

**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!™, a menu-driven database system.

The Internet address for GSA-Advantage!™ is: <http://www.gsadvantage.gov>.

**Professional Services Schedule (PSS)
FSC Group: 00CORP
SIN 382-5 Services for the Visual and Hearing Impaired
Contract No. GS-10F-0468M**

*For more information on ordering from Federal Supply Schedules,
click on the FSS Schedules button at: <http://www.fss.gsa.gov>*

Contract Period: 9/23/2002 - 9/22/2022



Founded in 1995, Birnbaum Interpreting Services (BIS) is a deaf-owned and operated company providing nationwide on-site sign and spoken language interpreting, Video Remote Interpreting, over-the-telephone spoken interpreting, real-time transcription including CART, document translation, classes, workshops, trainings, and consulting services.

Birnbaum Interpreting Services

A Division of Stuart B. Consultants, Inc.

8730 Georgia Avenue, Suite 210

Silver Spring, MD 20910

Telephone: (301) 587-8885

Fax: (301) 565-0366

www.bisworld.com

Business Size/Status: Small Business

Prices shown herein are NET (discount deducted).

Pricelist current through modification #PO-0045 signed August 2, 2017




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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs) (please refer to page #4 for a more detailed description):

Special Item Number (SINs)	Item Description	Awarded Price
SIN 382-5	Services for the Visual and Hearing Impaired	See page 10
SIN 382-5RC 	Disaster & recovery (<i>Disaster Recovery Purchasing Program Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.</i>)	See page 10

- 1b. Lowest Priced Model Number and Lowest Price:** Please refer to our rates on page #10
- 2. Maximum Order:** \$1,000,000
- 3. Minimum Order:** \$100
- 4. Geographic Coverage:** Domestic Only (CONUS) plus AL, HI and PR
- 5. Point (s) of Production:** Same as company address
- 6. Discount from List Price:** All Prices Herein are Net
- 7. Quantity Discounts:** Not Applicable
- 8. Prompt Payment Terms:** Net 30 days
- 9a. Government Purchase Card is accepted at or below the micro – purchase threshold.**
- 9b. Government Purchase Card is accepted above the micro – purchase threshold.**
- 10. Foreign Items:** None
- 11a. Time of Delivery:** To Be Negotiated with Ordering Agency
- 11b. Expedited Delivery:** To Be Negotiated with Ordering Agency
- 11c. Overnight and 2-Day Delivery:** To Be Negotiated with Ordering Agency
- 11d. Urgent Requirement:** Not Applicable
- 12. F.O.B. Point(s):** Destination
- 13a. Ordering Address:** Stuart B. Consultants (DBA)
Birnbaum Interpreting Services
Attn: Christian Webster/GSA Orders
8730 Georgia Avenue, Suite 210
Silver Spring, MD 20910

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

- | | |
|--|---|
| 14. Payment Address: | Stuart B. Consultants (DBA)
Birnbaum Interpreting Services
Attn: Accounts Receivable
PO BOX 196
Haymarket, VA 20168 |
| 15. Warranty Provision: | Not Applicable |
| 16. Export Packing Charges: | Not Applicable |
| 17. Terms & Conditions of Government Purchase Card Acceptance: | Contact Contract Administrator |
| 18. Terms and conditions of rental, maintenance, and repair: | Not Applicable |
| 19. Terms and conditions of installation (if applicable): | Not Applicable |
| 20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: | Not Applicable |
| 20a. Terms and conditions for any other services (if applicable): | Not Applicable |
| 21. List of service and distribution points (if applicable): | Not Applicable |
| 22. List of participating dealers (if applicable): | Not Applicable |
| 23. Preventative maintenance (if applicable) | Not Applicable |
| 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): | Not Applicable |
| 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/ | Contact Contract Administrator for more information. |
| 25. Data Universal Number System (DUNS) Number: | 196560239 |
| 26. Birnbaum Interpreting Services is registered in the System for Award Management (SAM) database. | |

ABOUT BIRNBAUM INTERPRETING SERVICES

MISSION STATEMENT Birnbaum Interpreting Services (BIS) is dedicated to equal communication access by providing the highest quality interpreting and related services, while maintaining a strong rapport with organizations serving the Deaf, Hard-of-Hearing, and hearing communities.

