

TRANSLATION / INTERPRETATION AGREEMENT

This Agreement is made effective as of July 1st, 2017 by and between Central Unified School District (hereinafter "Company") and ORCHID INTERPRETING, INC. (hereinafter "TRANSLATOR"). Company and TRANSLATOR are sometimes referred to in this Agreement as a "Party" or, collectively, as "the Parties."

Therefore, the Parties agree as follows:

1. **DESCRIPTION OF SERVICES.** Upon request by COMPANY, TRANSLATOR will provide interpreting and translation services (hereafter referred to as "SERVICES") at requested location as appropriate to meet the communication needs between COMPANY's clients and their providers. SERVICES will be provided for languages listed on Exhibit 1.
2. **PERFORMANCE OF SERVICES.** The extent of SERVICES to be performed shall be as follows:
 - A. Interpreting SERVICES will be provided onsite or by phone on an as-needed basis.
 - B. Translation SERVICES will be provided on an as-needed basis.
 - C. SERVICES will be available Monday through Friday from 8:00 A.M. to 5:00 P.M. Pacific Standard Time.
 - D. After hours, weekends and holiday services will be charged a premium of 50% above the base rate. Please refer to Exhibit 1 for a list of services and languages. For the purpose of this contract, after hours assignments begin after 5:00 p.m. or before 8:00 a.m. Monday through Friday; weekends begin after 5:00 p.m. on Friday and ends at 8:00 a.m. on Monday; holidays as noted is listed in Exhibit 2.
 - E. Services for rare languages will be charged a premium of 50% above the base rate. Please refer to Exhibit 1 for languages falling under "rare language" status and its travel time.
3. **PAYMENT.** COMPANY shall pay TRANSLATOR for SERVICES consistent with the rates identified in Exhibit, 3 attached hereto and incorporated herein by this reference. TRANSLATOR shall be guaranteed Two (2) hours compensation for each onsite response to a service call. Travel will be assessed at the rates identified in Exhibit 3 for the total time traveled to and from the location of the assignment. Portions of the hour ten (10) minutes over and above will incur a full hourly charge. A 50% surcharge above the base rate is assessed for assignments rendered after the normal office hours of 8:00 a.m. to 5:00 p.m. – Monday through Friday, on weekends, and on all holidays listed in Exhibit 2 and for travel time and rare languages listed in Exhibit 1. Compensation terms between TRANSLATOR and COMPANY shall remain in strict confidence between TRANSLATOR and COMPANY. TRANSLATOR shall submit an invoice monthly for all SERVICES completed. Payment shall be made twenty (20) business days following the receipt of invoice at the Accounts Payable office located at 4605 N. Polk, Fresno, CA 93722. A late fee of fifty (\$50.00) dollars and two (2) percent interest rate will be applied each month to all past due invoices. Annual cost not to exceed: \$ 85,000.00.
4. **TERM/TERMINATION.** This Agreement, once executed, shall be effective for a period of two (2) years and shall renew thereafter on the anniversary date. TRANSLATOR or COMPANY may terminate this Agreement with or without cause with ninety (90) days written notice by either party to the other at any time during this Agreement.
5. **RELATIONSHIP OF PARTIES.** In performing the work under this Agreement, TRANSLATOR will at all times be acting and performing as an independent contractor and not as an officer, agent, servant or employee of COMPANY or otherwise as joint venturer, partner or associate of COMPANY. COMPANY shall not control the manner or method by which the work hereunder is done, it being COMPANY's sole interest that TRANSLATOR complies with the terms of this Agreement and with all applicable laws and regulations. Neither TRANSLATOR nor any of its employees or contractors shall have any right to salary, employment benefits or employment rights available to COMPANY employees. TRANSLATOR shall be solely responsible for, and shall hold COMPANY harmless and indemnify COMPANY for, all matters relating to compliance with all laws and regulations governing payment of income-tax, self-employment tax, withholding, and social security.

