



# District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/ 794-2000

Heather Fiorentino, Superintendent

[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

Department of Purchasing  
Kendra Goodman, CPPB, Purchasing Agent  
813/ 794-2221 Fax: 813/ 794-2111  
727/ 774-2221 TDD: 813/ 794-2484  
352/ 524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

September 15, 2009

## MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent *KDG*

RE: Bid #08-038-SN and Direct Negotiations 08-038-DN  
Sign Language Interpreters  
Third Year Renewal of Three-Year Contract  
Accurate Communication, Inc., Jessica Harris Interpreting Services, Inc. and  
Professional Interpreting Consultants

On September 11, 2007, official action (attached) was taken to award sign language interpreting services to the above-referenced vendors. This bid is a three-year contract, renewable annually based upon mutual consent of the parties. The second year of the agreement will expire on October 5, 2009.

Considering services have been satisfactory, all companies were contacted to determine their willingness to enter into the third year of the agreement. They have agreed in writing (attached) to do so. Funding for these services is provided through District general funds and IDEA Part B grant funds.

It is my recommendation at this time to enter into the third year of the agreement with the vendors noted above. The third year of the contract will cover the period of October 6, 2009 through October 5, 2009. Should you have any questions regarding this matter, or if I can be of further assistance, please feel free to contact me at your earliest convenience.

KDG/acf  
Attachments

Date/Time: September 9, 2009; 10:21:00



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September 1, 2009

### BID RENEWAL REQUEST

**BID #: 08-038-SN**

**BID TITLE: Sign Language Interpreters**

Yes, I agree to renew 08-038-SN, under the same terms and conditions as the existing bid. The renewal term will begin on October 6, 2009 and expire on October 3, 2010.

No, I do not agree to renew 08-038-SN.

Company Name: Accurate Communication, Inc.

Signature: Nicole Bourque Date: 9/3/09

Typed Name and Title: Nicole Bourque, President

Telephone (w/area code): (877) 270-5660 Fax Number (w/area code): (561) 682-1337

**DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN ASAP**

By agreeing to renew, vendor acknowledges and agrees to be in compliance with the "Jessica Lunsford Act". Vendors conducting business, with the District School Board of Pasco County, who will (1) be at the school when students are present, or (2) have direct contact with students, or (3) have access to or control of school funds must be Level 2 fingerprinted by Human Resources. If any of the above applies to this contract, you must have those individuals Level 2 fingerprinted and screened by the Districts Human Resource Department prior to commencement of services or work and must provide a list of employees with renewal. Please contact 813/794-2521 to arrange for an appointment. Costs associated with this background screening are to borne by the vendor. You may access information regarding this law through the internet link: [http://election.dos.state.fl.us/laws/051laws/ch\\_2005-028.pdf](http://election.dos.state.fl.us/laws/051laws/ch_2005-028.pdf). This law is effective September 1, 2005.

The prospective bidder certifies, by submission and signature of this bid renewal form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction per the provisions of Florida Statute 287.133(2)(a).

PLEASE RETURN TO: DISTRICT SCHOOL BOARD OF PASCO COUNTY  
ATTN: Amy Flack, Buyer Assistant  
PURCHASING DEPARTMENT  
20430 GATOR LANE  
LAND O' LAKES, FL. 34638  
(813) 794-2227 (PHONE) (813) 794-2111 (FAX)



# District School Board of Pasco County

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 352/524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)


September 3, 2009

**BID RENEWAL REQUEST**  
**BID #: 08-038-SN**  
**BID TITLE: Sign Language Interpreters**

Yes, I agree to renew **08-038-SN**, under the same terms and conditions as the existing bid. The renewal term will begin on **October 6, 2009** and expire on **October 5, 2010**.

No, I do not agree to renew **08-038-SN**.

Company Name: Jessica Harris Interpreting Services, Inc.

Signature:  Date: 09/03/09

Typed Name and Title: Jessica Harris, Owner

Telephone (w/area code): 727-271-0160 Fax Number (w/area code): 727-856-1555

**DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN ASAP**

By agreeing to renew, vendor acknowledges and agrees to be in compliance with the "Jessica Lunsford Act". Vendors conducting business, with the District School Board of Pasco County, who will (1) be at the school when students are present, or (2) have direct contact with students, or (3) have access to or control of school funds **must** be Level 2 fingerprinted by Human Resources. If any of the above applies to this contract, you **must** have those individuals Level 2 fingerprinted and screened by the Districts Human Resource Department **prior** to commencement of services or work and must provide a list of employees with renewal. Please contact 813/794-2521 to arrange for an appointment. Costs associated with this background screening are to borne by the vendor. You may access information regarding this law through the internet link: [http://election.dos.state.fl.us/laws/0511laws/ch\\_2005-028.pdf](http://election.dos.state.fl.us/laws/0511laws/ch_2005-028.pdf). This law is effective September 1, 2005.

