



Professional Interpreter Exchange  
Communicating Excellence

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**LANGUAGE SERVICES**

**FOR THE**

**FEDERAL SUPPLY SCHEDULE**

**738 II**

**GSA CONTRACT #: GS-10F-0241W**

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Vijay Corporation dba Professional Interpreter Exchange  
9101 Cherry Lane, Suite 104  
Laurel, MD 20708  
Phone: 301-725-3402 – FAX: 301-725-3412  
[www.pieinc.com](http://www.pieinc.com)

**K-FSS-1 AUTHORIZED NEGOTIATORS (MAR 1998)**

The offeror shall, in the spaces provided below, fill in the names of all persons authorized to negotiate with the Government in connection with this request for proposals or quotations. (List the names, titles, telephone numbers and electronic mail addresses of the authorized negotiators.)

NAMES & TITLES	TELEPHONE NUMBERS	ELECTRONIC MAIL ADDRESSES
Vijay Patel, Executive Director	301-725-3402	<u>Vijay@pieinc.com</u>
Linda Grimm, Executive Assistant	301-725-3402	<u>Linda@pieinc.com</u>

# GENERAL SERVICES ADMINISTRATION

## **Federal Acquisition 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 is available through *GSA Advantage!*<sup>™</sup>, a menu-driven database system. The INTERNET address for *GSA Advantage!*<sup>™</sup> is: <http://www.GSAAdvantage.gov>.

### **Schedule for - Language Services**

**Federal Supply Group:** 738      **Class:** R608

**Contract Number:** GS-10F-0241W

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

**Contract Period:** June 30, 2010 through June 29, 2015

**Contractor:** Vijay Corporation DBA Professional Interpreter Exchange  
9101 Cherry Lane  
Suite 104  
Laurel, MD 20708 1150

**Business Size:** Small Business

**Telephone:** (301) 725-3402

**Extension:**

**FAX Number:** (301) 725-3412

**Web Site:** [www.pieinc.com](http://www.pieinc.com)

**E-mail:** [linda@pieinc.com](mailto:linda@pieinc.com)

**Contract Administration:** Linda Grimm

## CUSTOMER INFORMATION:

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 382-5, 382-5RC
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

## **(CUSTOMER INFORMATION: Continued)**

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic only
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** 0.25%/ 15 Days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$3,000
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor’s standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A

## **(CUSTOMER INFORMATION: Continued)**

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, indicate that 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/](http://www.Section508.gov/).**
25. **Data Universal Numbering System (DUNS) number:** 80-9123177
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

## (CUSTOMER INFORMATION: Continued)

Labor Category	Minimum Education	Minimum Experience	Offered GSA Rate Inclusive of IFF
Interpreter - General Assignments (First 2 Hours)* (At least 3 Business Days Notice)	Associate's Degree	3	\$ 85.74
Interpreter - General Assignments (Each Additional Hour) (At least 3 Business Days Notice)	Associate's Degree	3	\$ 74.16
Interpreter - Other Assignments; Legal, Tacticle, Psychiatric or Videotaped (First 2 Hours)* (At least 3 Business Days Notice)	Associate's Degree	3	\$ 115.87
Interpreter - Other Assignments; Legal, Tacticle, Psychiatric or Videotaped (Each Additional Hour) (At least 3 Business Days Notice)	Associate's Degree	3	\$ 92.70
Interpreter - Evenings 5:00pm - 7:00am, Weekends & Holidays (First 2 Hours) (At least 3 Business Days Notice)	Associate's Degree	3	\$ 127.46
Interpreter - Evenings 5:00pm - 7:00am, Weekends & Holidays (Each Additional Hour) (At least 3 Business Days Notice)	Associate's Degree	3	\$ 83.43
<b>Less than 3 Business Days Notice</b>			
Interpreter - General Assignments (First 2 Hours)* (Less than 3 Business Days Notice)	Associate's Degree	3	\$ 115.87
Interpreter - General Assignments (Each Additional Hour) (Less than 3 Business Days Notice)	Associate's Degree	3	\$ 83.43
Interpreter - Other Assignments; Legal, Tacticle, Psychiatric or Videotaped (First 2 Hours)* (Less than 3 Business Days Notice)	Associate's Degree	3	\$ 150.63
Interpreter - Other Assignments; Legal, Tacticle, Psychiatric or Videotaped (Each Additional Hour) (Less than 3 Business Days Notice)	Associate's Degree	3	\$ 115.87
Interpreter - Evenings 5:00pm - 7:00am, Weekends & Holidays (First 2 Hours)* (Less than 3 Business Days Notice)	Associate's Degree	3	\$ 150.63
Interpreter - Evenings 5:00pm - 7:00am, Weekends & Holidays (Each Additional Hour) (Less than 3 Business Days Notice)	Associate's Degree	3	\$ 92.70

Labor Category Description is attached.

## Labor Category Description

<b>Job Title: Interpreter</b>
<b>Functional Responsibility:</b> Interpreter must be fluent in both English and American Sign Language (this includes all variations of ASL such as PSE (Pidgeon Signed English), SEE (Signed Exact English).Interpreter must be able to accurately sign what is being said to the deaf client and must also receptively accurately interpret into spoken English what the deaf client is signing to the hearing participant.  Interpreter must be thoroughly aware and adhere to the Registry of Interpreters for the Deaf (RID) Code of Professional Conduct and Ethical Practices System for Interpreters. Interpreter must have a vast vocabulary and be well read on a myriad of subjects as this is helpful in the interpreting process.
<b>Minimum Experience:</b> The Interpreter must have 3 to 5 years experience providing interpreting and translation services. Interpreter will be required to demonstrate fluency of ASL skills during interview process.
<b>Minimum Education:</b> Associate's degree preferably in Interpreting. National Certification from the Registry of Interpreters for the Deaf. If the interpreter does not have an Associate's degree, a minimum of 5 years interpreting experience and National Certification from the Registry of Interpreters for the Deaf would be required.
<b>Certification Requirements:</b> National Certification from the Registry of Interpreters for the Deaf preferred.