



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT

NOTIFICATION OF STATEWIDE CONTRACT

June 15, 2010

CONTRACT TITLE: Language Translation-Written
CURRENT CONTRACT PERIOD: May 1, 2010 through April 30, 2011
BUYER INFORMATION: Stacia Dawson
(573) 522-3052
stacia.dawson@oa.mo.gov

RENEWAL INFORMATION	Original Contract Period	Potential Final Expiration
	05/01/08-04/30/09	04/30/11

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.
PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS **NOT MANDATORY**.

This contract has been established for the convenience of state agencies. Local Purchase Authority may be used to purchase supplies/services included in this contract from an alternative source at the discretion of the agency.

~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~.

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C308090001	2239378300 2	Alpha & Omega, LLC PO Box 3635 Shawnee, KS 66203-0635 Telephone: (913)-271-2909 E-Mail: bruce@alphaomegakc.com	No	Yes
C308090002	4319042690 1	Bi-Lingual In-Home Assistant Services 8390 Delmar Blvd., Suite 210 St. Louis, MO 63124 Telephone: (314) 692-9010 E-Mail: BilingualSTL@cs.com	No	Yes
C308090003	1136853120 0	Colombia Electro International 3513 Weymeyer Drive Columbia, MO 65202 Telephone: (573)-474-8696 E-Mail: colombiaelectro@mchsi.com	No	No

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C308090004	9115064300 0	CTS LanguageLink™ 911 Main Street, Suite 10 Vancouver, WA 98660 Telephone: (360)-433-0422 Fax: (360) 693-9292 E-Mail: karat@ctslanguagelink.com	No	Yes
C308090005	1338971600 0	Geneva Worldwide 261 West 35 th Street #700 New York, NY 10001-1902 Telephone: (877) 464-3638 Fax: (212) 255-8409 E-Mail: pcoates@genevaworldwide.com	No	Yes
C308090006	4306526400 0	International Institute of Metropolitan St. Louis 3654 S. Grand Blvd. St. Louis MO 63118 Telephone: (314) 773-9090 ext 151 Fax: (314) 773-2279 E-Mail: barekzais@iistl.org	No	Yes
C308090007	4312969150 0	International Language Center 1416 S. Big Bend Blvd. St. Louis MO 63117 Telephone: (314) 647-8888 ext. 205 Fax: (314) 647-8889 E-Mail: dede.brunetti@ilcworldwide.com	No	Yes
C308090008	2328311980 0	Language Services Associates 455 Business Center Dr Ste 100 Willow Grove, PA 19044 Telephone: (800) 305-9673 Fax: (215) 659-7210 E-Mail: lsriver@lsaweb.com	No	Yes
C308090009	2617346320 1	Language Translation Services 34726 31 st . Ct. SW Federal Way, WA 98023 Telephone: (877) 403-5128 Fax: (775) 993-7988 E-Mail: dshamebo@yahoo.com or dshamebo@languages-translation.info	No	Yes
C308090010	9547272100 1	Lazar & Associates 1516 South Bundy Drive, Suite 311 Los Angeles, CA 90025 Telephone: (310) 453-3302 Fax: 310-453-6002 E-Mail: languages@lazar.com	No	Yes
C308090011	1132454480 2	LIS Translations 26 court Street Suite 2003 Brooklyn, New York 11242 Telephone: (718)-237-8919 Fax: (718)-749-0113 E-Mail: ashurchin@lis-translations.com or rmachuca@lis-translations.com	No	No

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C308090014	7603936010 0	MasterWord Services 303 Stafford Street, Suite 204 Houston, TX 77079 Telephone: (866) 716-4999 Fax: (281) 589-1104 E-Mail: masterword@masterword.com	No	Yes
C308090015	2021769300 0	Montoro & Associates Editorial Services 50 Harrison Street, Suite 304 Hoboken, NJ 07030 Telephone: (201) 222-0006 Fax: (201) 222-0013 E-Mail: jdiaz@montoro.es.com	No	No
C308090016	1341138200 0	New Global 590 Madison Ave, 21 st . Floor New York, NY 10022 Telephone: (866) 777-9449 Fax: (212) 202-7812 E-Mail: clientservice@new-global.com	No	Yes
C308090017	9117892870 0	Northwest Interpreters PO Box 65024 Vancouver, WA 98665 Telephone: (866) 468-7769 Fax: (866) 702-6866 E-Mail: projects@nwiservices.com	No	Yes
C308090018	9543587490 0	Richard Schneider Enterprises 27875 Berwick Drive, Suite A Carmel, CA 93923 Telephone: (800) 500-5808 Alt Telephone: (831)-277-1526 Fax: (408) 904-5199 E-Mail: richard@idioms.com	No	No
C308090019	4319115200 2	All World Languages & Cultures PO Box 1889 Lee's Summit, MO 64063 Telephone: (888) 646-5656 Fax: (816) 795-7811 E-Mail: syeager@universalhighways.com or e.ngomsi@universalhighways.com	No	Yes
C308090020	8705378260 1	U.S. Translation Company 1893 E. Skyline Drive, Suite 203 South Ogden, UT 84403-5227 Telephone: (801) 393-5300 Fax: (801) 393-5500 E-Mail: Kathy@ustranslation.com or david@ustranslation.com	No	Yes
C308090021	9311878950 0	viaLanguage 700 SW Taylor Street, Suite 310 Portland, OR 97205-3016 Telephone: (800) 737-8481 Fax: (503) 243-1968 E-Mail: jgonzalez@vialanguage.com	No	Yes

STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
05/01/10 – 04/30/11	06/15/10	Renewals. Updated address for Contract C308090021 (viaLanguage). Updated address for Contract C308090008 (Language Services Associates). Contracts C308090012 (Loqman Translations), and C308090013 (Maryland Composition Company) have been cancelled.
05/01/09 – 04/30/10	05/12/09	Renewed all Contracts. Deleted the page titled “Instructions for State Agencies” and changed the Pricing Pages to be organized by Contract Number.
05/01/08 – 04/30/09	02/03/09	Changed vendor number on Contract C308090019 from 4319115200 1 (Universal Highways, Inc.) to 4319115200 2 (All World Languages & Cultures).
05/01/08 – 04/30/09	09/04/08	Changed Buyer Information on page one from Karla Wiseman to Stacia Dawson.
05/01/08 – 04/30/09	05/28/08	Due to assignment of contract, C308090009 (Languages Translation Services), has a new vendor number, (Vendor No.: 2617346320 1).
05/01/08 – 04/30/09	05/01/08	Initial issuance of new statewide contract.

