

# (ATTACHMENT 8) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Purchase Requisition Number: CR016842

Contract Number: B0001144

Vendor Number: V022602

## MILWAUKEE BOARD OF SCHOOL DIRECTORS PROFESSIONAL SERVICES CONTRACT

This Contract is being entered into this 1st day of July 2015, by and between **Lakeside Ventures Inc. dba International Languages** ("Contractor") and Milwaukee Board of School Directors (MPS). This Contract results from an open competitive procurement, specifically MPS Request for Proposal ("RFP") 885.

### 1. SCOPE OF SERVICES

Contractor is a qualified professional firm that will provide interpretation services upon request from MPS. Services will be provided on an as-needed basis; there is no guarantee of the quantity of services to be requested under this Contract.

These interpretation services will be from English to every major language, including, at a minimum: Spanish; French; German; Italian; Hmong (White); Arabic; Somali; Burmese; Karen S'gaw; Chin; Hindi; Thai; Bengali; Tigrigna; and Rohingya (collectively, "Listed Languages").

Contractor will specifically perform the following tasks, to be delivered according to the terms and conditions of this Contract, RFP 885 and Contractor's Response to RFP 885:

1. Provide interpretations services for a variety of MPS meetings/events, primarily, but not limited to: IEP meetings; Board meetings; disciplinary hearings; parent-teacher conferences; and community events.
2. Provide interpreters to any MPS facility requested and/or other locations required within the City of Milwaukee.
3. Provide an interpreter within 30 minutes for last minute and/or urgent assignments, when required.
4. Attend a training session on MPS policies and procedures provided by MPS at an MPS location a minimum of once per year.
5. Submit MPS-provided attendance record sheet simultaneously with invoices. Contractor is responsible for providing its interpreters with any forms provided by MPS.
6. Maintain internal policies regarding ethics and confidentiality for its interpreters to follow that comply with Health Insurance Portability and Accountability Act ("HIPAA") requirements.

Interpreters performing services for Contractor under this Contracts will:

1. Be located within a 50-mile radius from MPS Central Services at 5225 W. Vliet Street, Milwaukee, WI 53208.
2. Be capable of doing simultaneous, consecutive and bilateral interpreting during regular hours and after hours. In the event of simultaneous interpreting, the use of interpreting equipment, provided by MPS, may be required.
3. Be certified either by the Court Interpreting Program, the National Board of Certification for Medical Interpreters, the Certification Commission for Healthcare Interpreters or similar body.

Contractor specifically agrees that:

1. For Spanish interpretation at events exceeding two hours in which the attendance of non-English speakers is not always certain, Contractor will have the ability to have, on stand-by, a second interpreter who will arrive within 30 minutes of contact when a non-English speaker arrives. After two hours, if there is no need for a second interpreter, the interpreter on stand-by will be released. MPS will pay a maximum of two hours for stand-by interpreters. In the event the interpreter on stand-by is activated, the stand-by rate will be applied only to the time the interpreter was effectively on stand-by.
2. The scope of each task, the deadline for completion and other conditions will be mutually agreed upon through the translations/interpretations coordinator at MPS's Bilingual Multicultural Office or MPS staff person assigned in advance.
3. MPS will have the right of refusal of an interpreter when the performance is unsatisfactory.

Contractor will provide, at its own expense, all personnel required to perform the services under this Contract.

### 2. TERM

This Contract will be in effect from July 1, 2015 to June 30, 2016, with the option to extend for up to two additional one-year terms upon mutual written consent. Any extension of the Contract beyond June 30, 2016 must be set forth in writing and signed by authorized signatories of the parties. MPS will determine whether such extensions are requested based on the performance metrics identified below.

