

**United States District Court
for the
Western District of North Carolina**

Purchase Order for Court Interpreter Services: Rate and Information Sheet

1.0 Terms and Conditions

The terms below, along with the standard terms and conditions set forth in the Purchase Order Terms and Conditions available at <http://www.uscourts.gov/> (incorporated by reference) constitute the Purchase Order for contract court interpreter services in the _____ language, for the period _____ through, _____ between the court identified above and the interpreter, _____ (Please enter name)

2.0 Interpreter Classification Level

This interpreter 's documented classification level in the National Court Interpreter Database for the language indicated is [check only one of the following]:

3.0 Rates for Interpreting Services (see 2.0 in the Purchase Order Terms and Conditions)

The following rates shall be paid for the interpreting services rendered by the named interpreter, in accordance with the AO-established fee schedule for the interpreter 's classification level and the terms of service defined in the purchase order. Current fees for contract interpreters are available at <http://www.uscourts.gov/services-forms/federal-court-interpreters>.

4.0 Payment for Services (see section 7.1 in the Purchase Order Terms and Conditions)

Invoices and necessary receipts shall be submitted to:

Clerk of Court, U.S. District Court for the Western District of North Carolina

Attn: Jayna Errico, Ordering Officer

Address: 401 W. Trade Street
Room 210
Charlotte, NC 28202

5.0 Contracting Officer

Inquiries concerning the Terms and Conditions of this Purchase Order should be addressed to the contracting officer:

Contracting Officer: Jayna Errico

Contact information: 704-350-7417

Email: Jayna_Errico@ncwd.uscourts.gov

6.0 Travel Expenses (see 7.5 in the Purchase Order Terms and Conditions)

The contract court interpreter agrees to perform interpreting services at the following court location(s): Please select one or more

Charlotte

Asheville

Statesville

The contract court interpreter 's place of residence is:

Travel expenses (mileage, parking) will not be paid if the court interpreter 's residence is less than **30 miles** from the court location. The AO-established fee schedule covers travel expenses for local travel.

If any individual assignment under this Purchase Order authorizes travel, travel expenses for travel beyond the local commuting distance or for travel between court facilities will be reimbursed by the court in accordance with Section 7.5, Travel Expenses, and the Judiciary Staff Travel Regulations. Travel using the interpreter=s personal vehicle, if authorized, will be reimbursed at the established GSA mileage rate in effect at the time of service. Current mileage rates are available at: <http://www.gsa.gov/mileagerate>.

Reimbursement for itemized subsistence expenses may be authorized up to the appropriate per diem amount posted at: <http://www.gsa.gov/perdiem>.

7.0 National Court Interpreters Database and FBI Background Checks

The interpreter whose name and signature appear below understands that his/her name, Social Security number (or Taxpayer Identification number), documented classification level, address and contact numbers will be listed in the National Court Interpreter Database (NCID), a database internal to the federal judiciary that may be accessed by other federal courts. The interpreter also understands that a mandatory FBI fingerprint check will be conducted every two years and may be considered by courts in determining the interpreter's suitability to work as a contractor.

8.0 Clauses Required by Volume 14 of the Guide to Judiciary Policy

Clause B-5, Clauses Incorporated by Reference (SEP 2010) - This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>.

| Clause | Title | Date |
|--------|---|----------|
| 3-3 | Provisions, Clauses, Terms and Conditions - Small Purchases | JUN 2014 |
| 5-5 | Non-Disclosure (Professional Services) | JAN 2003 |
| 5-20 | Records Ownership | JAN 2003 |
| 7-15 | Observance of Regulations/Standards of Conduct | JAN 2003 |
| 7-45 | Travel | APR 2013 |

9.0 Applicable Policies

9.1 Judiciary Staff Travel Regulations are available at
<http://www.uscourts.gov/RulesAndPolicies/TravelRegulations.aspx>)

9.2 Standards for Performance and Professional Responsibility for Contract Court Interpreters in the Federal Courts (available at
<http://www.uscourts.gov/services-forms/federal-court-interpreters>)

10.0 Attachments

This purchase order is subject to the following attachments:

Attachment A: Indicates the date, time, location, address, whether travel is authorized for the interpreting assignment, and also the authorized method of travel.

Interpreter's Signature and Date

Typed Name

Email Address

Phone

SSN or TIN

Alternate Phone