

How to Use the Foreign Language Interpretation and Translation Services Statewide Contract

Contract #: PRF48 **Contract Duration:** 03/30/2011 thru 06/30/2016

MMARS #: PRF48* **Options to renew:** None remaining

Contract Manager: Sorraia Tavares- 617-720-3304 Sorraia.Tavares@state.ma.us

This contract contains: Small Business Purchasing Program (SBPP) and Supplier Diversity Office (SDO) Program

Last change date: 11/6/14

Contract Summary

This contract covers Foreign Language Interpretation, Translation, Telephonic Interpretation, Simultaneous Interpretation Services and Equipment, and Voice-over Services. (American Sign Languages (ASL) is not covered under this contract but is available through Massachusetts Commission for the Deaf & Hard of Hearing (MCD) under their contract MCD01). PRF48 has 18 active vendors, as identified in [COMMBUYS](#) under the PRF48 Master Blanket Purchase Orders (MBPO).

Services Available (see “Additional Information” section below):

- Foreign Language Interpretation Services;
- Translation Services;
- Voice-over Services;
- Telephonic Services; and
- Simultaneous Interpretation Services and Equipment

Benefits and Cost Savings

- Solution-based contract through sub-agreements (“Statement(s) of Work”)
- Departments can negotiate a maximum rate equal to, or lower than, listed rates
- Hiring entities will not pay additional invoices related to project based engagements
- Meeting deliverables can be the basis for payments with a breakdown of costs

Who Can Use This Contract?

Applicable Procurement Law and Regulation:

- Massachusetts General Law (MGL) c. 7, § 22; MGL c. 30, § 51, § 52; OSD Regulation 801 CMR 21.00

Eligible Entities:

- Cities, towns, districts, counties and other political subdivisions;
- Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
- Independent public authorities, commissions and quasi-public agencies;
- Local public libraries, public school districts and charter schools;
- Public hospitals, owned by the Commonwealth;
- Public institutions of high education;
- Public purchasing cooperatives;

- Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
- Other states and territories with no prior approval by the State Purchasing Agent required; and
- Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct outright purchases.

Compensation Structure/Pricing & Expenses:

- Execute a sub-agreement (“Statement of Work”) before any a hiring engagement begins;
- Secure references as appropriate;
- The “Rate Sheet” is on the Attachments Tab in COMMBUYS
- Project based pricing may be proposed instead of a maximum billing rate (see pricing);
- Rates include delivery of a final product: *i.e.* development, editing and finalization;
- Rates also include: travel, communications, overhead, overtime;
- Invoices are required to be submitted within 30-days; and
- Some expedited service rates are equal to routine service rates or a small percent additional.

Additional Information

Services Defined/Described:

Interpretation: the process of understanding and analyzing a spoken or signed message and re-expressing that message faithfully, accurately and objectively in another language, taking the cultural and social context into account. The purpose of interpreting is to enable communication between two or more individuals who do not speak each other’s languages.

- **Translation:** the conversion of a written text into a corresponding written text in a different language.
- **Telephonic Interpretation:** interpreting carried out remotely, with the interpreter connected by telephone to the principal parties, typically provided through a speaker-phone or headsets.
- **Simultaneous Interpretation Services and Equipment:** vendors can provide services and equipment for simultaneous interpretation that includes: transmitters, receivers, microphones, headphones, and earphones. *Note: This does not include video services.*
- **Voice -over Services:** vendors produce inflection free voice to broadcast live or pre-recorded public service announcements to communicate across linguistic and cultural boundaries.

How to Purchase from PRF48 MBPO through COMMBUYS

- This contract was awarded to 23 vendors and there are 18 active vendors in COMMBUYS. Please see the list of all active vendors below.
- PRF48 requires hiring entities to solicit quotes from at least three vendors prior to issuing an order. Exemption to this requirement has to be given by the OSD Contract Manager for very specialized services.
- To facilitate quote requirements, please follow the guidance below on **How to Create a Bid from Scratch**
 - Create an Open Market Bid with “Purchase Type”→ “**Open Market**” and “Bid Type”→ “**Open**”
 - On the Bidders Tab, click the “**Restricted**” button and enter each bidder’s ID from the MBPO for this Statewide Contract.
 - Under the “Items” tab, create a new item using the same commodity/ UNSPSC code as the relevant item on the MBPO for this Statewide Contract.

- Include specific product requirements for the order as an attachment and/ or as part of the item description(s).
- Send the bid for approval
- Once approved send out the bid to obtain quotes from bidders
- Once the bid has been evaluated and awarded, you will need to follow the steps below for instructions on **How to Create Release Requisitions** and place orders against the awarded bidders' MBPO in COMMBUYS.

