**Best Start Communities Department**  
**Request for Vendors**  
**SCOPE OF WORK – Exhibit A**

**AGENCY:** Guzman Translation and Interpreting  
**CONTRACT #:** 07703

<table>
<thead>
<tr>
<th>Deliverable(s)</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTERPRETATION / TRANSLATION:</strong></td>
<td>From contract execution date through June 30, 2014</td>
</tr>
</tbody>
</table>

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

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: Guzman Translation an dinterpreting

Project Name: Best Start Communities - Vendor Pool

<table>
<thead>
<tr>
<th>Task/Service</th>
<th>Most Current &quot;Approved&quot; First 5 LA Budget</th>
<th>New Rate</th>
<th>Quantity</th>
<th>Amendment Amount</th>
<th>Total Modified Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Translation and Interpreting: Cost per meeting between $200 and $600 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>171,750.00</td>
<td>100,000.00</td>
<td>271,750.00</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

Total Cost: 271,750.00

Fiscal Contact Person

Agency Authorized Signature

Phone 

Additional supporting documents may be requested