1. CONTRACTUAL REQUIREMENTS

1.1 General Requirements:

1.1.1 The contractor shall provide written translation services in accordance with the provisions and requirements stated herein. The contractor shall provide translation services for any agency of state government, hereinafter referred to as “state agency”. For purposes of this document, written translation shall be the translation of English written documents to the state agency required language or the translation of the state agency required language to English written documents.

a. Mandatory Languages: If a state agency requests written translation services for any of the following languages, the contractor must perform the written translation for such language as required:

- Arabic
- Bosnian
- Chinese
- Farsi
- Hmong
- Korean
- Russian
- Somali
- Spanish
- Ukrainian
- Vietnamese

b. Other Languages: If a state agency requests translation services for another language proposed by the contractor on the pricing page, the contractor shall perform the written translation as required.

1.1.2 The contractor shall either provide the translation services directly or shall provide translators to perform the services in accordance with the provisions and requirements stated herein and to the sole satisfaction of the state agency. Therefore, references, to “the contractor” throughout this document shall also be deemed to include the translators actually providing the service.

1.1.3 The contractor shall agree and understand that any state agency of the State of Missouri may participate in the contract, but that the contract does not require mandatory participation by any state agency. The State of Missouri does not guarantee any usage of the contract whatsoever.

a. The contractor shall agree and understand that the contract shall not be construed as an exclusive arrangement and if it is in the best interest of the State of Missouri, a state agency may, at its own discretion, obtain alternate services elsewhere.

b. Cooperative Procurement Program - If a yes is listed in the Cooperative Procurement Program area on this notice, the contractor shall provide translation services as described herein under the terms and conditions, requirements and specifications of the contract, including prices, to other government entities in accordance with the Technical Services Act (67.360 RSMo, which is available on the internet at: <http://www.moga.mo.gov/statutes/c000-099/0670000360.htm>.) The contractor shall further understand and agree that participation by other governmental entities is discretionary on the part of that governmental entity and the State of Missouri bears no financial responsibility for any payments due the contractor by such governmental entities.

1.1.4 Offshore services shall not be provided under the resulting contract(s).

1.2 Assignment of Translation Services:

1.2.1 Since multiple contracts exist, the state agency shall contact the lowest priced contractor for such service.

a. Upon contact by the state agency, the contractor shall review the anticipated needs of the state agency and, except when services are needed within the next twenty-four (24) hours (hereinafter referred to as emergency-rush job services), the contractor shall advise the state agency within twenty-four (24) hours after the state agency's contact if the required translation services can be provided by the contractor within the time frame required by the state agency. For emergency-rush job services, the contractor must advise the state agency immediately if the contractor can meet the state agency's needs in regard to translation services. For emergency-rush job services, if the contractor does not contact the state agency within a reasonable time frame (as determined by the state agency on a case by case basis), the contractor shall agree and understand that the state agency shall have the right to contact the next lowest priced contractor to obtain the needed services.

1) An emergency rush job service shall be defined as a timeline requiring translation in excess of 2,000 words in an eight hour day.

b. The contractor must decline to provide the needed translation services if competent translators in the state agency requested language are not available in the time frame required by the state agency. The contractor must notify the state agency within 24 hours of receipt of contact if the contractor can not provide competent translators in the state agency requested language.

c. If required by the state agency, the contractor shall provide resumes with references for translator(s) available for use by the state agency. (The contractor shall not be required to submit more than six (6) such resumes).

d. Based on the reviews of resume information, security clearance information, and/or prior experience with a specific translator, the state agency reserves the right to determine any translator as unacceptable and reject any or all of the translators selected by the contractor as unacceptable. The state agency should provide the contractor with justification for such rejection, however, the decision by the state agency regarding use of such translator shall be final and without recourse.

1.2.2 In the event the lowest priced contractor is unable to provide the required services due to unavailability of a qualified translator, the determination by the state agency of an unacceptable translator, or in the event that the contractor doesn't respond regarding the availability of translators within the required time frame, the state agency shall contact the next lowest priced contractor. If additional contracts exist, the state agency shall continue to use the same criteria until the needs of the state agency are met.

1.2.3 In the event the contractor is unable to perform services on a consistent basis as determined by the State of Missouri, the contractor may be considered to be in breach of contract and subject to appropriate action and/or remedies by the State of Missouri.

1.3 Specific Requirements of Translation Services:

1.3.1 Authorized Personnel - The contractor understands and agrees that by signing the RFP, the contractor certifies the following:

a. The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.

b. If the contractor is found to be in violation of this requirement or the applicable laws of the state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the

right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the state.

- c. The contractor agrees to fully cooperate with any audit or investigation from federal, state or local law enforcement agencies.

1.3.2 The contractor shall provide translation services using translators who comply with the following:

- a. Any assigned translator must be competent in the state agency requested language.
- b. The assigned translator must possess sufficient education, training, and experience to proficiently translate written communication from English to the state agency requested language and/or the state agency requested language to English. The contractor agrees that the demonstrated proficiency of the translator shall be to the sole satisfaction of the state agency and also agrees to replace any translator that does not demonstrate satisfactory proficiency.
 - 1) A single translator shall be used to complete each document to ensure continuity and consistency in terminology, syntax, and style. Translations shall be correct in industry-specific terminology, ethnically sensitive tone, and appropriate marketing dialogue.
- c. If required by the state agency, the translator must be accredited through the American Translator Association.
- d. No translator shall provide services in excess of forty hours per week for an individual state agency unless requested or approved by the state agency.
- e. If required by the state agency, any translator identified for providing translation services shall have a security clearance approved by the state agency prior to providing services for the state agency. The contractor shall request and receive the security clearance information from the State Highway Patrol for each translator. By no later than five (5) calendar days after state agency notification, the contractor shall provide the state agency with a completed Authorization for Release of Information Form (Attachment #1) individually signed by the contractor and the anticipated personnel who shall be providing service.

1.3.3 The contractor shall provide translation services and which shall include the following:

- a. The contractor shall translate documents at the same reading level as the document was provided to the contractor.
- b. The contractor shall translate documents in a format as specified by the state agency. All documents must be provided in written form unless otherwise specified by the state agency.
 - 1) The state agency may request translated documents be formatted in the same manner as the documents submitted for translating.
 - 2) The state agency may request translated documents be formatted and saved on CD-R or disk.
- c. The contractor shall review each document prior to delivery to the state agency to ensure that the document is linguistically accurate and consistent with the formatting and technical specifications of the original English document.
- d. All written translations are subject to review by another written translator or other qualified party (at the state agency's cost) for accuracy. The state agency is not required to provide prior notice to the contractor of the review.
- e. The contractor shall agree and understand that the final judge of the quality of services provided under the contract shall be the state agency.

