



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent

www.pasco.k12.fl.us

Department of Purchasing
Kendra Goodman, CPPO, 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

September 7, 2010

MEMORANDUM

TO: Honorable School Board Members

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

RE: Bid #08-038-SN
Sign Language Interpreters
Accurate Communication Inc., Jessica Harris Interpreting Services Inc. and
Professional Interpreting Consultants
Requesting Eight (8) Month Bid Extension

The District's current Bid for Sign Language Interpreters final term is due to expire on October 5, 2010.

At this time, we are requesting permission to extend the term of the current agreement for eight (8) months, as allowed under the general terms and conditions of this bid. The Purchasing Department plans to issue a new bid for these services, to be in effect at the time of this extension expiration. Jessica Harris, Owner of Jessica Harris Interpreting Services, Inc. and Denise Jo Nurdin, President of Professional Interpreting Consultants have agreed in writing (see attached) to the eight (8) month extension, under the existing terms and conditions. Nicole Boursiquot, President of Accurate Communication, Inc. has agreed in writing (see attached) to the eight (8) month extension, under the existing terms and conditions and including a 10% discount off the original hourly rate pricing. If approved, the extended term will cover October 6, 2010 through June 30, 2011.

Should you have any questions regarding this matter or if I can provide further clarification, please do not hesitate to contact me.

Attachments
KDG/dam



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

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

MEMORANDUM ESE-10/11-AS-013

DATE: September 7, 2010

TO: Kendra Goodman, CPPO, CPPB, Purchasing Agent

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

**RE: Requesting Permission to Extend Bid #08-038-SN Sign Language
Interpreters from October 6, 2010 through June 30, 2011**

Since October 6, 2007, BID #08-038-SN has been in place with Accurate Communication Inc, Jessica Harris Interpreting Services Inc, and Professional Interpreting Consultants for the services of Sign Language Interpreters. The final term of this bid runs through October 5, 2010.

On behalf of the Exceptional Student Education Department, please request permission from the School Board to extend the final term of this bid from October 6, 2010 through June 30, 2011. The estimated cost is \$350,000.00. The IDEA Part B grant will fund these expenditures.

All three (3) firms have been contacted to see if they would be willing to reduce their hourly rates. Accurate Communication Inc agreed to reduce their rates by 10%. Their email correspondence is attached for your reference. Neither Jessica Harris Interpreting Services Inc nor Professional Interpreting Consultants responded to our email request.

Thank you for your assistance with this request.

MV/as

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

From: "Nicole Boursiquot" <nicole@accuratecommunication.net>
Subject: **RE: Bid #08-038-SN, Sign Language Interpreter Services**
Date: August 4, 2010 9:57:37 AM EDT
To: "April Stephenson" <astephen@pasco.k12.fl.us>
Cc: "Teresa Suarez" <tsuarez@pasco.k12.fl.us>, <patrick@accuratecommunication.net>

Hello April,

I understand these hard economic times and will do what I can to help The District balance their budget. Please see my response below in yellow

Sincerely,
Nicole

Nicole Boursiquot
Accurate Communication

P. 877-270-5660 X 203

P. 561-689-8884

F. 877-682-1333

From: April Stephenson [mailto:astephen@pasco.k12.fl.us]

Sent: Wednesday, August 04, 2010 9:34 AM

To: Nicole Boursiquot

Subject: Bid #08-038-SN, Sign Language Interpreter Services

To: Nicole Boursiquot

COMPANY NAME: Accurate Communicaton Inc

Bid #08-038-SN for sign language interpreter services is currently in year 3 of 3. Year 3 of 3 runs through October 5, 2010. Your hourly rates are: State QA: \$49.50 per hour. RID: \$54.50 per hour.

Please be advised that in the near future my Purchasing Department will be contacting you to see if you will agree to an extension. The extension will be from October 6, 2010 through June 30, 2011.

At this time I'm coming to you for a different reason.

"At the present time, funding to the District from the State of Florida has been significantly reduced. To help balance the State's budget, the State has cut our School District's budget by approximately \$24 million with more cuts expected. In looking for ways to help absorb these cuts, we are asking all of our contracted services vendors if they would be willing to reduce their contracted rate by 10%."