Founded in 1995, BIS is a full-service agency that provides services for the full spectrum of communication methods, including sign language interpreting, spoken (foreign) language interpreting, document translation, real-time transcription, and classes, workshops, and trainings. Our Video Remote Interpreting service has been in operation since 1997.

Each month, BIS provides thousands of hours of on-site sign language interpreting services nationwide to the Deaf and hard-of-hearing community for government agencies, healthcare providers, legal and courtroom situations, religious settings, business meetings, counseling and psychiatry, theater and entertainment, and other environments.

As a small business owned and operated by a Deaf individual, BIS has an exemplary staff, flexible ideology, and a multidisciplinary philosophy that combine to create a solid working relationship with our clients based on honesty, integrity and confidence. It's a powerful team approach that assures rapid response, unwavering ethical commitment and accurate communication with the people you want to reach. We are not simply a referral agency.

Our administrative team consists of Deaf and hard-of-hearing professionals as well as working interpreters to provide the industry and the consumer perspectives. Due to the constantly shifting dynamics of the business environment, we take an integrated and responsive approach to providing equal communication access. In fact, every contract with BIS includes free annual two-hour training on a topic of the agency's choosing. We maintain professional membership with certifying organizations and state chapters, including the Registry of Interpreters for the Deaf (RID), the Potomac Chapter of RID, and the Louisiana chapter of RID.

Our extensive live screening process and ongoing focus on professional development help ensure that we provide you with a qualified interpreter who is bound to a Code of Professional Conduct. Matching the proper interpreter with the needs of our clients is our first priority and our focus is to provide the best sign language interpreter/transliterators possible for your specific situation.

Thanks to our extensive experience and the fact that we are a Deaf-owned company, we have full knowledge of the needs and expectations of both the Deaf community and our hearing consumers. We believe that interpreters are not solely on the job for the deaf consumer but that they are there to interpret for hearing individuals as well.

Our culture is entirely focused on providing you with the confidence that you have chosen the best and that your communication with audiences will exceed your expectations and theirs.

OUR ARRAY OF OPTIONS MAKES IT POSSIBLE FOR CLIENTS TO USE COMMUNICATION METHODS THEY FEEL MOST COMFORTABLE WITH.

CONTRACT OVERVIEW

GSA awarded Birnbaum Interpreting Services a GSA Federal Supply Schedule contract for Language Services (LANG), Contract No. GS-10F-0468M. The current contract period is 9/23/2002 - 9/22/2022. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Christian Webster
Birnbaum Interpreting Services
88730 Georgia Avenue, Suite 210
Silver Spring, MD 20910
Telephone: (301) 587-8885
Fax Number: (301) 565-0366
Email: christian.webster@bisworld.com

MARKETING AND TECHNICAL POINT OF CONTACT

Christian Webster
Birnbaum Interpreting Services
8730 Georgia Avenue, Suite 210
Silver Spring, MD 20910
Telephone: (301) 587-8885
Fax Number: (301) 565-0366
Email: christian.webster@bisworld.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Language Services, for worldwide use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Birnbaum Interpreting Services has been awarded a contract by GSA to provide services under the following SIN:

382-5 Services for the Visual and Hearing Impaired

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

SPECIAL ITEM NUMBER (SIN) 382-5 DESCRIPTION

The contractor shall provide multilingual interpretation services (Simultaneous and/or Consecutive) in native languages for meetings, conferences, seminars, litigation proceedings, briefings, training, escort and various other forms of voice communication.

SERVICE CONTRACT ACT

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

SERVICES OFFERED BY BIRNBAUM INTERPRETING SERVICES

- American Sign Language (ASL)
- Pidgin Signed English (PSE)
- Signed English
- Manually Coded English (MCE)
- Sign Language Transliteration
- Sign Language Interpretation
- Tactile or Deaf-Blind Interpretation/Transliteration
- Cued Speech Transliteration
- Oral Interpretation
- Video Remote Interpreting

Birnbaum Interpreting Services (BIS) is able to provide support services to agencies by providing simultaneous or consecutive interpretation services for meetings, conferences, seminars, litigation proceedings, briefings, training, escort and other forms of visual and voice communication required from a source language into the target language of one of the services listed above. Currently, BIS employs approximately fifty full-time employees to provide these services nationally, with a concentration in the metropolitan Washington, DC area. Most of our employees, approximately 80%, hold a nationally recognized certification such as the National Interpreter Certification (NIC) from the Registry of Interpreters for the Deaf, Inc. (RID) or the National Association of the Deaf (NAD). In addition, some of our interpreters hold state level screening from other states. BIS also conducts in-depth screening interviews to evaluate our employee's abilities to provide any one of the services listed above for the purpose of quality control.