- 1) If it is determined by the state agency that any completed material(s) are unacceptable, the contractor shall provide replacement material(s) at no additional cost to the state agency in a time frame determined by the state agency.
- 2) The contractor agrees that the accuracy of the translation shall be to the sole satisfaction of the state agency. The contractor shall correct translations as requested by the state agency in order to improve the quality of the document.

1.3.4 In accordance with all applicable laws, regulations, and procedures, the contractor and the translator shall maintain strict confidentiality of all information and records which the contractor or the translator provided by the contractor may come in contact with or be privy to in the course of providing services. The contractor and the translator provided by the contractor shall affirm, in writing, that confidential information shall not be disclosed either during or after the provision of services or following the termination of the translator's employment/association with the contractor.

1.3.5 In the event a conflict and/or problem occurs with any translator(s) provided by the contractor, the state agency should notify the contractor.

1.3.6 Reporting Requirements - By the 10th day of each month, the contractor shall submit a usage report to the Division of Purchasing and Materials Management of the services provided for all of the various using state agencies during the previous month and year-to-date. The contractor must submit the report electronically in an analysis-ready format. Reports in PDF or similar format shall be considered unacceptable. At a minimum the report must contain the information listed below.

1) State Agency Name	2) State Agency's Customer Number, if any
3) Delivery/Service Location	4) Order Date
5) Contract Line Item Number	6) Quantity Provided
7) Item Description	8) Unit Price Charged
9) Purchase Order Number or other order authorization number/identifier	10) Total Price (Unit Price Charged x Quantity)

- b. In addition, the contractor shall submit the usage report to any state agency requesting such report in a frequency requested by such state agency. The contractor shall submit the usage report to the requesting state agency for only those services provided for the specific state agency. The contractor must submit the report electronically, in an analysis-ready format specified by the state agency, such as Microsoft Excel or Access.
- c. The contractor shall develop and provide ad hoc reports as required and requested by the Division of Purchasing and Materials Management or any state agency at no additional cost to the state. The contractor must submit the ad hoc reports electronically in an analysis-ready format specified and approved by the Division of Purchasing and Materials Management or requesting state agency.

1.3.7 Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services required herein.

1.4 Delivery Requirements:

1.4.1 The state agency and the contractor shall establish a mutually agreeable timeframe for return of translated documents to the state agency. The timeframe shall be based on the needs of the state agency. In the event of a dispute over the timeframe the decision of the state agency shall be final and without recourse. If requested and mutually agreed upon, the contractor shall provide emergency-rush job service(s).

1.4.2 The contractor shall deliver the translated documents by the method requested by the state agency and to the address requested by the state agency.

1.5 Invoicing and Payment Requirements:

- 1.5.1 Prior to any payments becoming due per the contract, the contractor must submit or must have already submitted a properly completed State Vendor ACH/EFT Application, since the State of Missouri intends to make contract payments through Electronic Funds Transfer.
- a. If not already submitted, the contractor needs to obtain a copy of the State Vendor ACH/EFT Application and completion instructions from the Internet at:
<http://www.oa.mo.gov/purch/vendorinfo/vendorach.pdf>
 - b. The contractor must submit invoices on the contractor's original descriptive business invoice form and must use a unique invoice number with each invoice submitted. The unique invoice number will be listed on the State of Missouri's EFT addendum record to enable the contractor to properly apply the state agency's payment to the invoice submitted. The contractor may obtain detailed information for payments issued for the past 24 months from the State of Missouri's central accounting system (SAM II) on the Vendor Payment Website at <https://www.vendorpay.oa.mo.gov>.
- 1.5.2 The contractor shall agree that some of the state agencies may utilize other payment systems. Therefore, if required and prior to any payments becoming due, the contractor must submit a properly completed Application for Provider Direct Deposit. The Application for Provider Direct Deposit will be provided by the state agency.
- 1.5.3 Upon completion of the specific translation assignment, the contractor shall invoice the state agency which has received the service. The invoice must state the name(s) of the translator providing service, the language translated, the number of words translated, and if applicable, formatting changes.
- 1.5.4 The contractor shall be paid on a per word basis by the state agency requesting services and for which services have been provided. English shall be used as the base language for calculating the number of words to be translated.
- 1.5.5 In the event the contractor provides services for an emergency rush job as defined in Assignment of Translation Services requirement, the contractor shall be entitled to the emergency price stated on the Pricing Page, in addition to the per word price for service. The emergency price shall be a single total price added for each rush job.
- 1.5.6 The contractor shall be paid for the cost of the CD-R in the event the state agency requests the translated documents be submitted on such.
- 1.5.7 The contractor shall be responsible for any costs related to correcting translations formatted or translated incorrectly. Payment will not be made for translations that are not completed in accordance with the corrections requested by the state agency.
- 1.5.8 The contractor shall be reimbursed for the cost to return the translated documents to the state agency upon proof of cost.
- 1.5.9 Each state agency shall be responsible for the payment of services provided to that state agency.
- 1.5.10 Other than the payments specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever including, but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

1.6 Business Associate Provisions:

- 1.6.1 Health Insurance Portability and Accountability Act of 1996 (HIPAA) – The contractor shall agree and understand that some of the state agencies that may utilize the contractor's services are subject to and must comply with provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all regulations promulgated pursuant to authority granted therein. The contractor constitutes a "Business Associate"

of any such state agency as such term is defined in the Code of Federal Regulations (CFR) at 45 CFR 160.103. Therefore, the term, “contractor” as used in this section shall mean “Business Associate.”