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PLEASE RETURN TO: DISTRICT SCHOOL BOARD OF PASCO COUNTY  
 ATTN: **Amy Flack, Buyer Assistant**  
 PURCHASING DEPARTMENT  
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352/524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

September 1, 2009

## DIRECT NEGOTIATIONS RENEWAL REQUEST

DN #: 08-038-DN

TITLE: Sign Language Interpreters

Yes, I agree to renew 08-038-DN, under the same terms and conditions as the existing bid. The renewal term will begin on October 5, 2009 and expire on October 5, 2010.

No, I do not agree to renew 08-038-DN.

Company Name: Professional Interpreting Consultants

Signature: Denise Jo Nurdin Date: 9/14/09

Typed Name and Title: DENISE JO NURDIN, I.C.

Telephone (w/area code): 813-615-9225 Fax Number (w/area code): 813-631-0157

**DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN ASAP**

By agreeing to renew, vendor acknowledges and agrees to be in compliance with the "Jessica Lamsford Act". Vendors conducting business, with the District School Board of Pasco County, who will (1) be at the school when students are present, or (2) have direct contact with students, or (3) have access to or control of school funds must be Level 2 fingerprinted by Human Resources. If any of the above applies to this contract, you must have those individuals Level 2 fingerprinted and screened by the Districts Human Resource Department prior to commencement of services or work and must provide a list of employees with renewal. Please contact 813/794-2521 to arrange for an appointment. Costs associated with this background screening are to borne by the vendor. You may access information regarding this law through the internet link: [http://education.dos.state.fl.us/laws/051/laws/ch\\_2005-028.pdf](http://education.dos.state.fl.us/laws/051/laws/ch_2005-028.pdf). This law is effective September 1, 2005.

The prospective bidder certifies, by submission and signature of this bid renewal form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction per the provisions of Florida Statute 287.133(2)(a).

PLEASE RETURN TO: DISTRICT SCHOOL BOARD OF PASCO COUNTY  
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September 16, 2008

## MEMORANDUM

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPB, Purchasing Agent *KDG*

**SUBJECT:** Bid 08-038-SN and Direct Negotiations 08-038-DN  
Second Year of a Three-Year Agreement  
Sign Language Interpreters

On September 11, 2007, official action (attached) was taken to award sign language interpreting services for the Exceptional Student Education (ESE) Department to Accurate Communication and Jessica Harris Interpreting Services. On October 2, 2007, as a result of direct negotiations, the Board approved the addition of a third vendor, Professional Interpreting Consultants. The first year of the contract is due to expire on October 5, 2008.

Services from all three (3) firms have been satisfactory. The vendors have confirmed in writing (attached) that they are willing to renew the bid for its second year, under the existing terms and conditions. Please see the attached memo from Ms. Monica Verra, Director of ESE, for detailed information.

Funding for these services is provided through District general funds and IDEA Part B grant funds. We are asking permission to renew the agreement for the term October 6, 2008 – October 5, 2009 with the three(3) vendors noted above, and permission to place purchase orders in the following amounts: Jessica Harris Interpreting Services, \$80,000; Accurate Communication, \$210,000; and Professional Interpreting Consultants, \$120,000.

If you have any questions or concerns, please feel free to contact Ms. Verra or me at your earliest convenience.

KDG/az  
Attachments

District School Board  
of Pasco County

SEP 16 2008

District Wide Accreditation • Southern Association of Colleges and Schools

Board Approved



# District School Board of Pasco County

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Heather Fiorentino, Superintendent

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Department of Exceptional Student Education  
April Stephenson, Bookkeeper  
813/ 794-2764 Fax: 813/ 794-2117  
727/ 774-2764 TDD: 813/ 794-2484  
352/ 524-2764 email: [astephen@pasco.k12.fl.us](mailto:astephen@pasco.k12.fl.us)

**MEMORANDUM**  
**ESE-08/09-AS-017**

**DATE:** August 15, 2008

**TO:** Kendra Goodman, Purchasing Agent

**FROM:** April Stephenson, Bookkeeper, Exceptional Student Education  
Monica Verra, Director of Exceptional Student Education *MV*

**RE:** Bid # 08-038-SN and Direct Negotiations 08-038-DN for  
Sign Language Interpreters (second year)

The Purchasing Department has received confirmation from all three vendors (Jessica Harris Interpreting Services Inc, Accurate Communication Inc, and Professional Interpreting Consultants) that they are willing to renew for the next term of the contract (October 6, 2008 through October 5, 2009) under the existing terms and conditions. Below we have outlined the dollar amount being requested for each vendor and the sources of funding.

