

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3065
 FAX: (916) 568-3145

PURCHASE ORDER NO B113304A

PLEASE SEE REVERSE SIDE FOR SPECIAL INSTRUCTIONS, TERMS AND CONDITIONS.

Date	Revision	Page
11/01/2012		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
750530 MCHARQUE POONV	04ASPH	

Vendor: 0000023342
 ACCESS LANGUAGE CONNECTION
 P O BOX 1658
 RANCHO CORDOVA CA 95741

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630
 United States

email:

Bill To: 1919 Spanos Court
 Sacramento CA 95825-3981
 United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	FL.VS.DSPS 428H BLANKET PURCHASE ORDER FOR SIGN LANGUAGE INTERPRETING SERVICES AT FLC MAIN CAMPUS, ELDORADO CENTER AND RANCHO CORDOVA CENTER FROM 10/1/2012 - 06/30/2013	1.00	EA	2,456.00	2,456.00	11/01/2012
					<i>Oct/1302 Closed</i>	
2- 1	FL.VI.VTEA 316E BLANKET PURCHASE ORDER FOR SIGN LANGUAGE INTERPRETING SERVICES AT FLC MAIN CAMPUS, ELDORADO CENTER AND RANCHO CORDOVA CENTER FROM 10/1/2012 - 06/30/2013	1.00	EA	1,552.00	1,552.00	11/01/2012
					<i>Oct/1302 Closed</i>	
3- 1	FL.VS.DSPS 101E BLANKET PURCHASE ORDER FOR SIGN LANGUAGE INTERPRETING SERVICES AT FLC MAIN CAMPUS, ELDORADO CENTER AND RANCHO CORDOVA CENTER FROM 10/1/2012 - 06/30/2013	1.00	EA	30,000.00	30,000.00	11/01/2012
					<i>L#3 OPEN ENC/BAL = 17,408.00</i>	

OPEN AS: B113304A - NEW CONTRACT 10/1/2012 - 06/30/13

THIS REPLACES ALL PRIOR PURCHASE ORDERS & SERVICE AGREEMENTS.
 PAYMENT FOR SERVICES 7/1/12 - 9/30/12 - PAID ON PO#_B113304/SA#_40359

AUTHORIZED PERSONNEL: TIM MCHARGUE, KIM CARRILLO, AIDEN ELY

ENCLOSED CONTRACT:
 AGREEMENT FOR PROFESIONAL SERVICES MADE BETWEEN LOS RIOS COMMUNITY COLLEGE DISTRICT/FOLSOM LAKE
 COLLEGE AND ACCESS LANGUAGE CONNECTIONS_DATED: 9/25/2012

Sub Total Amount	34,008.00
Sales Tax Amount	0.00
Total PO Amount	34,008.00

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

[Signature] 11/01/12

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3065

FAX: (916) 568-3145

PURCHASE ORDER NO B113304A

PLEASE SEE REVERSE SIDE FOR SPECIAL INSTRUCTIONS, TERMS AND CONDITIONS.

Date 11/01/2012	Revision	Page 2
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 750530 MCHARQUE POONV		Location / Dept 04ASPH

Vendor: 0000023342
ACCESS LANGUAGE CONNECTION
P O BOX 1658
RANCHO CORDOVA CA 95741

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630
United States

email:

Bill To: 1919 Spanos Court
Sacramento CA 95825-3981
United States

Tax Exempt? N

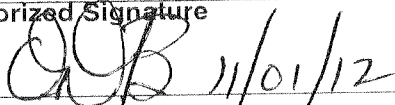
Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5100	11	FL.VS.DSPS	64200	00000	101E	30,000.00	2013
GENFD	5100	12	FL.VI.VTEA	64200	00000	316E	1,552.00	2013
GENFD	5100	12	FL.VS.DSPS	64200	00000	428H	2,456.00	2013

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

<http://www.losrios.edu/purchasing/povalidation>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature


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LOS RIOS

COMMUNITY
COLLEGE
DISTRICT



American River College
Cosumnes River College
Folsom Lake College
Sacramento City College

1919 Spanos Court
Sacramento, CA 95825
Phone: 916 568-3021
Fax: 916 568-3023
www.losrios.edu

Date: September 26, 2012

To: Kathleen Kirklin

From: Herschel Smith 

Re: Agreement with Access Language Connection

Please find enclosed the above referenced agreement (signed by Theresa Matista) for FLC's further handling.