- a. The contractor shall agree and understand that for purposes of the Business Associate Provisions contained herein, terms used but not otherwise defined shall have the same meaning as those terms defined in 45 CFR parts 160 and 164, including, but not limited to the following:
 - 1) “Privacy Rule” shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR part 160 and part 164, subparts A and E.
 - 2) “Security Rule” shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR part 164, subpart C.
 - 3) “Enforcement Rule” shall mean the HIPAA Administrative Simplification: Enforcement; Final Rule at 45 CFR parts 160 and 164.
 - 4) “Individual” shall have the same meaning as the term “individual” in 45 CFR 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR 164.502 (g).
 - 5) “Protected Health Information” as defined in 45 CFR 160.103, shall mean individually identifiable health information:
 - (1) Except as provided in paragraph (2) of this definition, that is: (i) Transmitted by electronic media; or (ii) Maintained in electronic media; or (iii) Transmitted or maintained in any other form or medium.
 - (2) Protected Health Information excludes individually identifiable health information in (i) Education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. 1232g; (ii) Records described at 20 U.S.C. 1232g(a)(4)(B)(iv); and (iii) Employment records held by a covered entity [state agency] in its role as employer.
 - 6) “Electronic Protected Health Information” shall mean information that comes within paragraphs (1)(i) or (1)(ii) of the definition of Protected Health Information as specified above.
 - 7) Access, administrative safeguards, confidentiality, covered entity, data aggregation, designated record set, disclosure, hybrid entity, information system, physical safeguards, required by law, technical safeguards, use and workforce shall have the same meanings as defined in 45 CFR 160.103, 164.103, 164.304, and 164.501 and HIPAA.
- b. The contractor agrees and understands that wherever in this document the term Protected Health Information is used, it shall also be deemed to include Electronic Protected Health Information.
- c. If a state agency utilizing the contractor’s services is subject to and must comply with provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all regulations promulgated pursuant to authority granted therein, the contractor must appropriately safeguard Protected Health Information which the contractor receives from or creates or receives on behalf of such state agency. To provide reasonable assurance of appropriate safeguards, the contractor shall comply with the business associate provisions stated herein.
- d. The state agency and the contractor agree to amend the contract as is necessary for the parties to comply with the requirements of HIPAA and the Privacy Rule, Security Rule, and Enforcement Rule (hereinafter referenced as the regulations promulgated thereunder).

1.6.2 Permitted uses and disclosures of Protected Health Information:

- a. The contractor may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, the state agency as specified in the contract, provided that such use or disclosure would not violate HIPAA and the regulations promulgated thereunder.
- b. The contractor may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR 164.502(j)(1) and shall notify the state agency by no later than ten (10) calendar days after the contractor becomes aware of the disclosure of the Protected Health Information.

- c. If required to properly perform the contract and subject to the terms of the contract, the contractor may use or disclose Protected Health Information if necessary for the proper management and administration of the contractor's business.
- d. If the disclosure is required by law, the contractor may disclose Protected Health Information to carry out the legal responsibilities of the contractor.

1.6.3 Obligations of the contractor:

- a. The contractor shall not use or disclose Protected Health Information other than as permitted or required by the contract or as otherwise required by law.
- b. The contractor shall use appropriate safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by the contract. Such safeguards may include, but shall not be limited to:
 - 1) Workforce training on the appropriate uses and disclosures of Protected Health Information pursuant to the terms of the contract.
 - 2) Policies and procedures implemented by the contractor to prevent inappropriate uses and disclosures of Protected Health Information by its workforce.
 - 3) Any other safeguards necessary to prevent the inappropriate use or disclosure of Protected Health Information.
- c. With respect to Electronic Protected Health Information, the contractor shall implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the Electronic Protected Health Information that contractor creates, receives, maintains or transmits on behalf of the state agency.
- d. The contractor shall require that any agent or subcontractor to whom the contractor provides any Protected Health Information received from, created by, or received by the contractor pursuant to the contract, also agrees to the same restrictions and conditions stated herein that apply to the contractor with respect to such information.
- e. By no later than ten (10) calendar days of receipt of a written request from the state agency, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the state agency, the contractor shall make the contractor's internal practices, books, and records, including policies and procedures and Protected Health Information relating to the use and disclosure of Protected Health Information received from, created by, or received by the contractor on behalf of the state agency available to the state agency and/or to the Secretary of the Department of Health and Human Services or designee for purposes of determining compliance with HIPAA and the regulations promulgated thereunder.
- f. The contractor shall document any disclosures and information related to such disclosures of Protected Health Information as would be required for the state agency to respond to a request by an individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528. By no later than five (5) calendar days of receipt of a written request from the state agency, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the state agency, the contractor shall provide an accounting of disclosures of Protected Health Information regarding an individual to the state agency.
- g. In order to meet the requirements under 45 CFR 164.524 regarding an individual's right of access, the contractor shall, within five (5) calendar days following a state agency request, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the state agency, provide the state agency access to the Protected Health Information in an individual's designated record set. However, if requested by the state agency, the contractor shall provide access to the Protected Health Information in a designated record set directly to the individual for whom such information relates

- h. At the direction of the state agency, the contractor shall promptly make any amendment(s) to Protected Health Information in a designated record set pursuant to 45 CFR 164.526.
- i. The contractor shall report to the state agency's Security Officer any security incident immediately upon becoming aware of such incident and shall take immediate action to stop the continuation of any such incident. For purposes of this paragraph, security incident shall mean the attempted or successful unauthorized access, use, modification or destruction of information or interference with systems operations in an information system. This does not include trivial incidents that occur on a daily basis, such as scans, "pings," or unsuccessful attempts that do not penetrate computer networks or servers or result in interference with system operations. By no later than five (5) days after the contractor becomes aware of such incident, the contractor shall provide the state agency's Security Officer with a description of any remedial action taken to mitigate any harmful effect of such incident and a proposed written plan of action for approval that describes plans for preventing any such future security incidents.
- j. The contractor shall report to the state agency's Privacy Officer any unauthorized use or disclosure of Protected Health Information not permitted or required as stated herein immediately upon becoming aware of such use or disclosure and shall take immediate action to stop the unauthorized use or disclosure. By no later than five (5) calendar days after the contractor becomes aware of such use or disclosure, the contractor shall provide the state agency's Privacy Officer with a written description of any remedial action taken to mitigate any harmful effect of such disclosure and a proposed written plan of action for approval that describes plans for preventing any such future unauthorized uses or disclosures
- k. Notwithstanding any provisions of the Terms and Conditions attached hereto, in order to meet the requirements under HIPAA and the regulations promulgated thereunder, the contractor shall keep and retain adequate, accurate, and complete records of the documentation required under these provisions for a minimum of six (6) years as specified in 45 CFR part 164.

1.6.4 Obligations of the State Agency:

- a. The state agency shall notify the contractor of limitation(s) that may affect the contractor's use or disclosure of Protected Health Information, by providing the contractor with the state agency's notice of privacy practices in accordance with 45 CFR 164.520.
- b. The state agency shall notify the contractor of any changes in, or revocation of, authorization by an Individual to use or disclose Protected Health Information.
- c. The state agency shall notify the contractor of any restriction to the use or disclosure of Protected Health Information that the state agency has agreed to in accordance with 45 CFR 164.522.
- d. The state agency shall not request the contractor to use or disclose Protected Health Information in any manner that would not be permissible under HIPAA and the regulations promulgated thereunder.

