

MOFFAT COUNTY BOARD OF COUNTY COMMISSIONERS

221 W Victory Way, Suite 130 Craig, Colorado 81625

(970) 824-5517 (970) 824-9191 fax

Tony Bohrer
District 1

Melody Villard
District 2

Donald Broom
District 3

Special Board Meeting Agenda

Minutes will be recorded for these formal meetings

Wednesday, March 15, 2023

2:30 pm

Department of Public Health – Sarah Copeland/County Attorney – Rebecca Tyree

- 1) Memo of Understanding for Interpretation/Translation Services contract w/Integrated Community

Adjournment

The next scheduled BOCC meeting will be Tuesday, March 28, 2023 - 8:30 am

***** Agenda is Subject to Change until 24 hours before scheduled Hearings*****

The Board may alter the times of the meetings throughout the day, or cancel or reschedule noticed meetings



2:26 PM 3/14/2023

443 Oak Street
P.O. Box 880587
Steamboat Springs, CO 804877



Phone: (970)871-4599
Email: billing@ciiccolorado.org
Website: www.ciiccolorado.org

Memorandum of Understanding for Interpretation/Translation Services

This is a Memorandum of Understanding entered into by _____ (hereinafter referred to as "the client") and Integrated Community (hereinafter referred to as "CIIC") on _____ (date) and to be renewed on a yearly basis.

Billing contact name: _____ Email address: _____

The client's business address: _____ Phone Number: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

CIIC's Contact information: Language Justice Manager Phone: (970) 439-0515 Email: translate@ciiccolorado.org

The client hereby engages CIIC to provide services described under "Scope and Manner of Services." CIIC hereby agrees to provide the Client with such services in exchange for consideration described herein under "Payment for Services Rendered."

Scope and Manner of Services

- When needed and scheduled, CIIC will provide interpretation and/or translation services to the client to facilitate communication with and for non-English speaking clients.
- The client expects CIIC to ensure appropriate quality of professional services, based on appropriate recruitment, training, and vetting of qualified individuals.
- The client understands that interpreters are unique individuals, but expects a standardized service, in which every interpreter will uphold the standards of the field, as described in the "Code of Ethics for Interpreters" including, but not limited to, accuracy, confidentiality, and impartiality.

Payment for Services Rendered

- The client understands that Interpretation and Translation services have a cost. But due to the unique structure of CIIC, as a non-profit organization, understands that services will always be rendered, regardless of payment or ability to pay. Initialing below, the client's authorized agent agrees to a payment option:

☐ **Option #1:** Interpretation services are invoiced monthly at a rate of \$40 per hour for Consecutive and \$50 per hour for Simultaneous with a minimum billing of 1 hour per appointment. After the first hour, interpretation services are billed in 15-minute increments. Translation services are billed at \$0.15/word, based on the word count of the original (source) document. Extra fees caused by formatting or expedited requests will be discussed prior to service.

☐ **Option #2:** Invoicing by CIIC will include a 50% discount or flat monthly rate of \$_____ for Interpretation and Translation services. The client agrees to pay the discounted cost.

☐ **Option #3:** Invoicing by CIIC will include a 100% discount for Interpretation and Translation services. The client will not pay for these services at this time and will revisit their ability to pay on a yearly basis and consider a one-time yearly donation.

In witness of their agreement to the terms above, the parties or their authorized agents place their signatures:

Client Signature

Date

Nelly Navarro, Executive Director, CIIC

Date

If this agreement is not signed and returned within 7 days from date sent, payment Option #1 will be automatically applied.