For any questions, please call me at x3054. Thank you.

Encl

Hls.fac.agmt.FLC.2006

LOS RIOS COMMUNITY COLLEGE DISTRICT

AGREEMENT/CONTRACT APPROVAL AND ROUTING SHEET
(Except for Grants & Categorical Contracts)

LRCOD
SEP 17 2012
GENERAL SERVICES

ARC CRC DO FLC FM SCC OTHER _____

Agreement/Contract With: Access Language Connection

State the business terms of agreement: Sign language interpreting services for students at Folsom Lake College, EDC and RCC

This agreement consists of the following documents: PO/Change Order B113304A (pending)

Funding Source: DHH Fund Amount \$ \$31,868.00

GENFD 5100 12 FL.VS.DSPS 64200 00000 428H

I have read and agree with the terms of this agreement:

By: *Aiden Ely*
Area Manager/Supervisor
Aiden Ely
(Print Name)

Date: 9/13/12

College VPA, DO, FM, Director
I approve as to Substance

By: *Kathleen Kirklin*
Kathleen Kirklin
(Print Name)

Date: 9/13/12

TO: Victoria Rosario WRosario Date 9/19/12
for Review 9/14/12

General Services

By: *[Signature]*
Director, General Services

Date: 09/24/12

General Counsel (When necessary)

- Changes necessary as specified on the document or on the attached memorandum.
- Approved as to form.

By: _____
General Counsel

Date: _____

Los Rios Community College District

By: *[Signature]*
 Deputy Chancellor Vice Chancellor, Ed & Tech.

Date: _____

9-20-12 please return to me after signature JX Smith

AGREEMENT FOR PROFESSIONAL SERVICES
Access Language Connection
Sign Language Interpretive Services for Educational Settings

THIS AGREEMENT, made and entered into this first day of October 2012, by and between Los Rios Community College District, a local agency, by and through Folsom Lake College, ("the DISTRICT") and, Access Language Connection ("Vendor").

I. OVERVIEW

Folsom Lake College Disabled Student Program and Services (DSP&S) provides support services, specialized instruction, and educational accommodations to students with disabilities so that they can participate as fully and benefit as equitably from the college experience as their non-disabled peers. Among the many services provided is the delivery of interpreter services for hearing-impaired or deaf students. By this Agreement, College seeks professional interpretive services for deaf and hard of hearing students for classroom instruction, meetings, and other relevant College business held in various locations throughout our service area.

II. TERM

The term of this Agreement shall be one year commencing on October 1, 2012, and terminating on June 30, 2013. This Agreement may be renewed for one year on July 1 thereafter. Contract renewal will be based upon mutual written agreement between the College and the Vendor, signed by both parties.

III. TERMINATION

The DISTRICT shall have the right to terminate this Agreement for convenience at any time and for any reason by giving thirty (30) days written notice of such termination to Vendor. Upon notice of termination, Vendor shall immediately cease rendering services pursuant to this Agreement and shall promptly deliver to the DISTRICT copies of all information prepared pursuant to this Agreement. In that event, DISTRICT shall pay Vendor only the following amounts: (A) the hourly rates for all those hours worked up to the notice of termination.

IV. SCOPE OF WORK

The Vendor will provide services described in Section V, Performance Specifications, at the times and at the locations requested by the District in writing.

