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PROFESSIONAL SERVICE STATEMENT OF WORK PROPOSAL	Administrative Office of the Courts Trenton, New Jersey 08625	PP-1 No.	FISCAL YEAR:
CONTRACTOR NAME and ADDRESS:	CONTRACTOR AGENT:		
	CONTRACTOR PHONE NO:	CONTRACTOR FEDERAL ID NUMBER:	
JUDICIARY CONTACT NAME: Brenda Carrasquillo	JUDICIARY CONTACT PHONE: 609-941-5024	COST CENTER: Y363	OBJECT CODE:

I. SPECIFIC SERVICE REQUIREMENTS

The CONTRACTOR Shall:

See attached

II. FEE SCHEDULE

The CONTRACTOR shall provide pricing in accordance with Services defined in Section 1.

See attached

In no event shall full compensation requested to be performed under this PROPOSAL exceed $ _____

III. TERMS AND CONDITIONS

1. This Proposal does not allow services to be performed prior to or without the execution of a valid State of NJ Agency Purchase Order.
2. Awards resulting in the acceptance of this proposal shall be governed by the State of New Jersey Standard Terms & Conditions. A copy will be made available upon request.
3. Payments will be made in accordance with the Fee Schedule for the Term of the Proposal.
4. If at any time the Contractor fails to comply with the terms of the agreement, the State of NJ reserves the right to suspend and/or terminate services.

SERVICES EFFECTIVE DATE:	SERVICES TERMINATION DATE:	FOR PURCHASING USE ONLY:	
CONTRACTOR'S NAME (Please Print):		CONTRACTOR'S SIGNATURE:	DATE SIGNED:
JUDICIARY PROJECT MANAGER NAME (Please Print): Brenda Carrasquillo		JUDICIARY PROJECT MANAGER SIGNATURE:	DATE SIGNED:
PURCHASE & PROPERTY REVIEWER'S NAME (Please Print):		P & P REVIEWER'S SIGNATURE:	DATE SIGNED:

I. Specific Services Requirements

A. Definition

An “agency” is a private, for-profit or not-for-profit company that delivers interpreting services. For purposes of this document, an agency consists of at least one principlal who receives requests for interpreting services and assigns them to interpreters who are affiliated with the agency. An individual may not register as an agency when that individual is the only person in the company who provides interpreting services.

B. Usage of Agency Services

The Judiciary gives preference for interpreting assignments to its staff interpreters and its cadre of registered contract interpreters. Agencies are called only if no Judiciary staff or a registered court interpreter for the language needed is available.

C. Agency Video Remote Interpreting Services for Sign Languages

Agencies that provide video remote interpreting for sign language must use only those interpreters who meet the requirements mandated by law (*N.J.S.A.* 34:1-69.8.d.), namely certification by the Registry of Interpreters for the Deaf (RID). Additionally, the agency must provide only sign language interpreters that have the legal certification (SC:L) or are RID certified and have a minimum of 60 hours of legal training.

D. Minimum Technical Requirements

- Microsoft .Net Framework Version 4.0
- Mac Operating system: Yosemite (10.10), Mountain Lion (10.8), Mavericks (10.9)
- Core2 Quad, Intel i3, i5 or i7 equivalent CPU
- Video card with 512 MB video RAM (embedded video cards are not recommended)
- 4 GB of RAM
- 100 MB of available HDD space
- 100 MBit NIC or higher
- High speed broadband Internet access, hardwired (at least 5 Mbps upstream and 5 Mbps downstream)
  - Speed Test sites
- No Flash required: http://openspeedtest.com/
- Flash required: http://www.speedtest.net/
- Firewall Ports open
  - Inbound TCP: 1720, 1719, 5060, 3230 – 3243
  - Inbound UDP: 3230 – 3285
  - Outbound TCP: ANY
  - Outbound TCP: ANY

II. Fee Schedule

A. Local Agreements and Payment Process

In response to a request for proposal, the agency must provide a written price quote for all services to be provided to a particular court (vicinage). This information must be submitted to the Vicinage Coordinator of Interpreting Services (VCIS) or designee. All price quotes and invoices must include a single, all-inclusive rate without specific elements being set forth (e.g., mileage, tolls, etc.).

The VCIS or designee may negotiate specific terms with the agency. Any agreed upon terms must be memorialized and acknowledged by both parties in writing in a local agreement. Each local agreement must include procedures late arrival and for cancellation of services including those due to emergency closings.

If an interpreter provided by an agency is unable to perform the duties of a court interpreter as set forth in this document, the Judiciary is not liable to pay for those services and the local agreement is null and void.

III. Terms and Conditions

A. Agency Registration Requirements

The Judiciary may use only those agencies included in the Judiciary's *Registry of Interpreting Resources (Registry)*. The only exception occurs when an interpreting need cannot be met by any of the resources in the *Registry*. An agency may be included in the *Registry* when the following conditions are met:

1. The agency is **Registered as a business with the Division of Revenue and the Division of Purchase and Property via NJSTART.**. The agency must register with the Division of Revenue, NJ START, and the Judiciary under the same tax identification number. If the agency is owned by a person who is a registered interpreter, the agency registration must be under an Employer Identification Number, not a Social Security Number.
2. The owner or chief executive officer of the agency successfully completes the Judiciary Orientation Seminar for Prospective Court Interpreters. Date information is available on the website at http://www.judiciary.state.nj.us/interpreters/semschd.pdf
3. The agency completes and submits the Agency Registration form, the Professional Service Statement of Work Proposal for Agencies providing Video Remote Interpreting Services for Sign Languages, and responses to the questions posted on the Registering a Video Remote interpreting Agency for Sign language webpage to Language Services Section, Administrative Office of the Courts, P.O. Box 988, Trenton, NJ 08625-0988.

B. Registration Confirmation and Renewal

The agency receives confirmation from the Judiciary when it has been added to the *Registry*. The agency may then seek to establish a working relationship with the preferred vicinage(s).

The agency is required to renew its registration as requested by the Judiciary to remain in the *Registry* and continue providing interpreting services. The Judiciary will initiate the renewal process by issuing an updated PSSW to the agency at least 60 days prior to renewal date. An authorized representative of the agency must sign and return the required documents to the Judiciary within 30 days of the renewal date, confirming the renewal or indicating its intention not to renew. If no response to the updated PSSW is received from the agency in a timely manner, the Judiciary will remove the agency from the *Registry*.

C. Substitution for Agency Owner/Interpreter

An agency owner who is also a registered court interpreter with the Judiciary (included in the *Registry*) may accept court interpreting assignments only as a contract interpreter—not an agency affiliated interpreter. An owner/interpreter must also comply with the following criteria.

1. Except as clarified below, an owner/interpreter who has accepted a court interpreting assignment as a contract interpreter **may arrange for a substitute** to deliver agreed upon services so long as the following provisions are completed:
   a) The proposed substitute interpreter is a registered interpreter with the Judiciary at an equal or higher classification level; and
   b) The VCIS agrees to the substitution.

2. The substitute interpreter will be compensated as a registered interpreter at the appropriate rate per the Professional Services Statement of Work (PSSW) Proposal signed by that interpreter – not as an interpreter sent by an agency.

3. In no case will either an Agency owner or an Agency interpreter be paid for a substitution not authorized by these terms and conditions.

D. Acceptance/Termination

The signature of an authorized representative of the agency on this PSSW Proposal will attest to the agency's acceptance of all terms and conditions in this document. The PSSW may be terminated by either party at any time upon written notice. The Judiciary will be required to reimburse the agency only for services that have been completed prior to the termination date.