



OPERATIONAL SERVICES DIVISION

Contract User Guide for PRF75

PRF75: Foreign Language Interpretation and Translation Services

UPDATED: August 6, 2021

Contract #:	PRF75
MMARS MA #:	PRF75*
Initial Contract Term:	July 01, 2021 – June 30, 2024
Maximum End Date:	June 30, 2026
Current Contract Term:	July 01, 2021 – June 30, 2024
Contract Manager:	Ann-Maria Bennett (617) 720-3114 AnnMaria.Bennett@mass.gov
This Contract Contains:	Small Business Purchasing Program, Supplier Diversity Office (SDO) Businesses and Prompt Payment Discount Program
UNSPSC Codes:	82-11-00 Writing and Translations 82-11-20 In Person Language Interpretation

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

This is a Statewide Contract for Foreign Language In-person Interpretation, Translation, Telephonic Interpretation and Video Remote Interpretation 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 PO-19-1067-MCD01-MCD01-14812.

Translation and Interpretation:

Interpreting:

Interpreting is the process of fully understanding, analyzing, and processing a spoken message and then faithfully rendering it into another spoken language. Interpreters must be able to accurately convey the meaning from one language to another in a culturally appropriate manner, mindful of the setting in which they are rendering their services.*

Interpretation Services include:

- Oral face to face interpretation (in-person)
- Telephonic Interpretation Services/Video Remote Interpretation (VRI. Services may take place in a variety of settings such as office buildings, medical facilities, hearing offices, schools, construction sites, individual and family homes, or other locations as deemed necessary.

Fee Structure for Interpretation Services are to be billed at an hourly rate with a minimum time agreed upon by the purchasing entity and the vendor, which shall be either one or two hours. Time beyond this minimum will be billed in 15-minute increments. Please review **RFR Section: 7** Compensation Structure for details on pricing and billing.

Interpreters:

Unless a Purchasing Entity has specified a longer period, Contractors are required to arrive at least fifteen (15) minutes prior to the scheduled time of on-site scheduled appointment in order to receive any instructions from the Purchasing Entity. The Contractor is responsible for taking all necessary actions to obtain adequate transportation, accurate times, locations, directions, telephone numbers, contact person(s) and any other information or actions to ensure that they are present at the proper location at the time specified.

Contractors may be penalized for being late. Purchasing Entities may dock payment for the period Contractor was late from the total period of performance time. Contractors who are continually late may be terminated from the Statewide Contract for poor performance. Performance time shall consist of the total time the Contractor is on-site performing services under the Statewide Contract. This includes the time in advance of scheduled assignment (**usually 15 minutes unless a longer period is specified**), any time preceding actual performance that the Contractor is waiting to begin performance due to delays not caused by the Contractor; such as time required by the Purchasing Entity to answer questions, or to receive any additional instructions from the Purchasing Entity. The Contractor must keep an accurate record of all performance time. The Purchasing Entity will certify this record on the completion of performance.

Upon request, Contractors may be asked to provide documentation about vaccination history.

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The minimum billable time will either be one (1) or two (2) hours. Defaults (interpreter(s) who do not arrive for scheduled assignments will also be billed at this minimum.

Telephonic/Video Remote Interpretation (VRI) Services:

Contractors shall comply with all Federal and State wiretapping and recording statutes, including MGL Chapter 272, Section 99 by not directly or indirectly monitoring, taping, intercepting, or recording conversations without explicit consent.

The Contractor shall provide both scheduled and unscheduled telephonic interpretation services for non-English speaking individuals 24 hours a day and 7 days a week.

Contractors shall provide, at no extra cost to the Purchasing Entity, a dedicated, toll-free, number to access interpretation services. All costs for this toll-free access will be borne by the Contractor.

Contractors *shall not* require the Purchasing Entity to purchase or obtain a specific type of equipment to access telephonic interpretation services.

The Contractor must respond to incoming calls/requests for services within an average of 15 seconds (for a live agent) or 5 seconds (for an automated voice response system).

The Contractor shall maintain an average monthly successful connection (to interpreter) time, *for all languages provided*, of 30 seconds or less.

All Interpreters provided by the Contractor shall be pre-qualified, tested and trained for industry standard terminology and agree to adhere to the American Society of Testing and Materials (ASTM) standard interpretation guide.