Based on this evaluation, BIS can best match the needs of the deaf or hard-of-hearing consumers with the skills and abilities of the interpreter. The in-house assessment also includes an evaluation of professionalism and experience to show that the applicant possesses demonstrated proficiency levels that range from the ability to use the source and target language with sufficient structural accuracy and vocabulary to participate effectively in the most formal and informal conversation on practical, social, and professional topics at a minimum. BIS' motto is "Best In Service" as we focus on satisfying the needs of our clients. BIS' mission statement reads, "*BIS is dedicated to equal communication access by providing the highest quality interpreting and related services, while maintaining a strong*

rapport with organizations serving the Deaf, hard-of-hearing, and hearing communities.” To that end, BIS provides regular meetings with clients, requestors, and deaf consumers to solicit feedback on ways to improve individualized service.

BIS accepts requests via email, fax, and written format to obtain Task Orders with the language requirement, location, dates, times, and any required certifications or accreditations. BIS maintains a full office staff, which includes five supervisors, who are also fully-certified interpreters, two coordinating assistants, a Senior Supervisor who is also a fully certified interpreter, and a complete accounting/billing staff of three. With this strong infrastructure, BIS coordinates the best -matched interpreter to the assignment. BIS is fully automated with a state-of-the-art database that allows coordinators to quickly and easily see assignment details and preferences of all parties involved, including the deaf consumer, interpreter, requestor, and client. In addition, BIS uses the latest technologies to keep in close contact with our staff via cell phone, pagers, and the Internet for quick response to last-minute needs of our clients. In addition, BIS uses email and fax to confirm all assignments, availability, and acceptance of specified tasks.

BIS understands that the requesting agency may be required to determine proficiency levels for some tasks. BIS will provide consultation and planning assistance to the requesting agencies for conference interpretation services to determine interpretation team requirements and equipment requirements when necessary.

As is industry standard for sign language interpreters, any normal-paced non-technical request lasting less than two hours, will require only one interpreter (two interpreters for more than two hours). For fast-paced, technical, or large group/platform assignments where there is non-stop interpreting, it is strongly recommended to have two interpreters for any length longer than one hour to maintain accuracy of the message. As well, a two-business day, or 48 hour, cancellation policy will apply. Once the assignment is complete, BIS will follow the normal procedures for billing.

VIDEO REMOTE INTERPRETING

VRI is billed at a 15-minute minimum per call. Monthly plans do not allow unused minutes to be carried over to the following month. Plans may be changed at any time and become effective on the first business day of the month following the request. Calls made to BIS Video Remote Interpreting may be scheduled or may be on-demand. On-demand service is provided between 7:00 A.M. EST and 7:00 P.M. EST Monday through Friday, excluding Federal Holidays.

Outside of these hours, VRI calls may be scheduled at 60-minute minimums per call. The per-minute fee and the hourly monthly packages remains the same.

**INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON
GSA SCHEDULE HOURLY RATES**

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Birnbaum Interpreting Services meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide Sign Language Interpreting services, follow these simple steps:

Step 1. Develop a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER (I-FSS-125)

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

BLANKET PURCHASE AGREEMENT (8.405-3)

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

LABOR CATEGORIES DESCRIPTIONS

IN-PERSON INTERPRETING

Labor Category Title:
Standard Interpreter
Description:
Standard Interpreters possess skills in a broad range of general interpreting assignments. Standard Interpreters are used in general assignments.
Experience:
Successful competency evaluation by Birnbaum Staff

IN-PERSON INTERPRETING

Labor Category Title:
Specialized Interpreter
Description:
Specialized Interpreters possess a specialized knowledge and/or extensive experience in a specific area of interpreting. Specialized Interpreters are used for more difficult assignments such as but not limited to legal, tactile, videotaped, higher level post-secondary classes, specialized medical appointments, theatrical, platform, conferences, psychiatric, or technical/scientific as well as assignments that require security clearance or additional background checks that some agencies may require. Specialized Interpreters require knowledge of judicial, scientific or technical vocabulary and concepts depending on their specialized area. Legal interpretation may include: attorney-client meetings, preliminary hearings, depositions, trials, and arraignments. Tactile signing involves interpreting for people who are blind as well as deaf by making manual signs into a person's hands. Highly technical/scientific interpretation typically involves working with deaf consumers who hold advanced degrees in their respective fields as well as assignments that require an interpreter to have extensive previous experience with a particular agency or subject matter.
Experience:
Successful competency evaluation by Birnbaum Staff