6. **ASSIGNMENT.** TRANSLATOR's obligations under this Agreement may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of COMPANY.
7. **CONFIDENTIALITY.** COMPANY recognizes that TRANSLATOR will have access to client information. In consideration for the disclosure of client information, TRANSLATOR agrees that it will not at any time or in any manner, either directly or indirectly, use any information for TRANSLATOR's own benefit, or divulge, disclose, or communicate in any manner any client information to any third party without the prior written consent of COMPANY or the client. TRANSLATOR will protect all client information and treat it as strictly confidential. A violation of this paragraph shall be a material violation of this Agreement.
8. **NON-SOLICITATION.** COMPANY shall make all requests for SERVICES solely through TRANSLATOR. COMPANY agrees not to disclose, discuss, negotiate, or inform TRANSLATOR'S subcontractors, employees, partners, or business associates information regarding TRANSLATOR's fees, invoicing, billing, contractual obligations and/or methods employed by TRANSLATOR in the delivery of SERVICES to COMPANY. COMPANY shall not contact TRANSLATOR'S subcontractors directly or indirectly for any purpose, including solicitation of employment. COMPANY shall not inquire of subcontractor's compensation rates either through the subcontractor or any of TRANSLATOR's employees. COMPANY shall not hire any subcontractors, employees, partners, or business associates whom COMPANY came to know as a result of doing business with TRANSLATOR for a period of two (2) years following that person's separation from TRANSLATOR or COMPANY or for a period of two (2) years following the termination of this contract. Should COMPANY hire any such subcontractors, employees, partners, or business associates whom COMPANY came to know as a result of doing business with TRANSLATOR, COMPANY agrees to compensate TRANSLATOR the greater of ten thousand dollars (\$10,000) or ten (10) percent of the employee's first year salary with COMPANY.
9. **UNAUTHORIZED DISCLOSURE OF INFORMATION.** If it appears that one party has disclosed (or has threatened to disclose) pertinent information in violation of this Agreement, the injured party shall be entitled to an injunction to restrain the offending party from disclosing, in whole or in part, such Information, or from providing any SERVICES to any party to whom such information has been disclosed or may be disclosed. The injured party shall not be prohibited by this provision from pursuing other remedies, including a claim for losses and damages.
10. **CONFIDENTIALITY AFTER TERMINATION.** The confidentiality provisions of this Agreement shall remain in full force and effect after the termination of this Agreement.
11. **RETURN OF RECORDS.** Upon termination of this Agreement, all records, notes, data, memoranda, models, and equipment of any nature that are in the party's possession or under the party's control and that are related to the other party's business shall be returned the other party.
12. **NOTICES.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:
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| <u>IF for COMPANY:</u>
Central Unified School District
4605 N. Polk Ave.
Fresno, CA 93722
Ms. Cindy Veith | <u>IF for TRANSLATOR:</u>
Orchid Interpreting, Inc.
Mrs. Lina Shelly
1602 E. Divisadero Street
Fresno, CA 93721 |
|---|---|
- Such address may be changed from time to time by either party by providing written notice to the other in the manner set forth above.
13. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.
14. **AMENDMENT.** This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

- 15. SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
- 16. WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
- 17. COMPLIANCE WITH LAWS.** TRANSLATOR shall comply, on behalf of COMPANY, with all applicable federal, state, and local laws, rules and regulations.
- 18. APPLICABLE LAW.** This Agreement shall be governed by the laws of the State of California.
- 19. INDEMNIFICATION.** COMPANY shall defend, indemnify and hold TRANSLATOR, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of COMPANY, its officers, employees, or agents.
- TRANSLATOR shall defend, indemnify and hold COMPANY, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or TRANSLATOR, its officers, employees, or agents.
- 20. INSURANCE.** While providing SERVICES during the term of this Agreement TRANSLATOR shall maintain adequate general liability insurance, worker's compensation insurance (as may be required by the California Labor Code), and errors and omissions insurance. TRANSLATOR shall provide evidence of insurance on the foregoing policies at the request of the COMPANY.
- 21. COUNTERPARTS: SIGNATURES VIA FACSIMILE TRANSMITTAL: PHOTOCOPIES.** This Agreement may be executed in counterparts. Any signature of this Agreement received via facsimile transmittal shall be deemed as valid as an original signature. Photocopies of this Agreement shall be deemed as valid as the original(s).
- 26. PROFESSIONAL RESPONSIBILITY:** To the extent permitted by law, COMPANY retains professional and administrative responsibility for SERVICES.
- 27. PERFORMANCE:** TRANSLATOR agrees to perform SERVICES in compliance with all applicable governmental laws and regulations and in accordance with all applicable standards and recommendations of COMPANY's profession and the Joint Commission on Accreditation of Health Care Organizations.