The Contractor shall provide 24-hour, toll free, Customer Support line attended to by live representatives.

Contractors must prioritize emergency, time critical, and non-time critical calls; (*i.e.* hotline and emergency room, case worker in the field). For conference call or Video Remote Interpretation (VRI) billing purposes, the contractor may bill only for the actual time an interpreter participates on a call. The time required to set-up the conference call prior to the interpreter joining the call and any continuation of the conference call once the interpreter has dropped off, will not be chargeable time. The contractor may not terminate the conference call at any time before all parties to the call have dropped off, regardless of whether the services of the interpreter are no longer needed. (*i.e.* the Contractor must maintain the conference call connection as long as at least 2 parties are still connected.) There will be an announcement at end of call or VRI, so all parties can disconnect.

The Contractor shall provide an Account Team that is dedicated to support the activities provided under this initiative.

Translators:

“Translators work with the written word, converting text from a source language into a target language. This is far more than replacing one word with another. The translation must also convey the style, tone and intent of the text, while taking into account differences of culture and dialect. The finished document should read as if it had originally been written in the target language for the target audience.”*

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Translation Services:

- The Contractor shall be capable of receiving Source Language documents by facsimile, e-mail or other electronic means (i.e. Microsoft Word, PDF or flat files, standard word processing languages, etc.), U.S. postal service or courier delivery. The typical delivery is expected to be by facsimile, e-mail or other electronic means.
- From the Source Language to the Target Language, the written text of the Target Language will be determined by the Statement of Work (SOW) of the Purchasing Entity.
- The Contractor shall provide all language translation services for languages or dialects at the per word rates of the Source Language as provided within the Cost Table/Price Sheet.
- Translation documents must be delivered in both "Word" and "PDF" unless instructed differently by the Purchasing Entity.
- In expedited situations the Purchasing Entity will determine how the written document translation shall be completed in terms of word count or number of pages of the Target Language translation.

*T&I Descriptions, NAJIT, March 5, 2016

UPDATES: August 5, 2021 Vendor contact information updated.

Contract Categories

This contract includes 4 categories of service as listed below.

- Category 1: In-Person Interpretation Services
- Category 2: Translation Services
- Category 3: Telephonic Interpretation
- Category 4: Video Remote Interpretation

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- Potential user savings through the new rate cap on contract. See price table.
- Forty (40) active vendors with over 340 languages represented on contract
- Solution-based contract through sub-agreements ("Statement(s) of Work")
- Departments can negotiate a maximum rate lower than listed rates
- Volume discount rates available from select vendors

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- Expedited services at no additional charge from select vendors
- Minimum engagement commitment of 1 hour or 2 hours depending on agency's and vendors' agreement
- Hiring entities will not pay additional invoices related to project-based engagements.

Find Bid/Contract Documents

To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for PRF75 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" Master Blanket Purchase Order (MBPO) for PRF75 and can be accessed directly by visiting PO-21-1080-OSD03-SRC3-22502.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Eligible Entities

Please see the standard list of Eligible Entities on our [Eligible Entities Which May Use Statewide Contracts](#) webpage.

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases
- This is a fee for service contract

Quotation Requirements:

Multiple quotes must be obtained for all engagements except in case of an emergency.

Compensation Structure/Pricing & Expenses:

- Execute a sub-agreement ("Statement of Work") before any hiring engagement begins;
- The "Price Table" is on the Attachments Tab in COMMBUYS
- 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

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- Some expedited service rates are equal to routine service rates or a small additional percentage (see pricing).
 - Most engagements will not be bid at the cap rate. Eligible Entities and awarded PRF75 vendors may negotiate lower rates as part of the bid process. **This includes all negotiations related to the one-hour or two hour minimum for services. Eligible Entities may choose to increase the one-hour minimum, on a case-by- case basis to facilitate services related to languages of limited diffusion.**
 - Negotiated rates may be published by the Eligible Entities as part of the bid records in COMMBUYS.
 - Purchases under PRF75 must be recorded in COMMBUYS. Refer to section below for instructions on how to purchase services through PRF75 COMMBUYS MBPOs.
 - *Per Hour/ Per Word/ Per Minute Rates:* Please see PRF75 Price Table for a detailed review of rates under the contract and the full list of available languages by vendor.