1.6.5 Expiration/Termination/Cancellation - Except as provided in the subparagraph below, upon the expiration, termination, or cancellation of the contract for any reason, the contractor shall, at the discretion of the state agency, either return to the state agency or destroy all Protected Health Information received by the contractor from the state agency, or created or received by the contractor on behalf of the state agency, and shall not retain any copies of such Protected Health Information. This provision shall also apply to Protected Health Information that is in the possession of subcontractors or agents of the contractor

- a. In the event the state agency determines that returning or destroying the Protected Health Information is not feasible, the contractor shall extend the protections of the contract to the Protected Health Information for as long as the contractor maintains the Protected Health Information and shall limit the use and disclosure of the Protected Health Information to those purposes that made return or destruction of the information infeasible. If at any time it becomes feasible to return or destroy any such Protected Health Information maintained pursuant to this paragraph, the contractor must notify the state agency and obtain instructions from the state agency for either the return or destruction of the Protected Health Information.

- 1.6.6 Breach of Contract– In the event the contractor is in breach of contract with regard to the business associate provisions included herein, the contractor agrees and understands that in addition to the requirements of the contract related to cancellation of contract, if the state agency determines that cancellation of the contract is not feasible, the State of Missouri may elect not to cancel the contract, but the state agency shall report the contractual breach to the Secretary of the Department of Health and Human Services.
- 1.7 Federal Funds Requirements** - The contractor shall understand and agree that the contract may involve the use of federal funds. Therefore, if federal funds are utilized, the following paragraphs shall apply:
- 1.7.1 Steven’s Amendment – In accordance with the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, Public Law 101-166, Section 511, “Steven's Amendment”, the contractor shall not issue any statements, press releases, and other documents describing projects or programs funded in whole or in part with Federal money unless the prior approval of the state agency is obtained and unless they clearly state the following as provided by the state agency:
- a. The percentage of the total costs of the program or project which will be financed with Federal money;
 - b. The dollar amount of Federal funds for the project or program; and
 - c. The percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.
- 1.7.2 The contractor shall comply with 31 U.S.C. 1352 relating to limitations on use of appropriated funds to influence certain federal contracting and financial transactions. No funds under the contract shall be used to pay the salary or expenses of the contractor, or agent acting for the contractor, to engage in any activity designed to influence legislation or appropriations pending before the United States Congress or Missouri General Assembly. The contractor shall comply with all requirements of 31 U.S.C. 1352 which is incorporated herein as if fully set forth. The contractor shall submit to the state agency, when applicable, Disclosure of Lobbying Activities reporting forms.
- 1.7.3 The contractor shall comply with the requirements of the Single Audit Act Amendments of 1996 (P.L. 104-156) and Circular A-133, including subsequent amendments or revisions, as applicable or 2 CFR 215.26 as it relates to for-profit hospitals and commercial organizations. A copy of any audit report shall be sent to the state agency each contract year if applicable. The contractor shall return to the state agency any funds disallowed in an audit of the contract.
- 1.7.4 The contractor shall comply with the Pro-Children Act of 1994 (20 U.S.C. 6081), which prohibits smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.
- 1.7.5 The contractor shall comply with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations, as applicable.
- 1.7.6 The contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).
- 1.7.7 Non-Discrimination and ADA - The contractor shall comply with all federal and state statutes, regulations and executive orders relating to nondiscrimination and equal employment opportunity. These include but are not limited to:
- a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin (this includes individuals with limited English proficiency) in programs and activities receiving federal financial assistance and Title VII of the Act which prohibits discrimination on the basis of race, color, national origin, sex, or religion in all employment activities;
 - b. Equal Pay Act of 1963 (P.L. 88 -38, as amended, 29 U.S.C. Section 206 (d));
 - c. Title IX of the Education Amendments of 1972, as amended (20 U.S.C 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex;

- d. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) which prohibit discrimination on the basis of disabilities;
- e. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107) which prohibits discrimination on the basis of age;
- f. Equal Employment Opportunity – E.O. 11246, “Equal Employment Opportunity”, as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity”;
- g. Missouri State Regulation, 19 CSR 10-2.010, Civil Rights Requirements;
- h. Missouri Governor’s E.O. #94-03 (excluding article II due to its repeal);
- i. Missouri Governor’s E.O. #05-30; and
- j. The requirements of any other nondiscrimination federal and state statutes, regulations and executive orders which may apply to the services provided via the contract.

PRICING PAGES

Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese

Contract C308090001-Alpha and Omega-

Line Item	Description	Firm Fixed Price
001	Price per word for translating services	\$0.27 <i>Per Word</i>
002	Price per hour for copy editing/proof-reading services	\$60.00 <i>Per Hour</i>
003	Price per hour for document formatting charges	\$60.00 <i>Per Hour</i>
004	Price per CD-R	\$5.00 <i>Per CD</i>
007	Emergency Rush Job Price	\$100.00 <i>Total</i>
Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese		
Other Languages:		Japanese, Portuguese, German, Swedish, Dutch, French

Contract C308090002-Bi-Lingual In-Home Assistant Services-

Line Item	Description	Firm Fixed Price
001	Price per word for translating services	\$0.25 <i>Per Word</i>
002	Price per hour for copy editing/proof-reading services	\$65.00 <i>Per Hour</i>
003	Price per hour for document formatting charges	\$65.00 <i>Per Hour</i>
004	Price per CD-R	\$1.50 <i>Per CD</i>
007	Emergency Rush Job Price	\$250.00 <i>Total</i>
Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese		
Other Languages:		Italian, Hungarian, Romanian, Swedish, French, Kurdish

Contract C308090003-Colombia Electro-

Line Item	Description	Firm Fixed Price
001	Price per word for translating services	\$0.03 <i>Per Word</i>
002	Price per hour for copy editing/proof-reading services	\$40.00 <i>Per Hour</i>
003	Price per hour for document formatting charges	\$40.00 <i>Per Hour</i>
004	Price per CD-R	\$1.00 <i>Per CD</i>
007	Emergency Rush Job Price	\$40.00 <i>Total</i>
Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese		

