

**RATE AND INFORMATION SHEET¹:
CONTRACT COURT INTERPRETER SERVICES TERMS AND CONDITIONS**

UNITED STATES DISTRICT COURT for the WESTERN DISTRICT OF TENNESSEE

1. **Contract** (1.0 in Terms and Conditions document)

The contracting terms indicated below along with the fixed terms and conditions set forth in the Terms and Conditions document available at http://www.uscourts.gov/interpretprog/interp_prog.html, and any purchase order/request(s) for specific interpreting assignments, constitute the contract for contract court interpreter services in the _____ language for the period of _____, 20____, through _____, 20____, between the court identified above and the interpreter, _____ (name of interpreter).

2. This interpreter's documented classification level for the language indicated is [check only one of the following]:

- Federally Certified Court Interpreter
- Professionally Qualified
- Language Skilled

3. **Rates for Interpreting Services** (2.0 in Terms and Conditions document)

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/request:

- Full-Day Rate: _____
- Half-Day Rate: _____
- Overtime Rate: _____

4. **Payment for Services** (7.1 in Terms and Conditions document)

Invoices and necessary receipts shall be submitted to:

Clerk of Court, U.S. District Court for the Western District of Tennessee
Attn: Lorri Fentress, Ordering Officer
167 N. Main Street
Memphis, TN 38103
e-mail: lorri_fentress@tnwd.uscourts.gov

¹ The *Rate and Information Sheet* is an AO-established form required for use with all contracts for court interpreter services.

5. **Inspection and Acceptance and Disputes** (5.0 and 9.3 in Terms and Conditions document)
Inquiries concerning the Terms and Conditions of this agreement should be addressed to the contracting officer:

Contracting Officer: Tom Gould, Clerk
167 N. Main Street
Memphis, TN 38103
e-mail: tom_gould@tnwd.uscourts.gov

6. **Travel Expenses** (7.5 in Terms and Conditions document)
The contract court interpreter agrees to perform interpreting services at the following court locations:

Jackson, Tennessee
Memphis, Tennessee

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 25 miles from the court location. The AO established fee schedule covers travel expenses for local travel.

If the purchase order/request authorizes travel for a specific assignment, authorized 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 of the Contract Court Interpreter Services Terms and Conditions document, and the Judiciary Staff Travel Regulations, and specifically for air transportation from _____ (city) to _____ (city); and/or _____ miles of ground transportation from _____ (city) to _____ (city). Travel using the interpreter’s personal vehicle 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 amount² posted at: <http://www.gsa.gov/perdiem>.

² Pursuant to Section 7.5 of the *Contract Court Interpreter Services Terms and Conditions*, reimbursement shall be for actual expenses up to the per diem amount set for the location, unless a greater amount is authorized in the order/requisition.

7. 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.

Interpreter's Signature and Date

Contracting Officer's Signature and Date

Typed Name

Typed Name

Phone

Phone

Alternate Phone

Alternate Phone

Email Address

SSN or TIN