

BROKEN ARROW PUBLIC SCHOOLS
Educating Today  *Leading Tomorrow*

Contract Committee Review Request
 MUST BE COMPLETED IN FULL

Date: 01/05/2022

Contract/Agreement Vendor: Sebastian Lantos LLC

Name of Vendor		
<u>Sebastian Lantos</u>	<u>918-808-7273</u>	
Contact Person		
<u>PO Box 33020</u>		
Address		
<u>Tulsa</u>	<u>OK</u>	<u>74153</u>
City	State	Zip
<u>sebastian@lantosconsulting.com</u>		
Email address		
<u>21-22 SY</u>		
Date of services		

IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE :
 W9 YES
 And
 Vendor Registration _____

Person Submitting Contract/Agreement for Review: Jean Brassfield ESC
Name Site

Reason for Review: (New Agreement, Renewal...): New Agreement

Audience/Group to benefit from Contract/Agreement: EL students and parents

Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO STACIE CHASE

Principal and Director or Administrator: 
Signature

Does this Contract/Agreement utilize technology? No Yes
 Has it been reviewed by the Chief Technology Officer? No Yes

If yes, Approved by: _____
(Signature) Technology /Approval

Leadership Team Member: _____
Signature

Funding Source: Local EL funds 11-003-2194-320-410-1310-000-050
Description OCAS Coding

- Process: PLEASE FOLLOW ALL STEPS
1. The Contract/Agreement is reviewed and approved by site Principal/ Director/ Administrator.
 2. If Technology related, the Contract/Agreement is reviewed and approved Technology.
 3. Prepare Board Agenda Memorandum and attach to Contract/Agreement.
 4. Begin the requisition process and place a comment in the Notes section that says, "Please hold req pending board approval on 01/10/2022"
Date of Board Meeting
 5. Attach this form with Contract/Agreement and Board Memo
 6. The appropriate Leadership Team Member will review and submit to the Contract Committee
 7. Keep copy for your records

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 8:30a.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 Stacie Chase. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.



BROKEN ARROW PUBLIC SCHOOLS

EST. 1904

MEMORANDUM

To: Chuck Perry

From: Jean Brassfield

Date: January 10, 2022

Re: Translations and Interpretation Services for EL parents and students

SUBJECT

Accept and approve the NEW AGREEMENT between Broken Arrow Public Schools and Sebastian Lantos LLC to provide translation and interpretation services for non-English speaking students and families as needed. The total cost to the district will be determined based on usage but will not exceed \$2000.00 to be paid for using local EL funds. -J. Brassfield

SUMMARY

Sebastian Lantos LLC provides certified interpreters and translators in any language needed. Translations and Interpretations can be provided on-site or via phone for parent meetings, conferences, graduations, school forms, birth certificates, trainings, etc. Rates for services is based on a fee schedule and dependent on the type of service and language needed. Currently, BAPS only has translators for certain languages. Sebastian Lantos LLC can help with any language needed. Due to the yearly increase in EL families attending BAPS, including new Afghan refugees, these services are needed to stay in federal compliance by providing translation and interpretation services to parents and students if needed.

ENCLOSURE/ATTACHMENTS

Agreement/Fee Schedule

FUNDING

Local EL funds (Project 003)

RECOMMENDATION

Approve

SEBASTIAN LANTOS LLC

Certified Court Interpreter

TRANSLATIONS - INTERPRETING - LANGUAGE PROGRAMS

P.O. BOX 33020
Tulsa, Oklahoma 74153
Office Telephone: (918) 250-5000

Agreement for Provision of Translation and Interpreting Services

THANK YOU FOR CONTACTING US. WE RESPECTFULLY REQUEST THE FOLLOWING INFORMATION:

Date	12-19/21	PO # Case/Ref/TA	MULTIPLE
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COMPANY AND/OR INDIVIDUAL	BROKEN ARROW PUBLIC SCHOOLS/ JEAN BRASSFIELD
CONTACT PERSON FOR BILLING	KELLI BURNETT
BILLING ADDRESS	701 S MAIN ST BROKEN ARROW, OK 74012
TEL	918-259-5706
EMAIL	KBURNETT@BASCHOOLS.ORG

This document shall confirm that the abovementioned contact individual and organization has engaged provider Sebastian Lantos LLC for *Interpreting* services.