Invoicing:

All bills/invoices must minimally include:

- Assignment name.
- Hours billed/invoiced and Statewide Contract hourly rate or portion of project billed:
 - *Hourly rate:* Identify account manager or other vendor agent and applicable hourly rate.
 - *Project based:* Identify portion of project billed and balance remaining, but not an average rate.
 - Supporting documents must accompany billing/invoicing received by an engaging entity.
 - Totals should be reviewed for correctness by engaging entity prior to approval.
 - Total billed/invoiced must meet the Commonwealth's requirements if audited.

Pricing Options

Ceiling/Not-to-Exceed: Contract discounts and other pricing published under the contract represents "ceiling" or "not-to-exceed" pricing, and may be further negotiated.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by viewing the Conversion Master Blanket Purchase Order MBPO [PO-21-1080-OSD03-SRC3-22502](#)

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or OSDhelpdesk@mass.gov.

When contacting a vendor on statewide contract, always reference PRF75 to receive contract pricing.

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Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How To Purchase From The Contract

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include "PRF75RFQ" when entering information in the Description field.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

Obtaining Quotes

Contract users should always reference PRF75 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose *Request Quotes From Vendors on Statewide Contracts* job aid.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Additional Information/FAQs

Geographical Service Area

Counties

- Berkshire
- Hampshire
- Franklin
- Worcester
- Hampden
- Middlesex
- Essex

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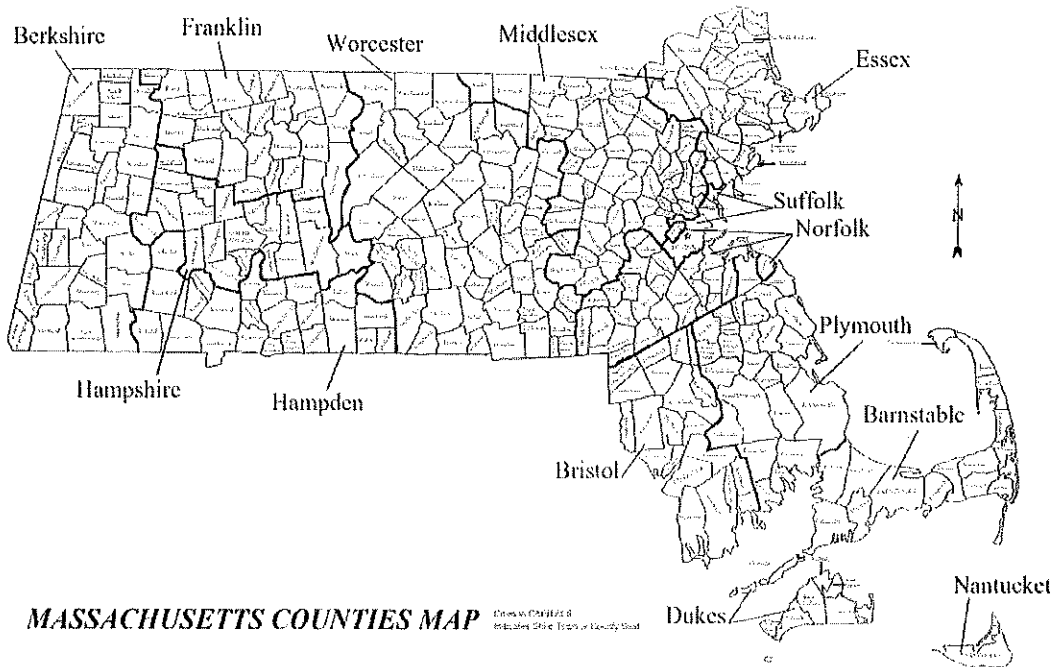
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- Suffolk
- Norfolk
- Plymouth
- Bristol
- Barnstable
- Dukes
- Nantucket



MASSACHUSETTS COUNTIES MAP © 2014 by OS/DIVISION 8
Indicates State, Town or County Seat

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the Vendor List and Information section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth’s Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment “issue” is the date a payment is considered “paid” not the date a payment is “received” by a Contractor.

Performance and Payment Time Frames Which Exceed Contract Duration

All agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes for six (6) calendar months. No written agreement shall extend more than 6 months beyond the current contract term of this

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Statewide Contract as stated on the first page of this contract user guide. No new leases, rentals, maintenance, or other agreements for services may be executed after the Contract has expired.