Contract C308090004-CTS LanguaugeLink-

Line Item	Description	Firm Fixed Price
001	Price per word for translating services	\$0.24 <i>Per Word</i>
002	Price per hour for copy editing/proof-reading services	\$55.00 <i>Per Hour</i>
003	Price per hour for document formatting charges	\$45.00 <i>Per Hour</i>
004	Price per CD-R	\$2.00 <i>Per CD</i>
007	Emergency Rush Job Price	\$100.00 <i>Total</i>
Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese		
Other Languages:	Afrikaans, Albanian, Amharic, Arabic, Armenian, Azerbaijani (Azeri), Belarusian, Bengali, Bhutanese (Dzongkha), Bosnian, Bulgarian, Burmese, Cambodian (Khmer), Catalan, Cebuano, Chamorro, Chinese (Simplified), Chinese (Traditional), Chuukese, Croatian, Czech, Danish, Dari, Dutch, Dzongkha (Bhutanese), Estonian, Farsi (Persian), Filipino (Tagalog), Finnish, Flemish, French (African), French (Candian), French (European), Georgian, German, Greek, Gujarati, Haitian Creole (Creole, French Creole), Hebrew, Hindi, Hmong, Hungarian, Icelandic, Ilocano, Indonesian, Italian, Japanese, Karen, Kazakh, Khmer (Cambodian), Kirundi (Rundi), Korean, Kurdish, Lao (Laotian), Latvian, Lithuanian, Malay, Malayalam, Maltese, Marshallese, Mien, Mongolian, Nepali (Nepalese), Norwegian, Nuer, Oromo, Pashto (Pushto), Persian (Farsi), Polish, Portuguese (Brazilian), Portuguese (European), Punjabi (Panjabi), Romanian, Rundi (Kirundi), Russian, Samoan, Serbian, Serbo-Croatian, Sindhi, Sinhala (Sinhalese), Slovak (Slovakian), Slovenian (Slovene), Somali, Spanish/Castilian (European), Spanish (Latin American), Spanish (Mexican), Swahili (Kiswahili), Swedish, Tagalog (Filipino), Tamil, Thai, Tibetan, Tigrinya, Tongan, Turkish, Ukrainian, Urdu, Uzbek, Vietnamese, Visayan, Welsh, Wolof, Yiddish, Yoruba, Zulu	

Contract C308090005-Geneva Worldwide-

Line Item	Description	Firm Fixed Price
001	Price per word for translating services	\$0.24 <i>Per Word</i>
002	Price per hour for copy editing/proof-reading services	\$65.00 <i>Per Hour</i>
003	Price per hour for document formatting charges	\$65.00 <i>Per Hour</i>
004	Price per CD-R	\$0.00 <i>Per CD</i>
007	Emergency Rush Job Price	\$100.00 <i>Total</i>
Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese		
Other Languages: Aceh (Indonesia), Afghan/Pashto/Pushto, Afrikaans, Akan, Albanian, Amharic (Ethiopia), Arabic, Armenian, Azerbaijani, Bambara, Bangladesh, Bassa, Belarusian, Bemba, Bengali, Bosnian (Serbo Croatian), Bulgarian, Bermese; Myanmasa, Cambodian (Khmer), Cebuano, Chamic, Chinese, Hakka, Chinese, Yue (Cantonese), Chinese (unspecified), Chinese (Mandarin), Chinese, Min Nan (Fukienese or Fujinese), Creole, Croatian, Czech, Danish, Dari, Dinka (Sudan), Dutch, Edo (Ghana), Efik (Nigerian), Eritean, Estonian, Ethiopic (Geez), Ewe, Fanti, Farsi/Persian, Fiji, Finnish, Flemish, French, Fulani, Fuzhou (Chinese), Ga, Gaelic, Georgian, German, Ghan, Gio, Greek, Gujarati (India), Haitian Creole French, Hausa, Hebrew, Hindi, Hmong, Hungarian, Ibo, Icelandic, Igo, Indian, Indonesian, Italian, Jamaican Creole, Japanese, Kalmuck (Mongolian), Kanarese/Kannada, Kazakh, Kibuyu, Kinyarwanda, Kirghiz; krygyz (Kyrgyzstan), Korean, Kpelli, Krahn, Krio, Kurdish, Laothian, Latvian, Liberian English, Lingala, Kithuanian, Luganda, Macedonia, Malawi, Malay, Malayalam, Malinke, Maltese, Mandingo, Mano (Mande), Marathi, Marshallese, Mende, Moldavian, Mongolian, Native American Language, Nepali, Norwegian, Nyanja/Chinyanja, Pakistani, Palau, Panjabi, Eastern, Panjabi, Western, Patois (unspecified), Persian, Phillipine (other), Polish, Portuguese, Punjabi/Panjabi, Romano-Serbian, Romany (Gypsy), Rubasa, Romanian, Russian, Rwanda, Samoan, Serbian, Serbo Croatian, Setswanta, Shona, Sinhalese, Sinhala, Slovak, Sloverian, Somali, Sowrashtra/Saurashtra, Spanish, Sunda, Swahill, Swedish, Swiss German, Tadjhik, Tagalog, Taiwanese (Amoy), Taiwanese (Fukien), Tamil, Telugu, Thai 9Thailand), Tibetan, Tigre, Tigrinya, Tonga, Tongan, Tsonga, Turkish, Turkmen, Twi, Ukrainian, Urdu, Uyghur, Uzbek, Vietnamese, Visayan/Bisayan, Welsh, Wolof, Yiddish, Yoruba, Yugoslavian		

Contract C308090006-International Institute of Metro St. Louis-

Line Item	Description	Firm Fixed Price
001	Price per word for translating services	\$0.27 <i>Per Word</i>
002	Price per hour for copy editing/proof-reading services	\$36.00 <i>Per Hour</i>
003	Price per hour for document formatting charges	\$76.00 <i>Per Hour</i>
004	Price per CD-R	\$5.00 <i>Per CD</i>
007	Emergency Rush Job Price	\$41.00 <i>Total</i>
Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese		
Other Languages:		Albanian, Amharic, Bengali, Bulgarian, Creole, Czech, Danish, Dari, Dutch, Flemish, French, German, Hebrew, Hindi, Hungarian, Indonesian, Italian, Japanese, Malay, Polish, Portuguese, Romanian, Russian, Slovak, Slovenian, Swahili, Tagalog, Turkish, Urdu, and Uzbek. Other languages may also be available.

Contract C308090007-International Language Center-

Line Item	Description	Firm Fixed Price
001	Price per word for translating services	\$0.17 <i>Per Word</i>
002	Price per hour for copy editing/proof-reading services	\$33.00 <i>Per Hour</i>
003	Price per hour for document formatting charges	\$33.00 <i>Per Hour</i>
004	Price per CD-R	\$5.00 <i>Per CD</i>
007	Emergency Rush Job Price	\$33.00 <i>Total</i>
Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese		
Other Languages:		International Language Center translates, proofreads, edits and formats in all foreign languages.

