

Purchase Order for Court Interpreter Services: Rate and Information Sheet

1.0 Terms and Conditions

The terms below, along with the standard terms and conditions set forth in the Purchase Order Terms and Conditions available at http://www.uscourts.gov/interpretprog/interp_prog.html (incorporated by reference) constitute the Purchase Order for contract court interpreter services in the language for the period 10/1/2014, through 9/30/2015, between the court identified above and the interpreter, [Click here to enter text.](#) (name of interpreter).

2.0 Interpreter Classification Level

This interpreter's documented classification level in the National Court Interpreter Database for the language indicated is [check only one of the following]:

- Federally Certified Court Interpreter
- Professionally Qualified
- Language Skilled

3.0 Rates for Interpreting Services (see 2.0 in the Purchase Order Terms and Conditions)

The following rates shall be paid for the interpreting services rendered by the named interpreter, in accordance with the AO-established fee schedule for the interpreter's classification level and the terms of service defined in the purchase order. Current fees for contract interpreters are available at <http://www.uscourts.gov/interpretprog/rates.html>.

Full-Day Rate: \$ [Click here to enter text.](#)

Half-Day Rate: \$ [Click here to enter text.](#)

Overtime Rate: \$ [Click here to enter text.](#) per hour

4.0 Payment for Services (see section 7.1 in the Purchase Order Terms and Conditions)

Invoices and necessary receipts shall be submitted to:

Clerk of Court, U.S. District Court for the Northern of Texas

Attn: Pam Knudsen, Ordering Officer

Address: 1100 Commerce St. Rm 1452 Dallas, TX 75242

5.0 Contracting Officer

Inquiries concerning the Terms and Conditions of this Purchase Order should be

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addressed to the contracting officer:

Contracting Officer: Rick Garcia

Contact information: 214-753-2213

Email: Rick_Garcia@txnd.uscourts.gov

6.0 Travel Expenses (see 7.5 in the Purchase Order Terms and Conditions)

The contract court interpreter agrees to perform interpreting services at the following court location(s):

US District Court: 1100 Commerce St. Rm 1452 Dallas, TX 75242, 205 E Fifth St. Rm 133, Amarillo, TX 79102-1559, 341 Pine Street Rm 2008 Abilene, TX 79601-5928, 501 W 10th St. Rm 310, Fort Worth, TX 76102-3673, 1205 Texas Ave Rm 209 Lubbock, TX 79401-4091, 33 East Twohig St. Room 202, San Angelo, TX 76903-6451, 1000 Lamar St., Room 203, Wichita Falls, TX 76301-3431

The contract court interpreter's place of residence is:

[Click here to enter text.](#)

Travel expenses (mileage, parking) will not be paid if the court interpreter's residence is less than 30 miles from the court location. The AO-established fee schedule covers travel expenses for local travel.

If any individual assignment under this Purchase Order authorizes travel, travel expenses for travel beyond the local commuting distance or for travel between court facilities will be reimbursed by the court in accordance with Section 7.5, Travel Expenses, and the Judiciary Staff Travel Regulations. Travel using the interpreter's personal vehicle, if authorized, will be reimbursed at the established GSA mileage rate in effect at the time of service. Current mileage rates are available at: <http://www.gsa.gov/mileagerate>.

Reimbursement for itemized subsistence expenses may be authorized up to the appropriate per diem amount posted at: <http://www.gsa.gov/perdiem>.

7.0 National Court Interpreters Database and FBI Background Checks

The interpreter whose name and signature appear below understands that his/her name, Social Security number (or Taxpayer Identification number), documented classification level, address and contact numbers will be listed in the National Court Interpreter Database (NCID), a database internal to the federal judiciary that may be accessed by other federal courts. The interpreter also understands that a mandatory FBI fingerprint check will be conducted every two years and may be considered by courts in determining

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the interpreter's suitability to work as a contractor.

8.0 Clauses Required by Volume 14 of the Guide to Judiciary Policy

Clause B-5, Clauses Incorporated by Reference (SEP 2010) - This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>.

Clause	Title	Date
3-3	Provisions, Clauses, Terms and Conditions - Small Purchases	JUN 2014
5-5	Non-Disclosure (Professional Services)	JAN 2003
5-20	Records Ownership	JAN 2003
7-15	Observance of Regulations/Standards of Conduct	JAN 2003
7-45	Travel	APR 2013

9.0 Applicable Policies

9.1 Judiciary Staff Travel Regulations are available at

<http://www.uscourts.gov/RulesAndPolicies/TravelRegulations.aspx>)

9.2 Standards for Performance and Professional Responsibility for Contract Court Interpreters in the Federal Courts (available at

http://www.uscourts.gov/uscourts/FederalCourts/Interpreter/Standards_for_Performance.pdf)

10.0 Attachments

This purchase order is subject to the following attachments:

Attachment A: Indicates the date, time, location, address, whether travel is authorized for the interpreting assignment, and also the authorized method of travel.

Interpreter's Signature and Date

Click here to enter text.

Typed Name

Click here to enter text.

Phone

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Click here to enter text.

Alternate Phone

Click here to enter text.

Email Address

Click here to enter text.

SSN or TIN

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Attachment A

Assignment: Various Multiple

Date(s): 10/1/2014 through 9/30/2015

Time: Various

Location: U.S. District Court for the Northern of Texas

Address: [Click here to enter text.](#)

Authorized Method of Travel: Automobile unless over 30 miles away and authorized in writing