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Strategic Sourcing Team Members

- Crista Graves DDS
- Joy Connell DMH
- Dianelys Nunez DMH
- Fritz Gustave DMH
- Omar Cabrera DPH
- Tim Dolan DTA
- Cynthia Cheek EHS
- Marisa De La Paz EOL
- Nhat Le MOBD
- Kevin Kroner State 911
- Cathianne Taylor OSD
- Ann-Maria Bennett OSD

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts (PPD)
PRF75 Bid and Contract Documents. (Master Contract Record)	PO-21-1080-OSD03-SRC3-22502	Ann Maria Bennett	617-720-3314	AnnMaria.Bennett@mass.gov	N/A	N/A
Ad Astra, Inc.		Rayna Smith	301-408-4242 Ext. 102	rayna@ad-astraine.com	1,2,3	See Appendix A
American Translation Partners		Scott Crystal	1 (508) 823-8892 extension 8288	request@atptranslations.com	All	See Appendix A
Ascentria Community Services Language Bank		Alen Omerbegovic	603-657-7407	AOmerbegovic@thelanguagebank.org	All	See Appendix A
AVAZA Language Services Corp.		Sarah Beth Cain	(615) 485-3459	s.cain@avaza.co	3	See Appendix A
Baystate Interpreter, Inc		Darrin Brooks	978-632-1662 Ext 2020	dbrooks@baystateinterpreters.com	All	See Appendix A
Cal Interpreting & Translations, Inc. (CIT)		Ida Zaghi	888-737-9009	pm@calinterpreting.com	1,2	See Appendix A
Catholic Charitable Bureau of the Archdiocese of Boston		Jeffrey (Jeff) Burgess	617-464-8110	cis_request@ccab.org	All	See Appendix A
Central Massachusetts Area Health Education Center, Inc.		John True	508-756-6676	itrue@centerforhealthimpact.org	All	See Appendix A
Certified Languages International ("CLI")		Dickey McMath	(503) 484-2317	dcmath@certifiedlanguages.com	3,4	See Appendix A
CETRA, Inc.		Richard Ochabp		richard.ochab@cetra.com	All	See Appendix A
Corporate Translation Services, Inc.		Kimberly Paukert	360-433-0440	contracts@language.link	2,3,4	See Appendix A
CPSL USA Corporation		Ana Maturana	617 399 81 94	amaturana@cpsl.com, info-usa@cpsl.com	2	See Appendix A
Daniel Shamebo Sabore.		Daniel S. Sabore	253-835-0107	info@advancedtranslationservices.com; dshamebo@languages-translation.info	All	See Appendix A
Fox Medical Case Management dba Fox Translation Services		Dina Reed	(844) 369-8726	dina@foxtranslation.com	2,3,4	See Appendix A
Global Link Language Services, Inc.		Anthony Federico	617-451-6655	AFederico@LanguageTranslate.com	2	See Appendix A
International Translation Company		Shamso Ahmed	(617) 989-3939	request@itctranslation.net	All	See Appendix A
Interpreters and Translators, Inc		Pamela Jo McMahon	860.730.6149	pmcmahon@ititranslates.com	All	See Appendix A
JTG, Inc		Leyla Blanco	571-527-2794	lblanco@jtg-inc.com	2	See Appendix A
Language Bridge, LLC		Alla Perevozchikova	413-754-3488	info@lbridge.com	All	See Appendix A
Language Connections, Inc.		Leo Galperin	(617) 413-0070	leo@languageconnections.com	All	See Appendix A
Language Line Services, Inc		Stephen A. Medina	831-648-7155	smedina@language-line.com	All	See Appendix A
Language Services Associates, Inc. (LSA)		Tom Benton	215-962-8616	tbenton@lswab.com	All	See Appendix A
Lit, Inc		Bob Manning	1 (781) 439 - 5576	bob.manning@lit.com	2	See Appendix A