Contract C308090008-Language Services Associates-

Line Item	Description	Firm Fixed Price
001	Price per word for translating services	\$0.22 <i>Per Word</i>
002	Price per hour for copy editing/proof-reading services	\$60.00 <i>Per Hour</i>
003	Price per hour for document formatting charges	\$73.00 <i>Per Hour</i>
004	Price per CD-R	\$0.00 <i>Per CD</i>
007	Emergency Rush Job Price	\$0.00 <i>Total</i>
Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese		

Contract C308090009-Language Translation Services-

Line Item	Description	Firm Fixed Price
001	Price per word for translating services	\$0.16 <i>Per Word</i>
002	Price per hour for copy editing/proof-reading services	\$45.00 <i>Per Hour</i>
003	Price per hour for document formatting charges	\$45.00 <i>Per Hour</i>
004	Price per CD-R	\$.22 <i>Per CD</i>
007	Emergency Rush Job Price	\$50.00 <i>Total</i>
Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese		
Other Languages:	Acehness, Adarigna, Afarigna, Afrikaans, Albanian, Amharic, Aramaic, Armenian, Assamese, Azeri, Bahasa, Malaysia, Bahasa Indonesia, Balinese, Bassa, Baluchi, Bangla, Belarussian, Bengali, Bumese, Bulgarian, Cambodian, Cantonese, Catalan, Castilian, Ciluba, Creole-French, Creole-Haitian, Croatian, Czech, Danish, Dari, Dinka, Dutch, Dzhongan, Ebra, English, Estonian, Fijian, Finnish, Flemish, Fulani, Galician, Georgian, German, Greek, Greenlandic, Gujarati, Guragigna, Hadiya, Hakka, Hausa, Hebrew, Hindi, Hungarian, Icelandic, Igbo, Irish, Indonesian, IsiSepedi, Italian, Japanese, Kambatic, Kazakh, Khmer, Kikuyu, Kiswali, Kulo- Konta, Kurdish, Kyrgyz, Laotian, Latin, Latvian, Lingala, Lithuanian, Macedonian, Maithili, Malagasy, Malay, Malayalam, Maltese, Marathi, Mien, Mongolian, Nepalese, Northern Sotho, Norwegian, Neuer, Oriya, Oromo, Pashto, Persian, Polish, Portuguese, Punjabi, Romanian, Sanskrit, Serbian, Sesotho, Setswana, Shona, Sidama, Siswati, Slovak, Slovenian, Southern Sotho, Swahili, Swazi, Swedish, Tagalog, Tanik, Tambarisa, Tamil, Tatar, Telegue, Thai, Tibetan, Tigrigna, Tsonga, Tswanta, Turkish, Turkmen, Twi, Urdu, Uzbek, Wolaytota, Xhosa, Xitsonga, Yiddish, Yoruba, Zulu.	

Contract C308090010-Lazar and Associates-

Line Item	Description	Firm Fixed Price
001	Price per word for translating services	\$0.215 <i>Per Word</i>
002	Price per hour for copy editing/proof-reading services	\$40.00 <i>Per Hour</i>
003	Price per hour for document formatting charges	\$50.00 <i>Per Hour</i>
004	Price per CD-R	\$2.00 <i>Per CD</i>
007	Emergency Rush Job Price	\$148.00 <i>Total</i>
Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese		

Contract C308090011-LIS Translations-

Line Item	Description	Firm Fixed Price
001	Price per word for translating services	\$0.23 <i>Per Word</i>
002	Price per hour for copy editing/proof-reading services	\$33.00 <i>Per Hour</i>
003	Price per hour for document formatting charges	\$55.00 <i>Per Hour</i>
004	Price per CD-R	\$0.00 <i>Per CD</i>
007	Emergency Rush Job Price	\$100.00 <i>Total</i>
Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese		
Other Languages:	Afrikaans, Albanian, American Sign Language, Amharic, Arabic, Armenian, Bambara, Belorussian, Bengali, Bosnian, Bulgarian, Cambodian, Chinese, Czech, Danish, Dari, Dutch, Farsi, Finnish, Flemish, Fuzhou, French Creole, French, Gulani, Ga, Georgian, German, Greek, Gujarati, Hausa, Hebrew, Hindi, Hmong, Hungarian, Ibo, Ido, Indonesian, Italian (all dialects) Japanese, Korean, Laotian, Latvian, Lithuanian, Macedonian, Malayalam, Mandingo, Mongolian, Nepali, Norwegian, Pashto, Polish, Portuguese, Russian, Serbo-Croatian, Slovak, Spanish, Swahili, Swedish, Tagalog, Tamil, Telugu, Thai, Toisanese, Turkish, Twi, Ukrainian, Urdu, Vietnamese, Welsh, Wolof, Yiddish, Yoruba	

Contract C308090014-Masterword Services-

Line Item	Description	Firm Fixed Price
001	Price per word for translating services	\$0.26 <i>Per Word</i>
002	Price per hour for copy editing/proof-reading services	\$50.00 <i>Per Hour</i>
003	Price per hour for document formatting charges	\$60.00 <i>Per Hour</i>
004	Price per CD-R	\$0.00 <i>Per CD</i>
007	Emergency Rush Job Price	\$75.00 <i>Total</i>
Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese		
Other Languages: Albanian, Amharic (Ethiopia), Anuak, Armenian, Awngi (Ethiopia), Azeri, Behdini, Bengali, Bulgarian, Burmese, Catalan, Croatian, Czech, Danish, Dinka (Sudanese), Dutch, Estonian, Finnish, French, French Canadian, German, Greek, Gujarati, Hebrew, Hindi, Hungarian, Igbo (Nigeria), Indonesian, Italian, Japanese, Kazakh, Khmer (Cambodia), Krio (Sierra Leone), Kurdish, Latin, Latvian, Laotian, Lithuanian, Macadonian, Malay, Mandingo (Liberia), Marathi, Marshallese, Mongolian, Nepali, Norwegian, Panjabi (India), Pidgin (Nigeria), Polish, Portuguese Brazilian, Portuguese European, Romanian, Serbian, Slovak, Swahili, Swedish, Tagalog, Tami (Indian), Telugu, Thai, Tigrinya (Eritrean), Turkish, Urdu.		

