

## **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/interpretprog/interp\\_prog.html](http://www.uscourts.gov/interpretprog/interp_prog.html) (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,

### **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]:

- Federally Certified Court Interpreter
- Professionally Qualified
- Language Skilled

### **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/interpretprog/rates.html>.

Full-Day Rate:           \$

Half-Day Rate:           \$

Overtime Rate:         \$                   per hour

Additional Terms:

### **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 District of New Jersey

Attn:                   Julianne Passero, Court Services Specialist  
                          50 Walnut Street, Room 4015  
                          Newark, NJ, 07101

Telephone:         (973) 645-4637           Fax: (973) 645-4431

E-mail:               julianne\_passero@njd.uscourts.gov

## 5.0 Contracting Officer

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

Clerk of Court, U.S. District Court for the District of New Jersey

Attn: William J. Holland, Jr., Contracting Officer  
402 East State Street, Trenton, NJ, 08608

Telephone: (609) 989-2328

E-mail: [bill\\_holland@njd.uscourts.gov](mailto:bill_holland@njd.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) and/or correctional facility:

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/uscourts/FederalCourts/Interpreter/Standards\\_for\\_Performance.pdf](http://www.uscourts.gov/uscourts/FederalCourts/Interpreter/Standards_for_Performance.pdf))

## 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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Alternate Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
SSN or TIN

\_\_\_\_\_  
Contracting Officer's Signature and Date

**WILLIAM J. HOLLAND, JR.**

Print Name

**(609) 989-2328**

Phone

**bill\_holland@njd.uscourts.gov**

Email Address

**Purchase Order  
Attachment A**

Date(s):

Time:

Location:

Address:

Judge:

Probation:

Assignment:

AUSA:

D. Counsel:

Authorized Method of Travel:

**FOR OFFICIAL USE ONLY**

CL# \_\_\_\_\_

Reviewed by: \_\_\_\_\_

INTERPRETER:

DATE OF ASSIGNMENT:

FEE (according to the following credentials):

FULL DAY RATE

HALF DAY RATE

INCLUDES TRAVEL TIME

EXCEEDS A.O. APPROVED RATES:

___	Authorization Attached	Comments: _____
___	Authorization Previously Obtained	_____
___	Blanket Authorization Approved by A.O.	_____
___	Requested On Short Notice,	_____
___	Prior Approval Not Obtained	_____
___	Requested Approval, No Reply	_____

CONTRACT EXECUTED & ON FILE \_\_\_\_\_

IF APPLICABLE, SF30 EXECUTED & ON FILE \_\_\_\_\_

BACKGROUND CHECK YES \_\_\_ NO \_\_\_ (If NO, check box: \_\_\_ Expired \_\_\_ Not Requested \_\_\_ Not Found)

LANGUAGE:

IN COURT: \_\_\_\_\_

OUT OF COURT: \_\_\_\_\_

SERVICE FEE: \_\_\_\_\_

EXPENSES: \_\_\_\_\_

ACCOUNTING CLASSIFICATION: 15-092000-DXXBBCX-D03NJXC-2523

TOTAL: \_\_\_\_\_

**Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Certifying Officer

\_\_\_\_\_  
William J. Holland, Jr., Director of Court Services