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts (PPD)
LinguaLinx Language Solutions, Inc		Lilly Kahrs	518-388-9000	lkahrs@lingualinx.com	2	See Appendix A
Lionbridge Technologies, Inc		John Drugan	978-964-9550	John.Drugan@Lionbridge.com	3	See Appendix A
MAPA Translations, Inc		Drita Protopapa	774-999-9603	drita@mapatranslation.com	2	See Appendix A
Multicultural Community Services of the Pioneer Valley, Inc		Carlos Oliva	413-534-3922	carlosoliva@mcsnet.org	1,2	See Appendix A
Northwest Interpreters, Inc.,		Karina Zaher	360-566-0492 ext 313	kmzaher@nwglobal.com	2	See Appendix A
Powerling Inc.		Sebastien Chochois	1 301.905.2583	s.chochois@powerling.com	2	See Appendix A
Proplo LS, LLC		Windy Taylor	913-396-6045	WTaylor@Proplo-LS.com	2,3,4	See Appendix A
Rapport International, LLC		Wendy Pease	978-443-2540 x101	wendypease@rapportintl.com	All	See Appendix A
RJ Dealy Translation Services, LLC		Richard Dealy	781-556-1088	Richard.dealy@keylingo.com	2,3,4	See Appendix A
Teletlanguage, Inc		Manuela Villa	503.459.5655	mvilla@teletlanguage.com	2,3,4	See Appendix A
The ESL & TOEFL Associates, LLC		Eva dos Santos	(508)971-1898	contrisapeccy@gmail.com	1,2,3	See Appendix A
Transfluenci, Inc		Jessica Ridley	(413) 737-1888	jessica@transfluenci.com	All	See Appendix A
TransPerfect Translations International, Inc.		Michael Macrina	202-347-2300	mmacrina@transperfect.com	All	See Appendix A
United Language Group Inc		Dr. Mladen V. Cvijanovic	919.699.6197	mc@ulgroup.com	All	See Appendix A

* Note that COMMBUYS is the official system of record for vendor contact information.

** The Master MBPO is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO

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Appendix A:

Vendor Name	SDP Status	SDP Percentage	PPD - 10 Days	PPD - 15 Days	PPD - 20 Days	PPD - 30 Days
Ad Astra, Inc.		20%	3.00%	1.00%	1.00%	
American Translation Partners		35%	2.50%	2.00%	1.50%	1.00%
Ascentria Community Services Language Bank		0.07%	1.00%	0.50%		
AVAZA Language Services Corp.		5%				
Baystate Interpreter, Inc		1%	1.00%			
Cal Interpreting & Translations, Inc. (CIT)		10%	1.00%			
Catholic Charitable Bureau of the Archdiocese of Boston		1.5%	2.00%	1.00%		
Central Massachusetts Area Health Education Center, Inc.		2%	1.00%			
Certified Languages International ("CLI")		10%	0.05%	0.05%	0.05%	0.05%
CETRA, Inc.		10%	2.00%	2.00%		
Corporate Translation Services, Inc.		5%	2.00%	1.50%	1.00%	0.50%
CPSL USA Corporation		5%	1.5%			
Daniel Shamebo Sabore.		5%	0.01%			
Fox Medical Case Management		5%	7.00%	5.00%	3.00%	1.00%
Global Link Language Services, Inc.		10%	2.00%	2.00%	2.00%	1.00%
International Translation Company		10%	2.00%	1.00%	0.50%	0.40%
Interpreters and Translators, Inc		5%	1.00%			
JTG, Inc		5%	2.00%			

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Language Bridge, LLC		20%	2.00%	2.00%	2.00%	1.00%
Language Connections, Inc.		8%	3.00%	2.00%	1.00%	
Language Line Services, Inc		2%	1.00%	0.50%		
Language Services Associates, Inc. (LSA)		1%	1.00%	0.75%	0.50%	0.25%
Lilt, Inc		1%	1.00%	1.00%	1.00%	
LinguaLinx Language Solutions, Inc		5%	5.00%	5.00%	3.00%	1.00%
Lionbridge Technologies, Inc		20%	2.00%	1.00%		
MAPA Translations, Inc		3%	10.00%	5.00%	3.00%	2.00%
Multicultural Community Services of the Pioneer Valley, Inc		1%				2.00%
Northwest Interpreters, Inc.,		1%	1.00%	0.50%		
Powerling Inc.		5%	5.00%	4.00%	3.00%	2.00%
Propio LS, LLC		10%	3.00%			
Rapport International, LLC		1%	2.00%			
RJ Dealy Translation Services, LLC		2%	4.00%	3.00%	2.00%	1.00%
Telelanguage, Inc		1.5%	5.00%			
The ESL & TOEFL Associates, LLC		10%	10.00%	9.00%	8.00%	5.00%
Transfluenci, Inc		2%	4.00%	3.00%	2.00%	1.00%
TransPerfect Translations International, Inc.		3%	1.00%	1.00%	1.00%	1.00%
United Language Group Inc		5%	1.00%	0.50%	0.25%	0.25%

