

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 9/12/2022

Contract/Agreement Vendor:
Name of Vendor & Contact Person

Vendor Email Address

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase , any titles, and details for the Board of Education to review.

Reason/Audience to benefit

BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review:

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal **&/or** Director or Administrator:
Daylene Thornton - Sup 11, 2022 09 22 CDT

Does this Contract/Agreement utilize technology? YES/NO
 If yes, Technology Admin:

Cabinet Team Member:

Funding Source:
Fund/Project OCAS Coding

Consent

Action

TSHA will provide sign-language interpreters for specific IEP students when as substitute is needed and is otherwise not available. The estimated cost is \$500.00 a day. Total cost depends on the number of subs needed and will be paid using Special Ed IDEA grant funds.

Summary This area must be complete with full explanation of contract

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

**TSHA's
Interpreter Services
Information and Business Contract**

Table of Contents

p. 2	Welcome!
p. 2	Appointment information needed
p. 2-3	Contact Information (phone numbers and email)
pp. 4 - 6	Rates
pp. 7 - 9	Billing Agreement <i>(must be on file before we can schedule an appointment)</i>
p. 10	Interpreter Request Form
p. 11 – 12	FAQ (Frequently Asked Questions)

Reference Information

pp. 13 - 16	Americans with Disabilities Act (ADA) – Titles II – III
pp. 17 – 20	Oklahoma Legal Interpreter for the Deaf and Hard of Hearing Act

Welcome!

We look forward to working together, to provide quality communication access for your deaf / hard of hearing clientele.

Please sign and return the Billing Agreement ASAP; we need to have the billing before we can schedule the interpreting request.

Let us know if we can answer any questions. We are available to provide training at no cost to staff members on how to work effectively with sign language interpreters, as well as on resources for those with hearing loss, and on sign language basics to make your workplace a more welcoming environment for those who communicate through American Sign Language! (918-832-8742)

TSHA's Interpreter Services Contacts

Phone number: (918) 832-8742

Toll-free/After Hours Emergency: (888)-311-3523

Fax: (918) 834-4329

To schedule an appointment, we need the following information:

Date and time of appointment

Name of Business

Address of business

Phone Number to office (if we or interpreter needs additional information, directions, etc)

Client/Patient Name and DOB

Type of procedure (medical follow up, PT, office meeting, etc)

Approximately how long appointment is expected to last

- 1) **e-mail** your request for an interpreter to interpretingservices@tsha.cc,
- 2) **Phone** in your requests using the numbers listed above
- 3) **Fax** your requests using the Interpreter Services Program fax form (attached)

The following TSHA Personnel are available to assist with any questions you may have:

- Lisa Daniels – ldaniels@tsha.cc (Interpreter Services Coordinator)
- Sandie Busby – sbusby@tsha.cc (Interpreter Services)
- Diana Emerson – demerson@tsha.cc (TSHA Program Director)
- Chestine Ivery – civery@tsha.cc (bookkeeper - invoice/payment questions)
- Jennifer Butler – jbutler@tsha.cc (TSHA Executive Director)

Rates

(TSHA follows Oklahoma Industry Standards)

Regular Rate 8:00 am – 5:00 pm weekdays Monday – Friday

An assignment takes place between 8:00 AM to 5:00 PM weekdays.

- There is an initial **\$110.00** booking fee which includes the first 2 hours, per interpreter needed.
- After 2 hours, **\$55.00** per additional hour is charged per interpreter (charged at 15-minute increments).
- Mileage round trip, charged at the **current state rate** which changes annually, tolls, and parking costs will be added when applicable.

After-Hours Rate 5:00 pm – 8:00 am weekdays, and all times Saturdays/Sundays

- There is an initial **\$165.00** booking fee which includes the first 2 hours, per interpreter.
- After 2 hours, **\$82.50** per additional hour is charged per interpreter (charges at 15-minute increments).
- Mileage round trip, charged at the **current state rate** which changes annually, tolls, and parking costs will be added when applicable.

Holiday Hours Rate 12:00 am – 12:00 am

New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving & Christmas Day

- There is an initial **\$220.00** booking fee, which includes the first 2 hours, per interpreter.
- After 2 hours, **\$110.00** per additional hour is charged per interpreter (charges at 15-minute increments).
- Mileage round trip, charged at the **current state rate** which changes annually, tolls, and parking costs will be added when applicable.

Special Charges

- For assignments scheduled with less than a 24-hour notice, there will be an additional fee of \$25.00

- **Portal-to-Portal charges may apply.** Portal-to-Portal charges are in effect for any assignment 50 miles or more from the interpreter's home to the place of business. In addition to their actual mileage pay, the interpreter will also be paid their hourly rate for actual drive time. Per TSHA's procedures, we will contact Business prior to assigning an out-of-town interpreter for approval before we send interpreters on Portal-to-Portal.
- **If the job cancels:** if the job cancels before 24 hours of the scheduled time, there is no fee. **However, if the job cancels and it is less than the 24 hours of scheduled time,** initial booking fee of \$110.00 will be billed to the Business. If it is canceled so close to the time of the schedule assignment and the interpreter is already on the way, there will be the initial booking fee and whatever mileage is incurred. If there is Portal-to-Portal, these fees will also be included.
- **Be sure if there is a cancellation to call our office ASAP so these charges are not incurred.**

LEGAL and COURT RATES:

Regular Hours Legal/Court Rate 8:00 am – 5:00 pm weekdays

- There is an initial booking fee of **\$160** which includes the first 2 hours, per interpreter.
- After 2 hours, each additional hour will be **\$80** per hour per interpreter.

