

Opening Date: August 11, 2009

BID # 5057-KC Interpreting Services

BUYER: Kelly Owsley

	BIDDER #1	BIDDER #2	BIDDER #3
Description	Sign Language Communication Services, Inc	Preston Bass Interpreting Services LLC	American Sign Language Communication
Hourly Rate for Interpreting services during Business Hours of 8 AM and 5 PM Monday through Friday	\$70.00 per Interpreter	\$70.00	\$70.00
Hourly Rate for Interpreting Services after hours (between the hours of 5 PM and 8 AM) Monday through Friday	\$75.00	\$70.00	\$70.00
Hourly Rate for Interpreting Services during the weekend (between the hours of 5 PM and 8 AM Friday through Monday)	\$80.00	\$70.00	\$70.00
Holiday Rates	\$85.00		
Hourly Rate for interpreting services requested within 24 hours		\$85.00	
2. Specify whether there is a minimum number of hours per job.	2 hour minimum	2 hour minimum	2 hour minimum
3. Specify whether there is an extra charge for short notice requests for services. Explain what is considered a short notice request.	If a job is called on the same day of service it is an extra charge of \$5.00 an hour plus regular rate of service of \$70.00 per a 2 hour min.	Requests made within 24 hours are charged at \$85.00 per hour; 2 hour minimum per interpreter	There is an additional \$25 charge for all requested submitted less than 24 hours prior to the start time of the assignment.
4. Specify whether there is a charge for cancellations. How much is required to cancel services without incurring a charge?	1 day assignments require 2 business days prior to assignment, multiple days assignments require 5 business days prior assignment, if no proper cancellation you will be charged. If student is a no show you will be charged for the time you requested. The interpreter will wait 20 minutes for student to show. After 20 minutes the interpreter will leave.	48 hour cancellation policy. Cancellations made within less than 48 hours will incur full charges	All assignments cancelled or reduced in less than 24 hours from the start of the assignment time will be charged the full requested amount of time. Additionally, if client does not show at the allotted time of the assignment, resulting in the release of the interpreters, UNLV will be charged for the requested time of the service.
5. Please specify and explain any high volume discounts offered	This can be negotiable depending on the students enrollment.	None	If the contract is awarded solely to ASL Communication, then additional services will be provided. This includes: www.UNLVasl.com - A dedicated website for UNLV students and staff to request services, communication changes to their schedule, or contact ASL Communication for additional information. A designated staff member assigned to work directly with UNLV students
6. Provide a complete description and the cost to UNLV for all other costs that would be charged to UNLV for performance of the Scope of Work	One interpreter can work alone up to a 1 hour and 30 mins. Any classes past an hour and 30 minutes will require 2 interpreters. You will be charged the hourly rate per interpreter.	None	None