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Once Logged into COMMBUYS, select DOCUMENTS > REQUISITIONS > NEW

- **General Tab**
 - In the drop-down menu for **Requisition Type**, be sure to select "Release."
- **Items Tab-** This Tab will allow you to search and add items from any of the five PRF48 MBPOs; however, items can only be selected from a single MBPO at a time. Please follow the instructions and see below for a list of all five MBPOs.
 - Select **Search Items** and click the + to open **Advance Search** fields. Next type "PRF48" into the **Description** field and Find It!
 - Review the **Item Description** to identify the correct PRF 48 MBPO service category and area of expertise.
 - Select and add **Quantity** for the category and service area of expertise. Please Note that items can only be selected from one MBPO at a time.
 - Click **Add to Req. & Exit**
 - If you need to add items from another MBPO, you will need to repeat the **Search Items** steps indicated above.
 - For each line item added to the Requisition you will need to add Catalog Price/ Unit Cost. To do so, click **Enter Info**. Look up and add the CORRECT PO from the Advance Search criteria-See PRF48 MBPOs below.
- **In the Attachment Tab**, you will need to attach the following:
 - Statement of Work
 - Any other bid document (s) at your discretion
- **Summary Tab**
Review your Solicitation Enabled Release Requisition
Send for Approval

Vendor List and Contract information

Refer to COMMBUYS (www.COMMBUYS.com) website, click on "Advanced Search" then search by "Document Type," select "Contract/ Blankets," type in "PRF48" in the "Contract/ Blankets Description" search field to locate the distributor model MBPOs listed below:

<u>PO-14-1080-OSD01-OSD10-00000001300</u>	PRF48- INTERPRETATION SERVICES
<u>PO-14-1080-OSD01-OSD10-00000001301</u>	PRF48- TRANSLATION SERVICES
<u>PO-14-1080-OSD01-OSD10-00000001303</u>	PRF48- TELEPHONIC INTERPRETATION
<u>PO-14-1080-OSD01-OSD10-00000001304</u>	PRF48- VOICE-OVER SERVICES

PO-14-1080-OSD01-OSD10-00000001306

**PRF48-SIMULTANEOUS
INTERPRETATION**

Vendor	Contact Name	Phone Number	Email	Program
Baystate Interpreters, Inc.	Darrin Brooks	888-663-8000	dbrooks@baystateinterpreters.com	SBPP
Catholic Charitable Bureau of the Archdiocese Boston	Marjean A. Perhot	617-464-8100	Marjean_Perhot@ccab.org	
Central MA Area Health Ed Center	John True	508-756-6676	jtrue@cmahec.org	SBPP, SDO
Centro Latino, Inc	Juan Vega	617-884-3238 x202	jvega@centrolatino.org	SBPP, SDO
CETRA, Inc	Julie Karmazin	202-595-4089	julie.karmazin@cetrafed.com	
Corporate Translation Services	Maureen Tam	360-433-0441	maureen.tam@ctslanguagelink.com	
Cross Cultural Communication Systems	Zarita Araujo-Lane	781-729-3736	zaraujo_lane@embracingculture.com	SBPP, SDO
Eduardo Berinstein TranslationsLLC	Eduardo Berinstein	617-874-0241	eduardo@ebtranslations.com	SBPP, SDO
Interpreters and Translators, Inc	Kathryn Howroyd	860-647-0686 x109	khowroyd@ititranslates.com	SDO
Interpreters Associates, Inc	Ana Maria Liebl	617-886-5110	anamaria@interpretersassociates.com	SBPP, SDO
JTG, Inc	Ahmed Shehata	571-527-2791	ahmed.shehata@jtg-inc.com	
Language Bridge, LLC	dba Lyudmila Dubinchik	413-754-3488	Mila_Dubinchik@lbridge.com	SBPP, SDO
Language Connections	Frederique Ellis	617-731-3510	frederique.ellis@languageconnections.com	SBPP
Language Line Services	Julie Metzger	877-862-1302	jmetzger@languageline.com	
Patricio Endara	Patricio Endara	508-624-9322	pendara@verizon.net	SBPP
Qwest Communications Corp	Catherine Pauling	617-233-0238	commofma@qwest.com	
Rapport International	Wendy Pease	978-443-2540	wendypease@rapportintl.com	SBPP, SDO
TransFluenci, LLC	Jessica Ridley	413-737-1888	jessica@transfluenci.com	SBPP, SDO

Strategic Sourcing Services Team Members

- Paul Cabral HHS paul.cabral@state.ma.us
- Omar Cabrera DPH omar.cabrera@state.ma.us
- Charles Caron DPH charles.caron@state.ma.us
- Joy Connell DMH joy.connell@state.ma.us
- Marisa de la Paz DWD marisa.delaPaz@state.ma.us
- Margaret Van Gelder DDS margaret.vangelder@state.ma.us