Performance Objective	Measurement Mechanism	Performance Threshold
1. Contractor will provide a summary of hours of interpretation provided, per language, and per event (e.g., IEP, parent teacher conferences, board meetings, etc.)	The report will be delivered to the MPS Translation/Interpretation Coordinator or designee twice annually, on April 1st and January 15th.	Contractor must provide this report to be eligible for annual contract renewal; however provision is not a guarantee of contract renewal.
2. Contractor will provide a summary of continuous education and/or new certifications attained by its interpreters and required to maintain employment within their company. Contractor will specify if it offers any mandatory training in house.	The report will be delivered to the MPS Translation/Interpretation Coordinator or designee annually on April 1st.	Contractor must provide this report to be eligible for annual contract renewal; however provision is not a guarantee of contract renewal.
3. Contractor must measure MPS satisfaction with services via an MPS-supplied short survey of five questions maximum.	These surveys will be delivered to the MPS Translation/Interpretation Coordinator or designee twice annually, on April 1st and January 15th.	Contractor must provide these survey results to be eligible for annual contract renewal; however provision is not a guarantee of contract renewal.  In addition, survey results need to demonstrate a minimum of 75% satisfaction average with responses from a minimum of 50% of MPS assignments.

No work will commence before a Contractor receives a fully executed Contract and has been given approval to proceed. Any work performed by the Contractor prior to obtaining a fully-executed Contract with approval to proceed will not be compensated pursuant to this Contract.

**3. COMPENSATION**

Total compensation under this Contract will not exceed \$500,000.00. The schools utilizing the services will make individual encumbrances against the Blanket Contract. There is no guarantee of the quantity of services to be requested under this Contract.

Services will be billed as follows:

Service	Year 1	Possible Extension – Year 2	Possible Extension – Year 3
Hourly Rate (Standard Hours) - Mon thru Fri 7:30am to 6:00 pm	\$45	\$45	\$45
Hourly Rate (After Hours) – Mon thru Fri 6:01pm to 7:29am, Sat & Sun	\$65	\$65	\$65
Hourly Rate (Stand-by) – Weekday Hours 6:01 pm to 7:29 am	\$50	\$50	\$50

MPS reserves the right to determine in its sole discretion whether services have been adequately and fully delivered; to withhold payment until services are fully and adequately delivered; or to disallow a pro rata share of payments for services not fully and adequately delivered.

Milwaukee Public Schools does not pay in advance for services. No payment will be made until a properly submitted invoice is approved. Services will be billed in half-hour increments. Invoices will be submitted directly to the school or MPS department requesting the services.

A properly submitted invoice must include a detailed description of the dates and times worked and the tasks performed. As a matter of practice, MPS attempts to pay all invoices in 30 days. It is mutually agreed that State Prompt pay law does not apply to this Contract.

Unless otherwise specified, MPS will not pay invoices submitted more than 60 days after actual work. In the case of grant funding, no payments will be made after grant close out. Final invoices must be marked as such.

#### **4. NON APPROPRIATION OF FUNDS**

This Contract is contingent upon the appropriation of sufficient funds by appropriate MPS officials. If funds are not appropriated, Contractor agrees to take back any commodities furnished under the Contract, terminate any services supplied to MPS under the Contract, and relieve MPS of any further obligations under the Contract.

#### **5. NON-DISCRIMINATION**

In the performance of work under this Contract, Contractor will not discriminate in any way against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex. This prohibition includes but is not limited to employment; promotions, demotions and transfers; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. Contractor is required to include a similar provision in all subcontracts to this Contract.

If MPS determines Contractor has violated this non-discrimination policy, MPS may terminate this Contract without liability for undelivered services or materials. MPS may also deem the Contractor ineligible to participate in future contracts with MPS.

#### **6. INDEMNITY**

Notwithstanding any references to the contrary, Contractor assumes full liability for all of its acts or omissions in the performance of this Contract, as well as the acts or omissions of its subcontractors. Contractor will indemnify and hold harmless MPS, its agents, officers and employees against all liabilities, losses, judgments, decrees, costs, and expenses that may be claimed against MPS as a result of granting of this Contract to said Contractor, or that may result from the carelessness or neglect of said Contractor, its agents, or employees. If judgment is recovered against MPS in suits of law or equity for any reason, including by reason of the carelessness, negligence, or acts or omissions of the Contractor, against such persons, firms or corporations carrying out the provisions of the Contract for the Contractor, the Contractor assumes full liability for such judgment, not only as to any monetary award, but also as to the costs, attorneys' fees or other expenses resulting therefrom.