V. PERFORMANCE SPECIFICATIONS

A. Required Services

The Vendor will be responsible for providing the following services:

1. Provide interpreter services.
2. Provide interpreter services for deaf and hard-of-hearing individuals on an as-required basis that may include but are not limited to: meetings, trainings, classes, and field trips.
3. Interpret/transliterate responses from source language to target language and interpret/transliterate approximate or exact message of speaker into specified language, orally or by using sign language for hearing impaired/deaf.
4. Interpret or transliterate American Sign Language (ASL) into spoken language and interprets or transliterates from the spoken language to American Sign

Language using the mode or means of communication style that is most appropriate for a student or group of students.

5. Meet as needed with other DSP&S staff to ensure services are appropriate and consistent.
6. Prepare for interpreting session by reviewing appropriate textbooks, notes, and/or videos. Listens to statements of speaker to ascertain meaning and reads written material.
7. Promote cross-cultural communication through an understanding of the Deaf/Hard of Hearing culture.
8. Adhere to established procedures at each college for checking in/out with the DSPS office and/or maintains adequate records required to verify dates and hours of service.
9. Adhere to the Registry of Interpreters for the Deaf Inc. (RID) Code of Professional Conduct.
10. Accept assignments from authorized College personnel.
11. Place of performance for any professional service may be at any of the College locations.

B. Confidentiality and Ethics

In the course of performing services, the parties recognize that Vendor and its staff may come in contact with or become familiar with information to which the College considers confidential. This information may include, but not limited to, information pertaining to students. Vendor and its staff shall to keep all such information confidential and not discuss or divulge any information to anyone other than the appropriate designee of the College. Vendor shall maintain complete confidentiality regarding any and all information being interpreted as well as transliterated or transcribed. Vendor must convey and disseminate all information in a timely manner, using the language most readily understood within each interpretive setting. Vendor shall not counsel, advise, or interject personal opinion into any aspect of interpretive or translation event.

C. Requirements

1. Certification

Vendor must provide certification for each of its interpreters of at least one of the following:

- a. National Association of the Deaf (NAD) Level 4
- b. Registry of Interpreters of the Deaf (RID) Certification of Interpretation (CI)
- c. RID Certification of Transliteration (CT)
- d. RID Oral Transliteration Certification (OTC)
- e. RID Comprehensive Skills Certificate (CSC)
- f. National Interpreter Certification (NIC)
- g. Education Interpreter Performance Assessment (EIPA) Level 4 Middle school/high school only

College will not accept from the agency any non-certified interpreters, interpreters with non-passing EIPA scores, or student interpreters at any time.

2. Scheduling

- a. Interpreters must be available 7:00 a.m. -10:00 p.m. Monday through Friday and 7:00 a.m. to 5:00 p.m. on Saturdays and Sundays.
- b. Vendor must provide twenty-four (24) hours notice of its cancellation of a scheduled assignment.

3. Billing

- a. Billing rate shall not exceed \$52 per hour/ per interpreter.
- b. Billing increments shall not exceed 15 minutes after a 2-hour minimum.
- c. Vendor shall not charge differential fees (e.g. for daytime, evening, weekend hours).
- d. Vendor shall not charge the two-hour billing minimum if an interpreter is at the same College location assigned for more than one assignment that is back-to-back (i.e. 9:00-10:30 a.m.; 10:30-12:00 p.m. = 3 hours, not 4).
- e. Vendor shall not charge for travel, except that travel to locations other than the main campus and its centers that requires the interpreter to drive their own vehicle (e.g. field trips) shall be billed in 15 minute increments, or mileage paid following the Federal reimbursement schedule. Such travel requires prior approval by the DSPS coordinator or supervising Dean.
- f. Vendor shall not charge last-minute/unapproved request fees.
- g. If a student does not show up to the assignment, Vendor shall charge College at one-half the rate of direct service.
- h. Vendor shall not charge for cancellations with 24 hour notice. Notice shall be given by telephone, email, or facsimile.
- i. Vendor shall not charge for work performed beyond the contracted time without specific written approval by authorized College personnel.
- j. Vendor shall not bill the College for errors made by the Vendor (i.e. not cancelling in advance after receiving our notification) or its service providers (i.e. no-shows).
- k. Within thirty (30) days of completion of Vendor's services under this Agreement, Vendor shall submit to College a request for final payment. Each request for payment shall include all necessary information to support and back up the request for payment. Upon receipt of a properly submitted and supported payment request, College shall pay the Vendor within thirty (30) days thereof.

