

How to Write Exhibit A for Consultant Agreements

Please describe the following:

- A. What is the service
 - 1. Contracted amount for service
- B. How invoiced / consultant remuneration
 - 1. Hourly
 - 2. Lump Sum
- C. How long / scope of service / time
 - 1. Hours
 - 2. Supplies
 - 3. Frequency
 - 4. Number of participants
 - 5. Location
 - 6. Dates (if applicable)

Refer to the following example as a guide:

Attachment to Agreement for Consultant's Services

Exhibit A

Requirements A and C

- Network Interpreting Service (consultant) will provide sign language interpreters at SLOCOE's request during the period of August 15, 2018 through June 30, 2019 for Sarah Tucker, a SLOCOE teacher who requires this accommodation, for various meetings throughout the school year including IEPs, staff meetings, parent meetings, school events, and other meetings and events as needed.

Requirement C

- All requests will be initiated by the Special Education Office at SLOCOE or by Sarah Tucker directly. Therese Ford, Administrative Assistant for the Special Education Department, will be the primary contact person (805) 782-7343.

Requirement B

- The rate for interpreters is \$75 per hour during normal business hours (weekdays, 7:00 a.m. to 5:00 p.m.). Non-business hours and weekends are charged at a higher rate (\$85 weekdays 5:00 p.m. to 12:00 a.m.; \$95 per hour weekdays 12:00 a.m. to 7:00 a.m.; \$10 per hour surcharge on weekends).

Requirement B

- A minimum charge of two (2) hours per interpreter will be applied to any request. After two hours, billing will be in half-hour increments.

Requirement B and C

- Travel time to and from the interpreter's home is estimated using Google Maps and put toward the 2 hour minimum billing.

Requirement C

- Mileage will be reimbursed at the Federal (IRS) Standard Business Rate and will be included in Network Interpreting Service's invoice.

Requirement C

- For occupational safety and effective communication, reservations with continuous communication lasting more than two hours may require 2 or more interpreters. The number of interpreters assigned depends on the nature of the request and will be determined by the NIS coordinating staff. NIS will communicate with the requester prior to the assignment in the event the number of interpreters assigned differs from what was requested. If an unforeseen circumstance arises and a single interpreter covers an assignment that would typically require a team, the customer may be charged time and a half the rates noted above.

Requirement A

- An open purchase order will be issued by SLOCOE in the amount of \$10,000.

Requirement B

- Network Interpreting Service will issue invoices for services provided and will reference the purchase order number on the invoice; invoices may be emailed to tford@slocoe.org.

Please contact Susan Richardson at 805-782-7211 or srichardson@slocoe.org if any questions arise.