Contract C308090015-Montoro & Associates Editorial Services-

Line Item	Description	Firm Fixed Price
001	Price per word for translating services	\$0.27 <i>Per Word</i>
002	Price per hour for copy editing/proof-reading services	\$35.00 <i>Per Hour</i>
003	Price per hour for document formatting charges	\$53.00 <i>Per Hour</i>
004	Price per CD-R	\$5.00 <i>Per CD</i>
007	Emergency Rush Job Price	\$90.00 <i>Total</i>
Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese		
Other Languages: German, French, Italian, Portuguese (Brazilian and Continental), Hungarian, Punjabi, Urdu, Hindi		

Contract C308090016-New Global-

Line Item	Description	Firm Fixed Price
001	Price per word for translating services	\$0.17 <i>Per Word</i>
002	Price per hour for copy editing/proof-reading services	\$50.00 <i>Per Hour</i>
003	Price per hour for document formatting charges	\$50.00 <i>Per Hour</i>
004	Price per CD-R	\$1.00 <i>Per CD</i>
007	Emergency Rush Job Price	\$120.00 <i>Total</i>
Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese		
Other Languages:		Western Europe & Latin America: English, French (Canada), French (Europe), German, Italian, Portuguese (Europe), Portuguese (Brazil) Other Languages: Haitian Creole, Hindi, Japanese, Punjabi, Tagalog

Contract C308090017-Northwest Interpreters-

Line Item	Description	Firm Fixed Price
001	Price per word for translating services	\$0.25 <i>Per Word</i>
002	Price per hour for copy editing/proof-reading services	\$65.00 <i>Per Hour</i>
003	Price per hour for document formatting charges	\$65.00 <i>Per Hour</i>
004	Price per CD-R	\$0.00 <i>Per CD</i>
007	Emergency Rush Job Price	\$150.00 <i>Total</i>
Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese		
Other Languages:		All Other Languages.

Contract C308090018-Richard Schneider Enterprises-

Line Item	Description	Firm Fixed Price
001	Price per word for translating services	\$0.23 <i>Per Word</i>
002	Price per hour for copy editing/proof-reading services	\$65.00 <i>Per Hour</i>
003	Price per hour for document formatting charges	\$65.00 <i>Per Hour</i>
004	Price per CD-R	\$25.00 <i>Per CD</i>
007	Emergency Rush Job Price	\$250.00 <i>Total</i>
Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese		

Contract C308090019-All World Languages & Cultures-

Line Item	Description	Firm Fixed Price
001	Price per word for translating services	\$0.18 <i>Per Word</i>
002	Price per hour for copy editing/proof-reading services	\$35.00 <i>Per Hour</i>
003	Price per hour for document formatting charges	\$25.00 <i>Per Hour</i>
004	Price per CD-R	\$2.00 <i>Per CD</i>
007	Emergency Rush Job Price	\$280.00 <i>Total</i>
Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese		
Other Languages:	Cambodian, Croatian, Czech, Danish, Dari, Dutch, English, Finish, French, German, Greek, Gujarati, Hindi, Hungarian, Italian, Japanese, Laotian, Latvian, Lithuanian, Pashto, Polish, Portuguese, Punjabi, Romanian, Serbian, Slovak, Slovenian, Swahili, Tagalog, Telugu, Turkish, Urdu	

Contract C308090020-US Translation Company-

Line Item	Description	Firm Fixed Price
001	Price per word for translating services	\$0.26 Per Word
002	Price per hour for copy editing/proof-reading services	\$55.00 Per Hour
003	Price per hour for document formatting charges	\$55.00 Per Hour
004	Price per CD-R	\$1.00 Per CD
007	Emergency Rush Job Price	\$97.50 Total
Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese		
Other Languages:	Czech, French, German, Hungarian, Italian, Portuguese, Romanian, Serbo-Croatian, Slovak Slovenian, Albanian, Dutch, Georgian, Irish, Lithuanian, Norwegian, Swedish, Bulgarian, Danish, Estonian, Latvian, Macedonian, Polish, Moldavian, Japanese, Cambodian, Thai, Armenian, Finnish, Greek, Hebrew, Hindi, Turkish, Thai, Malay, Finnish, Greek, Hebrew, Hindi, Afrikaans, Assyrian, Cambodian, Icelandic, Indonesian, Kashmiri, Laotian, Mongolian, Nepali, Nigerian, Oromo, Punjabi, Rajasthani, Samoan, Sindhi, Swazi, Swahili, Tagalog, Tajik, Tamil, Tibetan, Tongan, Trukese, Twi, Urdu, Uzbek.	

Contract C308090021-Via Language -

Line Item	Description	Firm Fixed Price
001	Price per word for translating services	\$0.24 Per Word
002	Price per hour for copy editing/proof-reading services	\$65.00 Per Hour
003	Price per hour for document formatting charges	\$65.00 Per Hour
004	Price per CD-R	\$5.00 Per CD
007	Emergency Rush Job Price	\$200.00 Total
Mandatory Language(s): Arabic, Bosnian, Chinese, Farsi, Hmong, Korean, Russian, Somali, Spanish, Ukrainian, and Vietnamese		
Other Languages:	Afrikaans, Albanian, Amharic, Armenian, Bengali, Bulgarian, Catalan, Chinese (Simplified), Chinese (Traditional), Croatian, Czech, Danish, Dutch, English for United Kingdom, English for United States, Estonian, Finnish, French for Canada, French for France, German, Greek, Gujarati, Hebrew, Hindi, Hungarian, Icelandic, Italian, Japanese, Latvian, Lithuanian, Malay, Norwegian, Polish, Portuguese for Brazil, Portuguese for Portugal, Punjabi, Romanian, Serbian, Slovak, Slovenian, Spanish for Latin American, Spanish for Spain, Swedish, Tagalog, Thai, Turkish, Urdu, Welsh, Zulu.	

ATTACHMENT #1

SECURITY CLEARANCE AUTHORIZATION

NAME: _____ DATE: _____
(PLEASE PRINT)

ADDRESS: _____

SOCIAL SECURITY NUMBER: _____

RACE: _____ MARITAL STATUS: _____

DATE OF BIRTH: _____

I hereby authorize and request release to the State of Missouri, _____ personnel, any and all records and information including, but not limited to, originals or copies of any records, documents, reports, and criminal history records.

I understand that the State of Missouri, _____ personnel, will conduct a background investigation before rendering a decision regarding my eligibility for employment and that this authorization is a part of that investigation.

I voluntarily agree to cooperate in such investigation and release from all liability or responsibility the State of Missouri _____ and all other persons, firms, corporations and institutions supply the above requested information.

SIGNATURE

SUPERVISOR'S SIGNATURE