4. Other Requirements

- a. Vendor and its interpreters will comply with the College's policies and procedures.
- b. Vendor and its interpreters shall have basic familiarity with various subject matter and classroom activity as taught by community colleges.
- c. Vendor and its interpreters shall have familiarity with culture of American deaf and hard-of-hearing persons.
- d. Vendor and its interpreters shall implement correct and proper English usage, vocabulary, and spelling.
- e. Vendor and its interpreters shall learn technical vocabulary of various technical disciplines from textbooks, handouts, and other materials.

- f. Vendor shall allow interpretive practitioner students to observe.
- g. Vendor and its interpreters shall accept re-assignment by the assigning authorized personnel if deemed necessary or in an assignment cancellation is received and acknowledged with a 24-hour period.

VI. CRIMINAL BACKGROUND CHECK AND TUBERCULOSIS SCREENING

- A. In accordance with Education Code section 88024, Vendor shall conduct a criminal background check of any of its personnel it intends to work at College or with College's students and shall provide written certification to Los Rios Community College District that those persons have not been convicted of a violent or serious felony as defined by statute, and does not have a criminal action pending upon charges of a commission of a violent or serious felony as defined by statute.
- B. Vendor shall also certify in writing that any of its personnel it intends to work at College or with College's students have been tested and cleared of tuberculosis.

VII. INDEMNITY

- A. Vendor shall defend, indemnify, and save harmless College (defined for purposes of this paragraph to include its Board of Trustees, Trustees, officers, agents, members, employees, and volunteers, and each of them,) of and from any and all claims, demands, suits, causes of action, damages, penalties, violations of employee occupational health and safety laws, costs, expenses, attorneys' fees, losses, or liability, property damage, personal injuries to (including, but not limited to, bodily injury, emotional injury or distress, sickness, or disease) or death of persons, in law or in equity, of every kind and nature whatsoever arising out of, alleged to have arisen out of, or relating in any way to Vendor's negligence, recklessness, or intentional acts or omissions in the work to be performed under this Agreement.
- B. College shall defend, indemnify, and save harmless Vendor (defined for purposes of this paragraph to include its officers, agents, members, employees, and volunteers, and each of them,) of and from any and all claims, demands, suits, causes of action, damages, penalties, violations of employee occupational health and safety laws, costs, expenses, attorneys' fees, losses, or liability, property damage, personal injuries to (including, but not limited to, bodily injury, emotional injury or distress, sickness, or disease) or death of persons, in law or in equity, of every kind and nature whatsoever arising out of, alleged to have arisen out of, or relating in any way to College's negligence, recklessness, or intentional acts or omissions in the work to be performed under this Agreement.
- C. Where the fault of both parties is implicated by this indemnity clause, it is the intent of this document that both parties shall participate in the defense, indemnity, and hold harmless obligations in relation to their percentage of fault.

VIII. PROTECTION OF CONFIDENTIAL DATA

- A. Vendor agrees to abide by the limitations on re-disclosure of personally identifiable information from education records set forth in The Family Educational Rights and Privacy Act (34 CFR § 99.33 (a)(2)) and with the terms set forth below. 34 CFR 99.33 (a)(2) states that the officers, employees and agents of a party that

receives education record information from College may use the information, but only for the purposes for which the disclosure was made.

