 4/26/2024

By: Mark Hodge
James C. Bridgers, Jr., Ph.D., MBA, Director
Department of Health and Human Services

Date: 4/30/2024

APPROVED AS TO FORM BY THE OFFICE OF
THE COUNTY ATTORNEY

By: Janita L. Burdette
Date: April 29, 2024

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IV. RECORDS AND REPORTS

- A. The Contractor must maintain all records for services provided under this Contract in compliance with federal and state regulations. The Contractor must submit monthly reports and an annual summary report to each County using department for whom the Contractor provided services. The monthly reports must include the following:
1. name of using department;
 2. name of using program;
 3. language provided;
 4. date and time of interpretation service;
 5. duration of interpretation service provided;
 6. location of interpretation service;
 7. types of document translated; and
 8. cost

These reports must be submitted in a sortable Excel format within 15 days after the end of the month, accompany the monthly invoice, and are subject to County review and approval.

- B. The annual report must include a summary of the services provided throughout the year and must accompany the final invoice.
- C. The Contractor must provide a copy of all County reports (including reports for other County using departments) to the HHS Contract Administrator.
- D. Reports will not include services provided to other entities that can enter into contractual relationship with the Contractor, by virtue of the specified County contractual understanding (i.e., member of the Washington Metropolitan Council of Governments).

V. COMPENSATION

- A. This Contract is a requirements contract based on firm-fixed rates. The County will compensate the Contractor based upon the Contractor's completion of the services and the acceptance and approval by the County of the Contractor's services as outlined in Articles I, II, III, and IV of this Contract. The County will compensate the Contractor in accordance with the following firm-fixed, fully burdened rates, which include all services rendered under the Contract and all overhead, benefits, travel expenses, etc.:
1. Translation Services - The County will pay the Contractor in accordance with the following rates for standard translation services provided, as defined under Article I., Scope of Services, Paragraph E., Translation Services, Sub-paragraph 1.a., of this Contract (with the standard return time of five business days for up to 10,000 words):

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Target Language(s)	Rate per word	Rate for Formatting/Design/Layout
Spanish	\$ 0.15 per word	\$50.00/hour
All other languages	\$0.15 per word	\$50.00/hour
Spanish - REPETITION	\$0.075 per word	\$50.00/hour
All other languages - REPETITION	\$0.075 per word	\$50.00/hour

a. The Contractor must work with the County on a project by project basis to meet any expedited or urgent requests beyond the standard return time of five business days.

b. The Contractor will revise the original translated document based on suggested changes resulting from reviews by County using departments, at no additional cost. If the Contractor makes any errors or omissions in translating documents for the County under this Contract, the Contractor must correct such errors at no charge to the County within a negotiated timeframe based on individual project needs.

2. **Interpretation Services** - The County will pay the Contractor in accordance with the rates detailed below for interpretation services provided under this Contract. The rates detailed are per-hour.

Type of Interpreting	Urgent	Same-Day	Standard
Face-to-Face (consecutive)	\$76/hour	\$76/hour	\$76/hour
Face-to-Face (simultaneous)	\$86/hour	\$86/hour	\$86/hour
Portable Transmitter	\$125/each		
Receiver/headset	\$6.50/each		

a. Minimum fees:

- i. Consecutive interpreting: 2 hours
- ii. Simultaneous interpreting: 2 hours
- iii. If the service goes beyond the initial 2 hours, the added charge will be calculated in increments of 15 minutes each.
- iv. Cancellation: The County must notify Contractor of any cancellation of scheduled service 24 hours in advance. If notice is not provided timely the contractor will be compensated for services at the minimum time (2 hours), including cancellations for expedited or urgent services.

b. At the discretion of the County, for interpretation services only, the following exceptions apply:

- i. The Contractor will be paid for services when County staff or a client is not present for a pre-scheduled appointment and

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the Contractor is unable to perform duties for that reason. In such cases, the Contractor's interpreter must remain onsite waiting for the County staff and/or client for at least 45 minutes, unless otherwise instructed by the County.

- ii. If Montgomery County Government is closed for inclement weather or other emergencies, the Contractor will not attend any scheduled meetings for that period, nor will the Contractor receive payment for that time. Refer to County website regarding closures, www.montgomerycountymd.gov and/or Montgomery County Public Schools site, www.meps.md.org if the appointment is at a School Based Wellness Center. The County will contact the Contractor to reschedule appointments that are canceled due to inclement weather or another emergency.

- B. No services will be performed, and no services will be compensated under this Contract without the Contractor's receipt of a County purchase order for a specific period during which services will be performed and a monetary limit of compensation to the Contractor for services provided under the purchase order.

VI. PRICE ADJUSTMENTS

- A. Prices listed in this Contract are firm for a period of two years after the execution of the Contract. Any request for a price adjustment after two-year period is subject to approval or rejection by the Director, Office of Procurement or designee, and must be submitted in writing to the Director, Office of Procurement, and accompanied by supporting documentation justifying the Contractor's request.
- B. A request for any price adjustment may not be approved unless the Contractor submits to the County sufficient justification to support that the Contractor's request is based on its net increase in costs in delivering the goods/services under the contract.
- C. A request for any price adjustment must be submitted sixty (60) days prior to Contract expiration date, if the Contract is being amended, and may not be approved if it exceeds the amount of the annual percentage change of the Consumer Price Index (CPI) for the twelve-month period immediately prior to the date of the request. The request shall be based upon the CPI for all urban consumers issued for the Washington-Baltimore, DC-MD-VA-WV Metropolitan area by the United States Department of Labor, Bureau of Labor Statistics for ALL ITEMS.
- D. The County will approve only one price adjustment for each Contract term, if a price adjustment is approved. A price adjustment should be effective sixty (60) days from the date of receipt of the Contractor's request and will be executed by written Contract amendment.