## EXHIBIT A – SCOPE OF WORK

**Contract Number:** 07705  
**Agency Name:** Continental Interpreting Services, Inc.  
**Project Name:** Best Start Communities Vendor Pool  
**Project Length:** July 1, 2014 – June 30, 2015  
**Contract Period:** July 1, 2014 – June 30, 2015  
**Revision Date:**  

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities and Subtasks</th>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
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<td>Indicate the activities and subtasks leading to the fulfillment of the objective. Include benchmarks for milestones in chronological order. Indicate the appropriate quantity or frequency of the associated activities or subtasks.</td>
<td>Indicate staff, consultants or subcontractors responsible for the respective activity or subtask.</td>
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### Objectives

Provide translation and interpretation services to one or more of the 14 Best Start Communities

### Activities and Subtasks

**INTERPRETATION / TRANSLATION:**

Interpreters must be bilingual and competent to translate between English and any of the following languages:

- American Sign Language
- Chinese – Mandarin and Cantonese
- Khmer
- Korean
- Spanish
- Tagalog
- Vietnamese

Eligible applicants for interpretation services must be able to provide at least one of the following:

- Experienced and qualified interpreters in the languages above
- Technician to provide onsite support
- Isolation booths
- Receiver or headsets

### Staff Assignment

Best Start Communities department

### Timeline

July 1, 2014 – June 30, 2015

### Deliverables

From contract execution date through June 30, 2015
### EXHIBIT A – SCOPE OF WORK

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Vendors are required to transport the equipment to the venue, set-up, distribute, collect and break down equipment.

Contractors must also maintain the following requirements:
- Business License
- Commercial General Liability Insurance
- Professional Liability Insurance
Vendor Name: Contiental Interpreting Services, Inc

Project Name: Best Start Communities Vendor Pool

<table>
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<tr>
<th>Task/Service</th>
<th>Rate</th>
<th>Quantity</th>
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<td>Translation and Interpreting: Cost per meeting between $200 and $1,200 depending on number of attendees and amount of equipment used. Vendor to provide services for one or more of the 14 Best Start Communities.</td>
<td>1.00</td>
<td>100,000</td>
<td>100,000.00</td>
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TOTAL COST 100,000.00

Fiscal Contact Name: [Signature] 5-15-17
Agency Authorized Signature: [Signature] 800-201-7121
Phone #

Additional supporting documents may be requested