- B. **Definition:** Covered data and information (CDI) includes paper and electronic student education record information supplied by LRCCD to the Vendor.
- C. **Acknowledgment of Access to CDI:** Vendor acknowledges that the Agreement allows the VENDOR access to CDI.
- D. **Prohibition on Unauthorized Use or Disclosure of CDI:** Vendor agrees to hold CDI in strict confidence. Vendor shall not use or disclose CDI received from or on behalf of LRCCD except as permitted or required by the Agreement, as required by law, or as otherwise authorized in writing by LRCCD. Vendor agrees not to use CDI for any purpose other than the purpose for which the disclosure was made.
- E. **Return or Destruction of CDI:** Upon termination, cancellation, expiration or other conclusion of the Agreement, Vendor shall return all CDI to LRCCD or, if return is not feasible, destroy any and all CDI. If the Vendor destroys the information, the Vendor shall provide LRCCD with a certificate confirming the date of destruction of the data.
- F. **Remedies:** If LRCCD reasonably determines in good faith that Vendor has materially breached any of its obligations under this contract, LRCCD, in its sole discretion, shall have the right to require Vendor to submit to a plan of monitoring and reporting; provide Vendor with a fifteen (15) day period to cure the breach; or terminate the Agreement immediately if cure is not possible. Before exercising any of these options, LRCCD shall provide written notice to Vendor describing the violation and the action it intends to take.
- G. **Maintenance of the Security of Electronic Information:** Vendor shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted CDI received from, or on behalf of LRCCD. These measures will be extended by contract to all subVendors used by Vendor.
- H. **Reporting of Unauthorized Disclosures or Misuse of Covered Data and Information:** Vendor shall, within one day of discovery, report to LRCCD any use or disclosure of CDI not authorized by this agreement or in writing by LRCCD. Vendor's report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the CDI used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Vendor has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action Vendor has taken or shall take to prevent future similar unauthorized use or disclosure. Vendor shall provide such other information, including a written report, as reasonably requested by LRCCD.

IX. INSURANCE

During the entire term of this Agreement, Vendor shall, at its own expense, maintain, and shall require all subcontractors to maintain insurance as set forth below and shall name the DISTRICT as additional insureds.

- A. **Minimum Scope of Insurance:** Coverage shall be:

receives education record information from College may use the information, but only for the purposes for which the disclosure was made.

- B. **Definition:** Covered data and information (CDI) includes paper and electronic student education record information supplied by LRCCD to the Vendor.
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- E. **Return or Destruction of CDI:** Upon termination, cancellation, expiration or other conclusion of the Agreement, Vendor shall return all CDI to LRCCD or, if return is not feasible, destroy any and all CDI. If the Vendor destroys the information, the Vendor shall provide LRCCD with a certificate confirming the date of destruction of the data.
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- G. **Maintenance of the Security of Electronic Information:** Vendor shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted CDI received from, or on behalf of LRCCD. These measures will be extended by contract to all subVendors used by Vendor.
- H. **Reporting of Unauthorized Disclosures or Misuse of Covered Data and Information:** Vendor shall, within one day of discovery, report to LRCCD any use or disclosure of CDI not authorized by this agreement or in writing by LRCCD. Vendor's report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the CDI used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Vendor has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action Vendor has taken or shall take to prevent future similar unauthorized use or disclosure. Vendor shall provide such other information, including a written report, as reasonably requested by LRCCD.

IX. INSURANCE

During the entire term of this Agreement, Vendor shall, at its own expense, maintain, and shall require all subcontractors to maintain insurance as set forth below and shall name the DISTRICT as additional insureds.

- A. **Minimum Scope of Insurance:** Coverage shall be:

1. Commercial General Liability. \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability. "Any Auto" with \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation. As required by the Labor Code of the State of California, and Employers' Liability Insurance; with limits as required by the Labor Code of the State of California and Employers' Liability limits of \$1,000,000 per accident.

