

Schedule A/B  
POSITION #OCDMH0002  
**Interpreting Services-Spanish Language**

The purpose of this Schedule A/B is to delineate the Scope of Services to be provided by CONSULTANT'S name \_\_\_\_\_ ("CONSULTANT") to the County of Orange, Department of Mental Health ("COUNTY") as well as the Fees and Expenses to be paid from the COUNTY to the CONSULTANT for services rendered in accordance with the terms and conditions specified in this Schedule A/B, the Orange County Department of Mental Health Contract Services RFQ #OCDMH-CS-18 and the Agreement for Consultant Services ("Agreement").

## **CONSULTANT RESPONSIBILITIES**

The CONSULTANT shall:

- 1) meet the following qualifications:
  - High school diploma or equivalent; **and**
  - Certified Court Interpreter, State of New York, Unified Court System; **and**
  - Must have interpreting experience in a wide variety of settings, most particularly Mental Health and Corporate Environments
- 2) possess the following skill set:
  - Ability to convert concepts in the source language to equivalent concepts
  - Relay style and tone
  - Render spoken ideas accurately, quickly, and clearly
  - Oral proficiency in English
- 3) and provide the following services:
  - aid communication by converting information between English and Spanish through simultaneous or consecutive interpretation for clinical services, and/or assessments, and/or meetings, and/or other county-sponsored functions/events, and

### Service Hours/Units

CONSULTANT shall be contacted for services as needed by the COUNTY. No guarantee of the number of hours/units of services is made by the COUNTY.

No additional time by CONSULTANT shall be compensated without prior written approval of the Department of Mental Health and, if such time exceeds the not-to-exceed cost in Article 4 of the Agreement, such approval will also require a written amendment executed by the County Executive and CONSULTANT.

Cancellations by either party must be made within 24 hours prior to start of scheduled service. If service is cancelled with less than twenty-four (24) hours' notice by COUNTY, CONSULTANT shall be entitled to bill for and be paid for two (2) hours of service. In the event of less than twenty-four (24) hours' notice for cancellation by CONSULTANT due to illness or an emergency, CONSULTANT shall notify the Commissioner of Mental Health or her designee.

### Service Location(s)

Service shall be provided on an as needed basis throughout Orange County including Goshen, and/or Port Jervis, and/or Newburgh. The COUNTY reserves the right to change service locations during the term of the Agreement on an as needed basis. Vendor agrees to work in any service locations within Orange County including Port Jervis/Newburgh/Goshen or any combination thereof.

### Billing for Services

CONSULTANT shall invoice the COUNTY on a monthly basis, with adequate supporting documentation as applicable, in accordance with Article 3 of the Agreement.

## **COUNTY RESPONSIBILITIES**

The COUNTY shall:

- for services rendered and properly invoiced in accordance with the terms and conditions specified in this Schedule A/B, RFQ #OCDMH-CS-18 and the Agreement, compensate the CONSULTANT at \$\_\_\_\_\_ per hour per interpreter with a minimum of two hours.

Revised 11/15/17