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

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Template version: 6.1

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One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Contract Categories and Description:

Direct Link to each PRF75 MBPO is below:

<u>PO-22-1080-OSD03-SRC3-22520</u>	PRF75-In-Person Interpretation Services
<u>PO-22-1080-OSD03-SRC3-22519</u>	PRF75-Translation Services
<u>PO-22-1080-OSD03-SRC3-22518</u>	PRF75- Telephonic Interpretation
<u>PO-22-1080-OSD03-SRC3-22517</u>	PRF75- Video Remote Interpretation
<u>PO-21-1080-OSD03-SRC3-22502</u>	PRF75 Bid and Contract Documents

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Master Blanket Purchase Order PO-22-1080-OSD03-SRC3-22554

Header Information

Purchase Order Number:	PO-22-1080-OSD03-SRC3-22554	Release Number:	0	Short Description:	PRF75- Bid and Contract Documents
Status:	3PS - Sent	Purchaser:	Ann Maria Bennett	Receipt Method:	Quantity
Fiscal Year:	2022	PO Type:	Blanket	Minor Status:	
Organization:	Operational Services Division	Location:	SRC3 - Sourcing Group 3	Type Code:	Statewide Contract
Department:	OSD03 - OSD - Strategic Sourcing	Entered Date:	07/02/2021 01:52:05 PM	Control Code:	
Alternate ID:	PRF75	Retainage %:	0.00%	Discount %:	0.00%
Days ARO:	0	Release Type:	Standard Release	Tax Rate:	Actual Cost: \$0.00
Print Dest Detail:	If Different	Contact Instructions:	Ann-Maria Bennett, Strategic Sourcing Services Lead Address: One Ashburton Place Room 1017 Boston, MA 02108 Phone: 617-720-3114 Email: Annmaria.Bennett@mass.gov		
Catalog ID:		Print Format:	Purchase Order Print		
Special Instructions:					
Agency Attachments:	<p><u>Scope of Work</u></p> <p><u>PRF75 Contract User Guide 08.06.2021</u></p> <p><u>Vendors Price File</u></p> <p><u>Attachment A Bidder Response PRF75 Revised 4.2.21~1.doc</u></p> <p><u>Attachment B Price Sheet PRF75 Revised 4.2.21~1.xlsx</u></p> <p><u>Attachment C Massachusetts Counties Map PRF75~1.docx</u></p> <p><u>Attachment D Summary of Bidder Qualifications PRF75 Revised 4.7.21~1.docx</u></p> <p><u>Creating a Quote in CommBuys Job Aid~6.pdf</u></p> <p><u>Attachment E Reference Form PRF75~2.xlsx</u></p> <p><u>CURRENT ENVIRONMENTALLY PREFERABLE PRACTICES FORM.doc</u></p> <p><u>PRF75 Request For Response Foreign Language Interpretation and Translation Services Revised 4.2.21~1.docx</u></p>				

Vendor Attachments:

Primary Vendor Information & PO Terms

Vendor:	<u>00030218 - Master Contract Record</u> Strategic Sourcing 1 Ashburton Place, RM 1313 OSD Boston, MA 02108 US	Payment Terms:	Shipping Method:
		Shipping Terms:	Freight Terms:

Print Sequence # 1.0, Item # 1: Foreign Language Translation Services. See Price Table Attached. 3PS - Sent

UNSPSC Code: 82-11-00
 Writing and translations

Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
Quantity	1.0	\$0.00	EA - Each	0.00	\$0.00		\$0.00	\$0.00

Manufacturer: Brand: Model:
 Make: Packaging:

Print Sequence # 2.0, Item # 2: Foreign Language Interpretation Services. See Price Table Attached 3PS - Sent

UNSPSC Code: 82-11-20
 In person language interpretation services

Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
Quantity	1.0	\$0.00	EA - Each	0.00	\$0.00		\$0.00	\$0.00

Manufacturer: Brand: Model:
 Make: Packaging:

[Exit](#)

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