**Vendor:** Jessica Harris Interpreting Services Inc  
**Dollar Amount:** \$80,000.00  
**Sources of funding:** District and IDEA Part B Grant funds

**Vendor:** Accurate Communication Inc  
**Dollar Amount:** \$210,000.00  
**Sources of funding:** District and IDEA Part B Grant funds

**Vendor:** Professional Interpreting Consultants  
**Dollar Amount:** \$120,000.00  
**Sources of funding:** District and IDEA Part B Grant funds

Thank you for your assistance with this request.

MV/as

xc: Ruth B. Reilly, Assistant Superintendent for Curriculum and Instructional Services

District School Board  
of Pasco County

SEP 16 2008

# District School Board of Pasco County

## Bid Recommendation

<b>Bid Title</b>	Sign Language Interpreters ESE Department		<b>Number of Vendors Notified</b>	117
<b>Bid Number</b>	08-038-SN		<b>Number of Bids Distributed</b>	5
<b>Date Solicited</b>	August 7, 2007		<b>Number of Vendors Bidding</b>	2
<b>Date Opened</b>	August 29, 2007		<b>Number of Formal "No Bid" Responses</b>	0
<b>Date Board Presentation</b>	September 11, 2007		<b>Funding Source</b>	General Fund
<b>Total Savings</b>	\$10,000.00		<b>Grand Total of Bid (First year estimate)</b>	Estimated \$200,000.00

**Recommendation:**

Recommend acceptance of bids from Accurate Communication, Inc. and Jessica Harris Interpreting Services, Inc. as lowest and best, responsive and responsible "all-or-none" bids meeting written specifications. In addition, we are requesting permission to negotiate with interested parties as we only received two bids. Due to the high demand for these services, the using department has requested an additional vendor to be selected.

**Term of Contract:**

This is a three-year bid, renewable annually by written mutual consent. The first year of the bid will commence on October 6, 2007 and continue through October 5, 2008.

**Notations and Exceptions:**

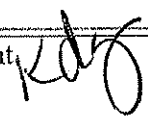
Offers from the vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

**Bids Evaluated By:**

July Horvath, Supervisor, ESE Department, Lisa Schaefermeyer, Sign Language Interpreter for the District, and April Stephenson, Bookkeeper, ESE Department

**Bids Prepared By:** Stephanie Noble, Buyer, Purchasing Department

**Reviewed and Authorized By:** Kendra D. Goodman, CPPB, Purchasing Agent



District School Board  
of Pasco County

SEP 11 2007

Board Approved

District School Board  
of Pasco County

SEP 16 2008

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: August 29, 2007 @ 2:30 pm	Accurate Communication, Inc.	Jessica Harris Interpreting Services, Inc.
BID TITLE: Sign Language Interpreters - ESE Department	5114 Okeechobee Blvd. #105	1328 Ridge Road #40
BID # 08-038-SN	West Palm Beach, Florida 33417	New Port Richey, Florida 34654
<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>UNIT PRICE</b>
State QA		
Hourly Quality Assurance/Educational Interpreter Evaluation	\$49.50	\$50.00
<b>RID</b>		
Hourly Registry of Interpreters for the Deaf Certification	\$54.50	\$55.00
<b>Total all-or-none hourly rate for lines 1 &amp; 2</b>	<b>\$104.00</b>	<b>\$105.00</b>

District School Board  
of Pasco County

SEP 11 2007

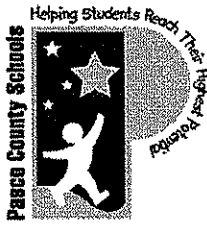
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District School Board  
of Pasco County

SEP 16 2008

Board Approved





# District School Board of Pasco County

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September 24, 2007

## MEMORANDUM

**TO:** Honorable School Board Members  
**FROM:** Kendra Goodman, CPPB, Purchasing Agent  
**SUBJECT:** Direct Negotiations 08-038-DN – Sign Language Interpreters – ESE Department

On September 11, 2007 a bid for Sign Language Interpreters was submitted to the Board with a notation requesting permission to negotiate with interested parties as only two bids were submitted and there is a high demand for these services.

After the Board's approval to negotiate, Professional Interpreting Consultants was contacted and they expressed interest in negotiating for these services. Subsequently, the Purchasing Department and Professional Interpreting Consultants reached a successful agreement at the billing rate of \$50.00 for State Quality Assurance Certification and \$55.00 for Registry of Interpreters for the Deaf Certification per hour. As a result, it is our recommendation to approve the attached agreement with Professional Interpreting Consultants (personal certifications on file in Purchasing).

This will be the first year of a three-year agreement that is renewable annually by written mutual consent of both parties. The first year of this contract will commence on October 6, 2007 and continue through to October 5, 2008. The estimated total expenditures with this company is \$50,000 per year.

Should you have any questions regarding this matter, please feel free to contact me at your earliest convenience.

KDG/sn  
Attachments

District School Board  
of Pasco County

OCT 02 2007

Board Approved

District School Board  
of Pasco County

SEP 16 2008

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Board Approved

Date/Time: September 26, 2007 10:27:00