

## **INTERPRETER SERVICE AGREEMENT** **SHORELINE INTERPRETATIONS, LLC**

**THIS AGREEMENT** is entered into this 20th day of February, 2018, between SHORELINE INTERPRETATIONS LLC (the "Service Provider") and BRIDGEPORT PUBLIC SCHOOLS ("Bridgeport.")

In exchange for the promises and covenants contained herein, the Parties agree as follows.

### **SERVICES**

1. The Service Provider shall render Spanish Language Interpretation services to Bridgeport on an as-needed basis and subject to the Service Provider's availability, to be billed in accordance with the Payment Schedule listed below. Bridgeport shall notify the Service Provider of a new appointment within 48 hours of the scheduled appointment date and time, after which the Service Provider will decline or accept the appointment.
2. The Service Provider shall be considered an Independent Contractor and is not an employee of Bridgeport.
3. The term of this Agreement shall be one year and shall continue year to year unless cancelled by either party on thirty days of written notice to the other.

### **PAYMENT SCHEDULE**

1. The Service Provider shall deliver invoices to **ANA SOUSA-MARTINS**, Director of Bilingual Education, or to any other representative that Bridgeport may from time to time designate. Service Provider may deliver invoices electronically or via US Mail.
2. Bridgeport shall remit payment for said invoice within 30 days of receipt. If the invoice is sent via email, the date of receipt shall be the date of transmittal if sent within normal business hours. Otherwise, the date of receipt shall be deemed the next business day.
3. Rates for each service shall be as follows:
  - a. In-Person or On-Site Interpretations - \$40 per hour, 1 hour minimum. Billed in 30 minute increments past the first hour. Requires 48 hour notice, after which Service Provider will indicate their availability.
  - b. Telephonic Interpretation – \$0.50 per minute, no minimum required. Requires two hours of notice.

- c. Translations of Written Documents - \$0.10 per word. Service Provider will complete translations within 48 hours. There is a minimum charge of \$20.00 per job.
  - d. Desktop Publishing and Editing - \$25.50 per hour.
  - e. Mileage – Mileage to and from in-person or on-site interpretations shall be billed at the current IRS rate for the year in which the work was performed.
4. Bridgeport must notify the Service Provider of cancellations at least 12 hours in advance. Cancellations made without at least 12 hours of advance notice shall be billed at one-half hour.

**ADDITIONAL TERMS**

- 1. Should any litigation be commenced by either party regarding the rights and obligations established by this Agreement, the party prevailing in said litigation shall be entitled to all reasonable attorney's fees and costs of suit associated with such litigation.
- 2. This written Agreement contains the entire Agreement of the parties and there are no other agreements, oral or written, concerning the substance of this Agreement.
- 3. This Agreement may be amended only by the written consent of both parties.
- 4. This Agreement may be signed electronically. Electronic or facsimile signatures shall have the same legal effect as "wet-ink" signatures.

**SIGNATURES**

By signing below, you represent and warrant that you are duly authorized to sign this document on the behalf of the institution or company indicated. You further represent and warrant that you have read this entire Agreement, understand it, and agree to be contractually bound by the terms herein.

Ana Sousa-Martins  
Ana Sousa-Martins (Feb 20, 2018)  
 \_\_\_\_\_  
 Bridgeport Public Schools  
 By: Ana Sousa-Martins, Director of Bilingual Education

Feb 20, 2018  
 \_\_\_\_\_  
 Date

Karina Victoria Kaczynski  
Karina Victoria Kaczynski (Feb 20, 2018)  
 \_\_\_\_\_  
 Shoreline Interpretations LLC  
 By: Karina Victoria Kaczynski, Owner

Feb 20, 2018  
 \_\_\_\_\_  
 Date









# Shoreline Translations LLC & Bridgeport Public Schools Interpreter Contract

Adobe Sign Document History

02/20/2018

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By:	Michael Kaczynski (mjk@adapt-law.com)
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-  Signed document emailed to Michael Kaczynski (mjk@adapt-law.com), Ana Sousa-Martins (amartins@bridgeportedu.net) and Karina Victoria Kaczynski (shorelineinterpretations@gmail.com)  
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