In accordance with applicable laws, MPS will be responsible for defending and paying judgments on behalf of its officers, employees and agents while acting within the scope of their employment or agency for any claims that may arise out of MPS' negligence for acts, policies, or directives that affect the activities covered by this Contract.

#### **7. BACKGROUND CHECKS**

A criminal information background check is required for all persons providing services under this Contract, including volunteers, that: (1) provide services in MPS facility(ies) on a regular and ongoing basis or more than 5 hours per week; and (2) come into contact with or have access to MPS students with or without the presence of an MPS teacher or MPS supervisor.

The purpose of this check is to ensure there is nothing that would render the person(s) unfit to perform services under this Contract where there is contact and or access to MPS students. MPS will, in its sole discretion, determine whether there is anything in a background check that would render a person unfit to work in an MPS facility with contact or access to MPS students. MPS will perform background checks in the state(s) in which the individual resided for at least 6 months in the last 5 years, and was 18 years old or older at the time.

Contractor may perform its own criminal background checks through the Wisconsin Department of Justice Crime Information Bureau ("CIB"). Contractor will provide the completed criminal background checks at least 10 days prior to any services being performed pursuant to this Contract.

MPS will perform the necessary background investigation at the rate of \$10.00 per person. In the event Contractor chooses this option, Contractor may contact the Office of Classified Staffing at 475-8157 to obtain the necessary forms. Please note that all forms must be filled out and submitted at least 30 days prior to the commencement of the services.

All background checks must be completed prior to the commencement of services under this Contract. MPS will NOT be responsible for the payment of any services rendered by Contractor before the completion of these criminal information background checks.

**8. INSURANCE AND PROOF OF FINANCIAL RESPONSIBILITY**

Contractor understands and agrees that financial responsibility for claims or damages to any person, or to Contractor's employees and agents, will rest with the Contractor. Contractor and its subcontractors will effect and maintain any insurance coverage, including, but not limited to, Workers' Compensation, Employers' Liability, General Liability, Contractual Liability, Professional Liability, Automobile Liability and Umbrella Liability to support such financial obligations. The indemnification obligation, however, will not be reduced in any way by existence or non-existence, limitation, amount or type of damages, compensation, or benefits payable under Workers' Compensation laws or other insurance provisions.

The minimum limits of insurance required of the Contractor by MPS will be:

Workers' Compensation	Statutory Limits
Employers' Liability	\$100,000 per occurrence
General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Professional Liability	\$1,000,000 per occurrence
Auto Liability	\$1,000,000 per occurrence
Umbrella (excess) Liability	\$1,000,000 per occurrence

MPS will be named as an additional insured under Contractor's and subcontractors' general liability insurance and umbrella liability insurance. Evidence of all required insurances of Contractor will be given to MPS. The certificate of insurance or policies of insurance evidencing all coverages will include a statement that MPS will be afforded a thirty (30) day written notice of cancellation, non-renewal or material change by any of Contractor's insurers providing the coverages required by MPS for the duration of this Contract.

**9. SHIPPING /TAXES**

If goods are provided pursuant to this Contract, please note that MPS is exempt from Federal Excise and Wisconsin Sales Taxes. All vendor quotes, bids and invoices must include delivery FOB destination to the MPS location receiving the goods and freight must be prepaid. This means any freight, shipping, processing, handling or like charges must be part of a unit price. Any separate line items for freight, shipping, processing, handling or like charges listed on an invoice will be deleted and NOT PAID.

All textbook purchases will be governed by the terms and conditions in the Milwaukee Board of School Director Textbook Contract, found on the Milwaukee Public Schools portal (<http://mpsportal.milwaukee.k12.wi.us>) which provides that textbooks shipped to MPS or its schools must be done at no additional charge to MPS or its schools.