Are you willing to reduce your rates by 10%? **YES** or NO

Are you willing to reduce your rates by any %? YES or NO If yes, then by what %?

If you agreed to a rate reduction, then would the rate reduction be for the period from October 6, 2010 through June 30, 2011? **YES**

Please respond in writing ASAP, but no later than August 11, 2010. Thank you for considering this request.

April Stephenson
Bookkeeper, ESE Department

District School Board of Pasco County
7227 Land O'Lakes Boulevard
Land O'Lakes, Florida 34638
Phone: (813) 794-2764
Fax: (813) 794-2117

No virus found in this incoming message.

Checked by AVG - www.avg.com

Version: 8.5.441 / Virus Database: 271.1.1/3050 - Release Date: 08/04/10 04:45:00



District School Board of Pasco County

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Department of Purchasing
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813/794-2221 Fax: 813/794-2111
727/774-2221 TDD: 813/794-2484
352/524-2221 e-mail: kgoodman@pasco.k12.fl.us
August 13, 2010

BID RENEWAL REQUEST

BID #: 08-038-SN

BID TITLE: Sign Language Interpreters

Yes, I agree to extend 08-038-SN, under the same terms and conditions as the existing bid, however, Accurate Communication, Inc. has agreed to a 10% discount off pricing. NOTE: Please indicate new pricing in space below. The extension period will begin on October 6, 2010 and expire on June 30, 2011.

State QA \$ 44.55 RID \$ 49.⁰⁵ TOTAL All-or-None Hourly Rate \$ 93.60

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

Company Name: Accurate Communication, Inc.

Signature: Nicole Boursiquot Date: 8/13/10

Typed Name and Title: Nicole Boursiquot, President

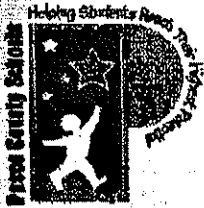
Telephone (w/area code): 877-270-5660 Fax Number (w/area code): 561-682-1333

DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN AUGUST 23, 2010.

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 by reviewing Sections 1012.32 and 1012.465, Florida Statutes. This law became 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: Deb Mateo, Buyer Assistant
PURCHASING DEPARTMENT
20430 GATOR LANE
LAND O' LAKES, FL 34638
(813) 794-2227 (PHONE) (813) 794-2111 (FAX)



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Department of Purchasing
Kendra Goodman, CPPO, 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
August 19, 2010

BID RENEWAL REQUEST

BID #: 08-038-SN

BID TITLE: Sign Language Interpreters

[Handwritten signature]

Yes, I agree to extend 08-038-SN, under the same terms and conditions as the existing bid. The extension period will begin on October 6, 2010 and expire on June 30, 2011.

State QA 50 RID 55 TOTAL All-or-None Hourly Rate 105

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

Company Name: Jessica Harris Interpreting Services, Inc.

Signature: [Handwritten Signature] Date: 8/19/10

Typed Name and Title: JESSICA HARRIS, PRESIDENT

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

DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN AUGUST 23, 2010.

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 District's Human Resources 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 be borne by the vendor. You may access information regarding this law by reviewing Sections 1012.32 and 1012.465, Florida Statutes. This law became effective September 1, 2005.

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

08/13/2010 14:34 FAX 352 588 0845

DSBPC_Purchasing Dept

0001/0001



District School Board of Pasco County

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Department of Purchasing
Kendra Goodman, CPPO, CPPD, Purchasing Agent
813/784-2221 Fax: 813/794-2111
727/774-2221 TDD: 813/794-2484
352/524-2221 e-mail: kgoodman@psaco.k12.fl.us

August 13, 2010

BID RENEWAL REQUEST

BID #: 08-038-SN

BID TITLE: Sign Language Interpreters

Yes, I agree to extend 08-038-SN, under October 6, 2010 and expires on June 30, 2011.

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

Company Name: Professional Interpreting Consultants, Inc.

Signature: [Handwritten Signature] Date: 8/20/10

Typed Name and Title: Denise Nordin, IC

Telephone (w/area code): 813-615-9225 Fax Number (w/area code): 813-637-0157

DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN AUGUST 23, 2010.

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 by reviewing Sections 1012.32 and 1012.465, Florida Statutes. This law became effective September 1, 2005.