The Parties with requisite legal authority have executed this agreement as set forth herein:

COMPANY:	ORCHID INTERPRETING, INC.
Signature: _____	Signature: _____
Print Name: _____	Print Name: <u>Lina Shelly</u>
Date: _____	Date: <u>07/01/2017</u>

EXHIBIT 1

AVAILABLE LANGUAGES

Language	Rare Language Status	Available for On-Site	Available for Over-the-Phone	Available for After/Hours	Available for Translation
1. Amharic	Yes				Yes
2. Arabic	Yes	Yes	Yes	Yes	Yes
3. Armenian	Yes	Yes	Yes	Yes	Yes
4. Basque	Yes				Yes
5. Bengali	Yes				Yes
6. Brazilian-Portuguese	Yes	Yes	Yes	Yes	Yes
7. Burmese	Yes				Yes
8. Cambodian		Yes	Yes	Yes	Yes
9. Cantonese		Yes	Yes	Yes	Yes
10. Chinese		Yes	Yes	Yes	Yes
11. Dutch	Yes				Yes
12. Ethiopian	Yes	Yes	Yes		Yes
13. Farsi	Yes		Yes		Yes
14. Filipino	Yes	Yes	Yes	Yes	Yes
15. French	Yes		Yes	Yes	Yes
16. German	Yes		Yes	Yes	Yes
17. Greek	Yes		Yes		Yes
18. Gujarati	Yes		Yes		Yes
19. Haryanavi	Yes	Yes			Yes
20. Hindi	Yes	Yes	Yes	Yes	Yes
21. Hmong		Yes	Yes	Yes	Yes
22. Ilocano	Yes	Yes	Yes		Yes
23. Italian	Yes		Yes		Yes
24. Japanese	Yes	Yes	Yes		Yes
25. Khmer		Yes	Yes	Yes	Yes
26. Khamu	Yes				Yes
27. Korean	Yes	Yes	Yes		Yes
28. Lao		Yes	Yes	Yes	Yes
29. Lahu	Yes	Yes	Yes		Yes
30. Lithuanian	Yes		Yes		Yes
31. Mandarin		Yes	Yes	Yes	Yes
32. Mien	Yes	Yes	Yes	Yes	Yes
33. Mixteco Alto/Bajo	Yes	Yes	Yes	Yes	Yes
34. Moroccan	Yes				Yes
35. Persian	Yes		Yes		Yes
36. Polish	Yes		Yes		Yes
37. Portuguese	Yes	Yes	Yes	Yes	Yes
38. Punjabi		Yes	Yes	Yes	Yes
39. Russian		Yes	Yes	Yes	Yes
40. Sign Language	Yes	Yes	Yes	Yes	Yes
41. Spanish		Yes	Yes	Yes	Yes
42. Swahili	Yes				Yes
43. Tagalog	Yes	Yes	Yes	Yes	Yes
44. Tamil	Yes				Yes
45. Thai	Yes	Yes	Yes	Yes	Yes
46. Tigrinya	Yes	Yes			Yes
47. Tongan	Yes				Yes
48. Turkish	Yes				Yes
49. Ukrainian	Yes	Yes	Yes		Yes
50. Urdu	Yes	Yes	Yes		Yes
51. Vietnamese	Yes	Yes	Yes	Yes	Yes

**EXHIBIT 2
HOLIDAYS OBSERVED**

Holidays Observed:

1. New Year
2. Martin Luther King's Birthday
3. President's day
4. Washington's Birthday
5. Memorial Day
6. July 4th
7. Labor Day
8. Thanksgiving
9. Christmas

EXHIBIT 3
General Rate Schedule

RATE SCHEDULE			
<u>INTERPRETING</u>		<u>TRANSLATION</u>	
*On-Site	\$70.00 (Per Hour)	Per Word	\$0.28
Minimum On-site	2 hour	Minimum Translation	\$85.00
Telephonic	\$1.95 (Per Minute)	Proofreading per word	\$0.10
Minimum Telephonic	15 Minutes	Minimum Proofreading	\$50.00
Travel Time	\$70.00 (Per hour)		

NOTE:

- Our normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. We are closed on weekends and on all major holidays.
- A 50% surcharge above the base rate is assessed for assignments rendered after the normal office hours of 8:00 a.m. to 5:00 p.m. – Monday through Friday, on weekends, on holidays listed Exhibit 2 and for rare languages and its travel time listed in Exhibit 1.
- All cancellations must be received by a live person and confirm with an email 24 hours in advance of the scheduled appointment time or a minimum fee of two hours will be applied.
- Portions of the hours 10 minutes over and above, will incur a full hourly charge.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/28/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hiscox Inc. d/b/a/ Hiscox Insurance Agency in CA 520 Madison Avenue 32nd Floor New York, NY 10022	CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 E-MAIL ADDRESS: contact@hiscox.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 10200
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COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability	Y		UDC-1340307-EO-17	05/15/2017	05/15/2018	Each Claim: \$ 1,000,000 Aggregate: \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Central Unified School District is named as additional insured.

CERTIFICATE HOLDER

Central Unified School District
4605 N Polk St
Fresno, CA 93722

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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