After-Hours/Weekends Legal Rate

- There is an initial booking fee of **\$240** which includes the first 2 hours, per interpreter.
- After 2 hours, each additional hour will be **\$120** per hour per interpreter.

FOR ALL Court/Legal invoices/billing:

- **IF your court has special invoice we will need to have a copy of how your invoice needs to be sent to get paid.**
- All depositions and mediations **require 2 interpreters** working together.
- Mileage round trip, charged at the **current state rate** which changes annually

Special Charges

- A fee of **\$25** will be billed for assignments scheduled with less than a 24-hour notice.
- **Portal-to-Portal charges may apply.** Portal-to-Portal charges are in effect for any assignment 50 miles or more from the interpreter's home to the place of business. In addition to their actual mileage pay, the interpreter will also be paid their hourly rate for actual drive time. Per TSHA's procedures, we will contact Business prior to assigning an out-of-town interpreter for approval before we send interpreters on Portal-to-Portal.
- **If the job cancels:** if the job cancels before 24 hours of the scheduled time, there is no fee. **However, if the job cancels and it is less than the 24 hours of scheduled time,** initial booking fee of \$160.00 will be billed to the Business. If it is canceled so close to the time of the schedule assignment and the interpreter is already on the way, there will be the initial booking fee and whatever mileage is incurred. If there is Portal-to-Portal, these fees will also be included.
- **Be sure if there is a cancellation to call our office ASAP so these charges are not incurred.**
- *We recognize that rates are set by law in some court settings. Please contact us if this applies.*

BILLING AGREEMENT

This Agreement ("Agreement") is dated 11/8/2022 and is by and between TSHA, a non-profit, Tulsa Area United Way partner agency which provides services to those who are deaf, hard of hearing, affected by hearing loss or just an interested party and Broken Arrow Public Schools, ("Client") which desires to receive such services from TSHA.

1. Both parties understand and agree that TSHA's policy and procedures follow current industry standards.
2. Client understands and agrees that all rates are subject to change without notice and that the rates charged will be those in effect at the time that TSHA's services are provided without regard to the rates at the time this Agreement was signed.
3. Client also understands and agrees that a signed copy of this Agreement must be on file with TSHA before TSHA will schedule an appointment.
4. TSHA may need before any request for interpreter services will be processed, some form of guaranteed payment, such as a Purchase Order or Requisition Number.
5. In addition to any other expenses such as parking, tolls and the like, the interpreters' actual mileage will be calculated and reimbursed at the rate established by the Oklahoma Travel Reimbursement Law. For any assignment fifty (50) miles or more from the interpreter's home, the interpreter will also bill and be paid their hourly rate for actual drive time, plus mileage (portal to portal).
6. TSHA's cancellation policy is in effect as soon as a request for an interpreter is made. Any assignment canceled with less than 24 hours' notice will be charged the entire block of time requested for each interpreter or the minimum hours expended by the interpreter, whichever is greater. This policy includes cancellations for inclement weather and other acts of nature and other causes beyond the control of TSHA or the Client.
7. An assignment longer than 2 hours may, in the sole and absolute judgment and discretion of TSHA, require two interpreters to be assigned to work together as a team. The interpreter coordinator will make the final decision. Billing will be for each of the interpreters for the entire block of time.
8. Payment of all invoices is due within thirty (30) days of date of invoice. If the invoice is not paid within thirty (30) days. In addition, the Client will be responsible for any and all late fees, interest, collection charges, include legal fees, necessitated by Client's failure to pay.

Method of Payment

Client has read, understands, agrees to and accepts the terms and conditions set forth in this Agreement:

For Client:

Name (printed): _____ Position/Title: _____

Company Name: Broken Arrow Public Schools

Company Address: 701 S. Main St., Broken Arrow OK 74012

Company Phone Number: 918-259-5700

Email address to send invoice: accounting@baschools.org

Purchase order: TBD

Claims Number (workers comp): _____

Signed: _____ Date: _____

For TSHA:

Name (printed): LISA MURKIN

Signed: _____ Date: 10-19-22

IF YOU HAVE A SPECIAL INVOICE FORMAT, PLEASE send us a copy so we can have that prepared for you ahead of time.

EXHIBIT A

Today's date: _____

Interpreter Request Form

(918) 834-4329 or interpretingservices@tsha.cc

Date of assignment: _____

Beginning time: _____ Ending time: _____

Assignment Details: _____

Name of deaf client: _____

Date of Birth (DOB): _____

On-Site Contact person (*Example: Dr., Supervisor, Therapist etc.*):

Business phone number: _____

Company Name: _____

Address: _____

City: _____ Zip: _____

Building name, suite, or room number: _____

Billing name and address: _____

Requester's name: _____

E-Mail: _____

Additional notes:

Fax requests can only be accepted during TSHA's business hours, M-TH 8-5.

If you should fax a request after close of business, your request will not be received until the following business day.

For emergencies you will need to use 1-888-311-3523.