B. Other Provisions: If the above insurance is written on a claims-made form, it shall have a retroactive date of placement prior to or coinciding with the effective date of this Agreement and continue for at least three full years following the completion of Vendor's services under this Agreement. Any deductibles, self-insured retentions, or changes in these items must be declared to and approved by College. Vendor's insurance coverage shall be primary insurance with respect to the College. Any insurance or self-insurance maintained by College shall be in excess of Vendor's insurance and shall not contribute with it. Each insurance policy required by this Agreement shall be endorsed to state that coverage's shall not be canceled except after thirty (30) days prior written notice has been given to the College. At least fifteen (15) days prior to commencing work under this Agreement, Vendor shall provide College with certificates of insurance and required executed endorsements, evidencing compliance with this section. On request, Vendor shall furnish copies of any and/or all of the required insurance policies.

X. EQUAL OPPORTUNITY

Vendor, for itself, its subcontractors, assignees and successors in interest, agrees not to unlawfully discriminate because of race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran status, medical condition (cancer-related) as defined in Section 12926 of the California Government Code, ancestry, or marital status, or citizenship. Vendor agrees to notify its subcontractors of the requirements of this section.

XI. COMPLIANCE WITH LAWS; ATTORNEYS FEES; SUCCESSORS

Vendor shall comply with all federal, state and local laws and ordinances as may be applicable to the performance of work under this Agreement. This Agreement shall be governed by the laws of the State of California. Venue shall be in the County where the work is performed. In any civil action brought by either party to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs. This Agreement shall be binding upon the heirs, successors, executors, administrators, and assigns of the respective Parties hereto.

XII. INTEGRATION, AMENDMENTS

This is an integrated Agreement, and contains all of the terms, considerations, understanding, and promises of the parties. It shall be read as a whole. All amendments to this Agreement must be in writing and signed by an authorized representative of both Parties.

XIII. NOTICES

Any notices to parties required by this Agreement shall be delivered, faxed or mailed, U.S. First Class postage prepaid addressed as follows:

Folsom Lake College 10 College Park Way, Folsom CA 95630, Aiden Ely, (916) 608-6768


and fax (916) 608-6732.

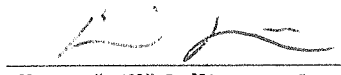
Access Language Connection , P.O. Box 1658, Rancho Cordova, CA 95741, William "Bill" Sylliaasen-Lee, (916) 541-2300 fax (916) 525-9291.

Notices of cancellation may be made by telephone at the above numbers. Either Party may amend its address for notice by notifying the other Party in writing. Each Party must provide the other with any and all updates to the above addresses.

XIV. ASSIGNMENT PROHIBITED

No Party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempt or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

Los Rios Community College District
Date: 9/25/12
By: 
Theresa Matista, Vice Chancellor

Access Language Connection
Date: 9/10/12
By: 
William "Bill" Sylliaasen-Lee, Owner

AGREEMENT FOR PROFESSIONAL SERVICES
Sign Language Interpretive Services for Educational Settings
Access Language Connection

P.O. Box 1658
Rancho Cordova, CA 95741
(916) 541-2300
www.AccessLanguage.net

Billing Detail

- ◆ Interpreting services for educational/business settings are billed at a rate of \$48.00 per interpreter with a two hour (2) minimum. After this 2 hour minimum, time is billed in fifteen minute increments.
- ◆ Captioning services for educational/business settings are billed at a rate of \$75.00 per Captioner with a two-hour minimum. After the second hour, time is billed in half-hour increments. Transcripts will be provided with a ½ (.5) hour for every hour of class edit time charge.
- ◆ Assignments exceeding one (1) hour of continuous interpreting will require the services of two interpreters. If this is the case, the hourly rate shall be per interpreter.
- ◆ Billing invoices are generated monthly and payment is due within 30 days.