MPS reserves the right to reject any items that do not conform to the bid, quote or Purchase Order. All return freight charges associated with the rejected materials will be borne by the vendor.

**10. IRREPARABLE HARM**

It is mutually agreed the breach of this Contract on Contractor's part will result in irreparable and continuing damage to MPS for which money damages may not provide adequate relief. Therefore, the breach of this Contract on Contractor's part will entitle MPS to both preliminary and permanent injunctive relief and money damages insofar as they can be determined under the circumstances.

**11. TERMINATION BY CONTRACTOR**

Contractor may, at its option, terminate this Contract upon the failure of MPS to pay any amount, which may become due hereunder for a period of sixty (60) days following submission of appropriate billing and supporting documentation. Upon said termination, Contractor will be paid the compensation due for all services rendered through the date of termination including any retainage.

**12. TERMINATION BY MPS - BREACH BY CONTRACTOR**

If Contractor fails to fulfill its obligations under this Contract in a timely or proper manner, or violates any of its provisions, MPS will thereupon have the right to terminate it by giving five (5) days written notice before the effective date of termination of the Contract, specifying the alleged violations, and effective date of termination. The Contract will not be terminated if, upon receipt of the notice, Contractor promptly cures the alleged violation with five (5) days. In the event of termination, MPS will only be

liable for services rendered through the date of termination and not for the uncompleted portion, or for any materials or services purchased or paid for by Contractor for use in completing the Contract.

**13. TERMINATION BY MPS**

MPS further reserves the right to terminate this Contract at any time for any reason by giving Contractor written notice by Registered or Certified Mail of such termination. MPS will attempt to give Contractor 20 days' notice, but reserves the right to give immediate notice. In the event of said termination, Contractor will reduce its activities hereunder, as mutually agreed to, upon receipt of said notice. Upon said termination, Contractor will be paid for all services rendered through the date of termination, including any retainage. This section also applies should the Milwaukee Board of School Directors fail to appropriate additional monies required for the completion of the Contract.

**14. INDEPENDENT CONTRACTOR**

Contractor agrees and stipulates that in performing this Contract, it is acting as an Independent Contractor, and that no relationship of employer and employee, partnership or joint venture is created by this Contract. Contractor has exclusive control over work hours, location, and other details of such services, and MPS' sole interest is to ensure that said service will be performed and rendered in a competent, safe, efficient, timely and satisfactory manner in accordance with the terms of this Contract.

Contractor has the sole obligation to provide for and pay any contribution or taxes required by federal, state or local authorities imposed on or measured by income. Contractor specifically covenant not to file any complaint, charge, or claim with any local, state or federal agency or court in which Contractor claims to be or to have been an employee of MPS during the period of time covered by this Contract and that if any such agency or court assumes jurisdiction of any complaint, charge or claim against MPS on Contractor's behalf, Contractor will request such agency or court to dismiss such matter. MPS will not be charged any obligation or responsibility whatsoever of extending any fringe benefits which may be extended to MPS employees, including any insurance, or pension plans.

Contractor further agrees that MPS is not to be charged with the obligation or responsibility of extending any fringe benefits such as hospital, medical and life insurance, or pension plans which may be extended to employees of MPS from time-to-time and further agree to indemnify and hold harmless MPS and all its employees, officers and agents from any liability for personal injuries, including death, or for damage to or loss of personal property, which might occur as a result of the performance of the services provided for under this Contract.

**15. ASSIGNMENT LIMITATION**

This Contract will be binding upon and inure to the benefit of the parties and their successors and assigns; provided, however, that neither party will assign its obligations hereunder without the prior written consent of the other.