INTERPRETING AND TRANSLATION SERVICES

Please refer to Annex 1

PAYMENT INFORMATION

Payment shall not be contingent upon a third-party's fulfillment for any financial obligation to the company in regard to the services. Payment for our services shall be made 30 days upon receipt of your invoice.

FURTHER APPOINTMENTS: NOTE THAT ALL FUTURE ASSIGNMENTS MUST BE CLEARED BY OUR OFFICE.

This agreement must be signed by an authorized representative before any service can be provided.

Please sign (handwritten or digital) and e-mail or image back to SEBASTIAN@lantosconsulting.com

Thank you for your request.

Accepted and Agreed:

Sebastian Lantos
Sebastian Lantos LLC

Signature	_____
Print Name	_____
	Representative of Firm and Authorized to Sign

IF ANY QUESTIONS PLEASE EMAIL BACK TO SEBASTIAN@LANTOSCONSULTING.COM
Cell +1 (918) 808-7273

I. OUTLINE OF SERVICES AND RATES

INTERPRETING -ALL REQUEST ARE FIRM UPON EMAIL, PHONE CALL OR ONLINE SCHEDULING RECEIVED FROM BAPS Variables between \$60 and \$120 are: mileage, week day requested, hour requested, language requested, interpreter availability and other factors.			
NON SPANISH<>ENGLISH	ON-SITE Per/Hr (NO-EQUIPMENT)	TBD \$60-120	2 HRS MINIMUM / 1 HR INCREMENTS (24 HRS. CANCELLATION FEE OF MIN RATE)
	CONFERENCE/GRADUATION (W/EQUIPMENT)	\$ 900	BLOCK TIME 8 HRS (MIN) (24 HRS. CANCELLATION FEE IF LOCAL 7 DAYS CANCELLATION FEE IF TRAVEL)
	HALF DAY	\$ 500	BLOCK TIME 4 HRS (MIN) (24 HRS. CANCELLATION FEE IF LOCAL 7 DAYS CANCELLATION FEE IF TRAVEL)
		\$ TBD	EXTRA HRS.
	Over the Phone (OPI) and Video Remote Interpreting (VRI- Zoom, etc.)	\$60-120	1 HOUR MINIMUM/1 HR. INCREMENTS (24 HRS. CANCELLATION FEE OF MIN RATE)
TRANSLATIONS			
SPANISH<>ENGLISH	P/WORD- SOURCE SPANISH	0.14 – 0.18	FACTORS ARE DELIVERY DATE; FORMATTING AND OTHER FACTORS
	BIRTH CERTIFICATES (ONE PAGE)	30	
	OTHER CERT (PER PAGE)	30-50	
OTHER LANGUAGE PAIRS	P/SOURCE WORD	0.16 - 0.25	BIRTH CERTIFICATES (ONE PAGE)
	BIRTH CERTIFICATES (ONE PAGE)	30-60	OTHER CERT (PER PAGE)
	OTHER CERT (PER PAGE)	30-60	BIRTH CERTIFICATES (ONE PAGE)
CONSULTING-TRAINING			
Bilingual Mediation, Cultural Competency, Needs assessment		\$150 hr.	Min. block time TBD Other charges may apply (Travel, per-diem, Lodging)

-Please note that based on industry and quality assurance standards Simultaneous Interpreting requires 2 interpreters if event is more than 30 minutes.

-Cancellation Fee: 24 hrs before any appointments starts BAPS shall call office (918) 250-1133 and/or Sebastian Lantos' cell phone 918-808-7273 and email dispatch@lantosconsulting.com to cancel any appointment. The cancellation must be acknowledged by our office so we can cancel our contracted interpreters in time. If canceled within 24 hrs. of appointment BAPS shall pay the minimum fee noted above. The cancellation should be done the last working day before a holiday and/or week-end day.