VIDEO REMOTE INTERPRETING

Labor Category Title:
Video Remote Interpreting
Description:
Interpreters trained on using video conference equipment. VRI is used when the person using sign language and the person using spoken language are in the same location. VRI is used when a live interpreter is not feasible or available. VRI can be used wherever there is video conference equipment available. Equipment needed by the consumer is a stand-alone video phone/video-conference system or a computer, either lap-top or desk-top, equipped with the necessary software and hardware.
Experience:
Successful competency evaluation by Birnbaum Staff

CAPTIONING SERVICES

Labor Category Title:
CART (On-Site and Remote)
Description:
Responsible for setting up real-time transcription system, including entering special vocabulary/terms into the dictionary used by the CAT (Computer-Aided Transcription) software. Upon client request, the captioner will email a raw (uncorrected and unformatted) transcript to the consumer and/or client immediately after the event, at no additional cost. Captioners must be able to provide real-time captioning at a minimum accuracy rate of 98.5%. On-site and remote CART writers do the same type of work. The main difference is that on-site CART providers display their product on a laptop or projection screen for consumers to read while remote CART providers display their work product via a webpage. In addition, an on-site CART provider can read aloud the questions or comments that the deaf or hard-of-hearing person has typed.
Minimum Experience:
Minimum of three years of experience in court reporting and/or real-time writing projects.
Minimum Education:
Minimum of High School Diploma and advanced education in court reporting theory.
Certifications:
May have one or more of the following certifications: <ul style="list-style-type: none"> · CCP – Certified CART Provider · RMR – Registered Merit Reporter · CRR – Certified Real-time Reporter · CBC – Certified Broadcast Captioner · RDR – Registered Diplomat Reporter · RPR – Registered Professional Reporter · CSR – State Certified Shorthand Reporter

LABOR CATEGORIES AND HOURLY RATES FOR SERVICES FOR SIN 382-5

ON SITE INTERPRETERS

Standard Interpreter	Hourly Rate
More than 5 workdays notice	\$75.80*
Less than 5 workdays notice	\$94.73
Less than 3 workdays notice	\$113.67

Specialized Interpreter	Hourly Rate
More than 5 workdays notice	\$94.73
Less than 5 workdays notice	\$118.19
Less than 3 workdays notice	\$141.93

*Eligible for Offered GSA Volume /Quantity Discount: for orders of 7 or 8 Hours of Standard Interpreting Services in a single day with more than 5 Days Notice.

Standard Interpreting - More than 5 Days Notice (Volume Discount for 7+ Hours) \$74.66

Standard Interpreting - More than 5 Days Notice (Volume Discount for 8+ Hours) \$72.61.

We charge a two-hour minimum on all assignments. For cancellations made less than two workdays prior to the scheduled assignment, BIS will invoice and expect payment for the entire scheduled time and number of interpreters, assuming interpreters have already been assigned.

REMOTE INTERPRETERS

VRI Monthly Rate Plans/Included Minutes	GSA Monthly Contract Rates w/ 3/4% IFF	Additional Minutes (per minute)
2 hours Per month. 120 Included Minutes.	\$324.90	\$2.85
5 Hours Per Month. 300 Included Minutes.	\$755.25	\$2.85
10 Hours Per Month. 600 Included Minutes.	\$1,282.50	\$2.85
15 Hours Per Month. 900 Included Minutes	\$1,667.25	\$2.85

Video Remote Interpreting (VRI):

VRI is billed at a 15 minute minimum per call. Monthly plans do not allow unused minutes to be carried over to the following month. Plans may be changed at any time and become effective on the first business day of the following month.

CAPTIONING SERVICES

Specialized Interpreter	Hourly Rate
On-Site CART - More than 2 Days Notice	\$197.23
Remote CART - More than 2 Days Notice	\$148.11

We charge a 2-hour minimum on all remote CART assignments, and a 3-hour minimum on all on-site CART assignments. For cancellations made less than two workdays prior to the scheduled assignment, BIS will invoice and expect payment for the entire scheduled time and number of transcribers, assuming transcribers have already been assigned.