**16. PROHIBITED PRACTICES**

- A. Contractor during the period of this Contract will not hire, retain or use for compensation any member, officer, or employee of MPS to perform services under this Contract, or any other person who, to the knowledge of Contractor, has a conflict of interest.
- B. Contractor hereby attests it is familiar with MPS's Code of Ethics, providing in pertinent part, "[a]n employee of Milwaukee Public Schools may not accept any gift or gratuity in excess of \$25.00 annually from any person, persons, group or any firm which does business with or is attempting to do business with MPS."
- C. MPS has a Livable Wage policy that requires anyone having a contract with MPS must pay all of their employees a livable wage in accordance with City of Milwaukee Ordinance 310-13. The current livable wage rate can be found at the City of Milwaukee website <http://city.milwaukee.gov/ImageLibrary/Groups/doaPurchasing/forms/livingWageTable.docx>
- D. No person may enter into this Contract for services that the MPS employee would otherwise perform as an employee.
- E. No current or former MPS employee may perform services on a professional services contract without the prior written consent of the Director of Human Relations of her designee.
- F. If the Contract is for apparel for \$5,000.00 or more, the Contractor agrees to provide only items manufactured by responsible manufacturers. Contractor is required to include a similar provision in all subcontracts to this Contract.

#### **17. NOTICES**

Notices to either party provided for in this Contract will be sufficient if sent by Certified or Registered mail, postage prepaid, addressed to the signatories on this Contract, or to their designees.

#### **18. WAIVER**

The waiver or failure of either Party to exercise in any respect any rights provided for in this Contract will not be deemed a waiver of any further right under this Contract.

#### **19. INTEGRATION / SEVERABILITY**

This Contract, its addenda, if any, RFP 885 and Contractor's Response to RFP 885 constitute the entire Contract among the Parties with respect to the subject matter hereof and supersede all prior proposals, negotiations, conversations, discussions and Contracts among the Parties concerning the subject matter hereof. No amendment or modification of any provision of this Contract will be effective unless the same will be in writing and signed by both Parties.

The District will not be bound by any terms and conditions included in of Contractor's packaging, service catalog, brochure, technical data sheet or other document which attempts to impose any conditions at variance with or in addition to the terms and conditions contained herein.

If any term or provision of this Contract should be declared invalid by a court of competent jurisdiction or by operation of law, the remaining terms and provisions of this Contract will be interpreted as if such invalid Contracts or covenants were not contained herein.

#### **20. CHOICE OF LAW & FORUM**

The state courts of Wisconsin will be the sole forum for all disputes arising of this Contract. The validity, construction, enforcement and effect of this Contract will be governed solely by the laws of the State of Wisconsin.

#### **21. TIMING**

Time is of the essence in this Contract.

#### **22. CERTIFICATION REGARDING DEBARMENT OR SUSPENSION**

Contractor certifies that neither Contractor or its principals; its subcontractors or their principals; the sub-recipients (if applicable) or their principals are suspended, debarred, proposed for debarment, voluntarily excluded from covered transactions, or otherwise disqualified by any federal department or agency from doing business with the Federal Government pursuant to Executive Orders 12549 and 12689. Contractor specifically covenants that neither the Contractor nor its principals, its sub-contractors or their principals, or the sub-recipients (if applicable) or their principals are included on the Excluded Parties List System ("EPLS") maintained by the General Services Administration ("GSA").

#### **23. FORCE MAJEURE**

MPS will not be liable to pay Contractor for any work that the Contractor is unable to perform due to act of God, riot, war, civil unrest, flood, earthquake, outbreak of contagious disease or other cause beyond MPS's reasonable control (including any mechanical, electronic, or communications failure, but excluding failure caused by a party's financial condition or negligence).

#### **24. STUDENT DATA**

Contractor acknowledges that student data is protected by both federal and state law. *See* Wis. Stat. § 118.125; 20 U.S.C. § 1232g(b); 34 C.F.R. § 99.1 *et seq.* If MPS determines that Contractor has disclosed any student record information in violation of either federal or state law, without prejudice to any other rights or remedies the MPS may have, MPS will be entitled to immediately terminate this and every other existing Contract without further liability. Moreover, MPS may bar Contractor from future MPS contracts for varying periods up to and including permanent debarment.

Contractor has signed a Confidentiality Agreement which is incorporated herein by reference.