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



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352/524-2221 e-mail: kgoodman@pasco.k12.fl.us

September 15, 2009

MEMORANDUM

TO: Honorable School Board Members

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

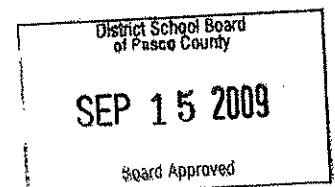
RE: Bid #08-038-SN and Direct Negotiations 08-038-DN
Sign Language Interpreters
Third Year Renewal of Three-Year Contract
Accurate Communication, Inc., Jessica Harris Interpreting Services, Inc. and
Professional Interpreting Consultants

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



District School Board of Pasco County

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September 15, 2009

MEMORANDUM

TO: Honorable School Board Members

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

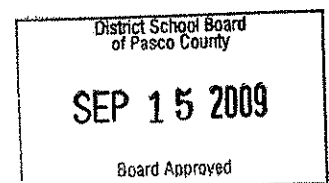
RE: Bid #08-038-SN and Direct Negotiations 08-038-DN
Sign Language Interpreters
Third Year Renewal of Three-Year Contract
Accurate Communication, Inc., Jessica Harris Interpreting Services, Inc. and
Professional Interpreting Consultants

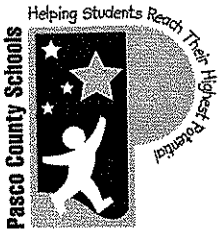
On September 11, 2007, official action (attached) was taken to award sign language interpreting services to the above-referenced vendors. This bid is a three-year contract, renewable annually based upon mutual consent of the parties. The second year of the agreement will expire on October 5, 2009.

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





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March 16, 2009

MEMORANDUM

TO: Honorable School Board Members

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

SUBJECT: Bid 08-038-SN, Sign Language Interpreters
Department of Exceptional Student Education (ESE) – Request to Increase
Dollar Threshold for Accurate Communication

On September 16, 2008, official action (attached) was taken to award the second year of a three year bid to several vendors, including Accurate Communication. At that time, permission was granted to place purchase orders with Accurate up to \$210,000 through October 5, 2009.

Due to the high demand for these services, Ms. Monica Verra, Director of ESE, has requested Board approval to increase this threshold to \$420,000 through the end of the contract term. Purchase orders will be issued on an as-needed basis. Please see the attached memo from Ms. Verra for detailed information.

Funding for these services is provided through District general funds and IDEA Part B grant funds. 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

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

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

MEMORANDUM
ESE-08/09-AS-039R

REVISED

DATE: February 25, 2009

TO: Kendra Goodman, Purchasing Agent

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

RE: Request to Increase Purchase Order Amount for Accurate Communication per Bid # 08-038-SN Sign Language Interpreters (second year)

The second year of bid number 08-038-SN was Board approved on September 16, 2008. The bid commenced on October 6, 2008 and continues through October 5, 2009. This time period spans two (2) fiscal years for the District.

At the time of renewal, permission was received to place purchase orders with Accurate Communication in the amount of \$210,000. Due to the high demand for sign language interpreter services, the Exceptional Student Education Department is requesting School Board approval to increase the approved threshold to \$420,000.00. Purchase orders will be issued on an as needed basis to this vendor.

General funds and IDEA Part B grant funds will be used to fund these expenditures.

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**

MAR 16 2009

Board Approved



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/794-2221

Heather Fiorentino, Superintendent

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Department of Purchasing
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352/524-2221 e-mail: kgoodman@pasco.k12.fl.us

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

MAR 16 2009

Board Approved

District School Board
of Pasco County

CRD 16 2008

District School Board of Pasco County

Bid Recommendation

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

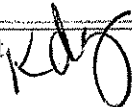
Notations and Exceptions:

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 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	11328 Ridge Road #40
BID # 08-038-SN	West Palm Beach, Florida 33417	New Port Richey, Florida 34654
DESCRIPTION	UNIT PRICE	UNIT PRICE
State QA		
Hourly Quality Assurance/Educational Interpreter Evaluation	\$49.50	\$50.00
RID		
Hourly Registry of Interpreters for the Deaf Certification	\$54.50	\$55.00
Total all-or-none hourly rate for lines 1 & 2	\$104.00	\$105.00

District School Board
of Pasco County

SEP 11 2007

Board Approved