#### **25. NON-DISCLOSURE**

Absent prior written consent of the person listed in Section 3 or his/her designee, Contractor will not: (1) disclose, publish, or disseminate any information, not a matter of public record, that is received by reason of this Contract, regardless of whether the Contractor is or is not under contract at the time of the disclosure; or (2) disclose, publish, or disseminate any information

developed for MPS under this Contract. Contractor agrees to take all reasonable precautions to prevent any unauthorized use, disclosure, publication, or dissemination of the same information.

All information and any derivatives thereof, whether created by MPS or Contractor under this Contract remains the property of MPS and no license or other rights to such information is granted or implied hereby. For purposes of this Contract, "derivatives" will mean: (i) for copyrightable or copyrighted material, any translation, abridgment, revision, or other form in which an existing work may be recast, transformed, or adapted; and (ii) for patentable or patented material, any improvement thereon.

Within ten business days of the earlier of receipt of MPS' written or oral request, or final payment, Contractor will return all documents, records, and copies thereof it obtained during the development of the work product covered by this Contract.

**26. MPS LOGO/PUBLICITY**

No Contractor will use the MPS Logo in its literature or issue a press release about the subject of this Contract without prior written notice to and written approval of MPS's Director of Communication and Public Affairs.

**27. ORDER OF PRIORITY**

In the event of a conflict among the documents constituting this Contract, the order of priority to resolve the conflict shall be: 1) this Contract; 2) RFP 885; and 3) Contractor's Response to RFP 885.

**28. PUBLIC RECORDS**

Both parties understand that the Board is bound by the Wisconsin Public Records Law, and as such, all of the terms of this Contract are subject to and conditioned on the provisions of Wis. Stat. § 19.21, *et seq.* Contractor acknowledges that it is obligated to assist the Board in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so will constitute a material breach of this Contract, and that the Contractor must defend and hold the Board harmless from liability under the law. Except as otherwise authorized, those records will be maintained for a period of seven years after receipt of final payment under this Contract.

**29. CONTRACT COMPLIANCE REQUIREMENT**

The HUB requirement on this Contract is 5%. The student engagement requirement of this Contract is 300 hours. The Career Education requirement for this Contract is 10 hours. Failure to achieve these requirements may result in the application of some or all of the sanctions set forth in Administrative Policy 3.10, which is hereby incorporated by reference.

IN WITNESS WHEREOF, the parties here to have executed this Contract on the day, month and year first above written.

CONTRACTOR (Vendor #: V021983)

By:   
Authorized Representative

Date: 7/7/15  
Lakeside Ventures Inc. dba International Languages  
PO BOX 510651  
Milwaukee, WI 53203  
(414) 226-1980


SSN / FEIN:

Budget Code: 000-0-0-000-BL-ECTS \$375,000  
DTI-0-S-SSF-LS-EGSV \$375,000

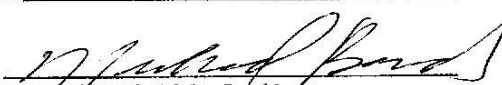
MILWAUKEE BOARD OF SCHOOL DIRECTORS

By:   
Kristen D. DeCato, Director  
Procurement and Risk Management

Date: 7/6/15

By:   
Darlene B. Driver Ed.D., Superintendent of Schools

Date: 7-13-15

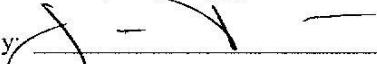
By:   
Michael Bonds, Ph.D., President  
Milwaukee Board of School Directors

Date: 7-15-15

NOTE: BUDGET CODES THAT ARE NOT LOCAL SCHOOL BUDGET CODES, MUST BE APPROVED BY APPROPRIATE DEPARTMENT OR PROGRAM ADMINISTRATOR.

This Contract is not enforceable until fully executed. Payment will not be made on any contract not on file in the Office of Finance. A minimum of fifteen business days is required for approval.

Reviewed by Risk Management:

By:  \_\_\_\_\_

Date: 7-17-15 \_\_\_\_\_

Reviewed as to form and substance by Office of Finance:

By:  \_\_\_\_\_

Date: 7/9/15 \_\_\_\_\_