

# Procurement information removed.

CI-3 Purchase Order - Rate and Information Sheet

FEB 2017

## **Purchase Order for Court Interpreter Services: Rate and Information Sheet**

### **1.0 Terms and Conditions**

The terms below, along with the standard terms and conditions set forth in the Purchase Order Terms and Conditions available at [http://www.uscourts.gov/sites/default/files/tcs\\_3-8-10.pdf](http://www.uscourts.gov/sites/default/files/tcs_3-8-10.pdf) (incorporated by reference) constitute the Purchase Order for contract court interpreter services in the \_\_\_\_\_ language for the period \_\_\_\_\_, through \_\_\_\_\_, between the court identified above and the interpreter, \_\_\_\_\_.

### **2.0 Interpreter Classification Level**

This interpreter's documented classification level in the National Court Interpreter Database for the language indicated is [check only one of the following]:

- Federally Certified Court Interpreter
- Professionally Qualified
- Language Skilled

### **3.0 Rates for Interpreting Services (see 2.0 in the Purchase Order Terms and Conditions)**

The following rates shall be paid for the interpreting services rendered by the named interpreter, in accordance with the AO-established fee schedule for the interpreter's classification level and the terms of service defined in the purchase order. Current fees for contract interpreters are available at:

<http://www.uscourts.gov/services-forms/federal-court-interpreters>

Full-Day Rate: \$ \_\_\_\_\_

Half-Day Rate: \$ \_\_\_\_\_

Overtime Rate: \$ \_\_\_\_\_ per hour

**4.0 Payment for Services (see section 7.1 in the Purchase Order Terms and Conditions)**

Invoices and necessary receipts shall be submitted to:

Clerk of Court, U.S. \_\_\_\_\_ Court for the \_\_\_\_\_ of \_\_\_\_\_

Attn: \_\_\_\_\_, Ordering Officer

Address: \_\_\_\_\_

**5.0 Contracting Officer**

Inquiries concerning the Terms and Conditions of this Purchase Order should be addressed to the contracting officer:

Contracting Officer: \_\_\_\_\_

Contact information: \_\_\_\_\_

Email: \_\_\_\_\_

**6.0 Travel Expenses (see 7.5 in the Purchase Order Terms and Conditions)**

The contract court interpreter agrees to perform interpreting services at the following court location(s):

\_\_\_\_\_

The contract court interpreter's place of residence is:

\_\_\_\_\_

Travel expenses (mileage, parking, etc.) will not be paid if the court interpreter's residence is less than 1 miles from the court location. The AO-established fee schedule covers travel expenses for local travel.

If any individual assignment under this Purchase Order authorizes travel, travel expenses for travel beyond the local commuting distance or for travel between court facilities will be reimbursed by the court in accordance with Section 7.5, Travel Expenses, and the Judiciary Staff Travel Regulations. Travel using the interpreter's personal vehicle, if authorized, will be reimbursed at the established GSA mileage rate in effect at the time of service. Current mileage rates are available at: <http://www.gsa.gov/mileagerate>.

Reimbursement for itemized subsistence expenses may be authorized up to the appropriate per diem amount posted at: <http://www.gsa.gov/perdiem>.

**7.0 National Court Interpreters Database and FBI Background Checks**

The interpreter whose name and signature appear below understands that his/her name, Social Security number (or Taxpayer Identification number), documented classification level, address and contact numbers will be listed in the National Court Interpreter Database (NCID), a database internal to the federal judiciary that may be accessed by other federal courts. The interpreter also understands that a mandatory FBI fingerprint check will be conducted every two years and may be considered by courts in determining the interpreter's suitability to work as a contractor.

**8.0 Clauses Required by Volume 14 of the Guide to Judiciary Policy**

Clause B-5, Clauses Incorporated by Reference (SEP 2010) - This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer

will make their full text available. Also, the full text of a clause may be accessed electronically at this address:  
<http://www.uscourts.gov/sites/default/files/vol14-ch01-appx1b.pdf>.

Clause	Title	Date
3-3	Provisions, Clauses, Terms and Conditions - Small Purchases	JUN 2014
5-5	Non-Disclosure (Professional Services)	JAN 2003
5-20	Records Ownership	JAN 2003
7-15	Observance of Regulations/Standards of Conduct	JAN 2003
7-45	Travel	APR 2013

## 9.0 Applicable Policies

9.1 Judiciary Staff Travel Regulations are available at  
<http://www.uscourts.gov/file/vol19-ch04pdf>

9.2 Standards for Performance and Professional Responsibility for Contract Court Interpreters in the Federal Courts (see Attachment CI-S or available at <http://www.uscourts.gov/file/2871/download>)

## 10.0 Attachments

This purchase order is subject to the following attachments:

**Attachment A:** Indicates the date, time, location, address, whether travel is authorized for the interpreting assignment, and also the authorized method of travel.

\_\_\_\_\_  
**Interpreter's Signature**

**Date**

\_\_\_\_\_  
**Typed Name**

\_\_\_\_\_  
**Phone**

**Alternate Phone**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**SSN or TIN**

**Attachment A**

**Assignment:** On file

**Date(s):** through  
**Time:**

**Location:** U.S. \_\_\_\_\_ Court for the \_\_\_\_\_ of \_\_\_\_\_

**Address:** On file

**Authorized Method of Travel:** \_\_\_\_

CI-S Standards for Performance and Professional Responsibility for Contract  
 Court Interpreters in the Federal Courts

FEB 2017

### **Preamble**

Federally certified court interpreters are highly skilled professionals who bring to the judicial process specialized language skills, impartiality, and propriety in dealing with parties, counsel, the court, and the jury. All contract court interpreters, regardless of certification, are appointed to serve the court pursuant to 28 U.S.C. § 1827. When interpreters are sworn in they become, for the duration of the assignment, officers of the court with the specific duty and responsibility of interpreting between English and the language specified. In their capacity as officers of the court, contract court interpreters are expected to follow the Standards for Performance and Professional Responsibility for Contract Court Interpreters in the Federal Courts.

### **1: Accuracy and Completeness**

Interpreters shall render a complete and accurate interpretation or sight translation that preserves the level of language used without altering, omitting, or adding anything to what is stated or written, and without explanation. The obligation to preserve accuracy includes the interpreter's duty to correct any error of interpretation discovered by the interpreter during the proceeding.

### **2: Representation of Qualifications**

Interpreters shall accurately and completely represent their certifications, training, and pertinent experience.

### **3: Impartiality, Conflicts of Interest, and Remuneration and Gifts**

*Impartiality.* Interpreters shall be impartial and unbiased and shall refrain from conduct that may give an appearance of bias. During the course of the proceedings, interpreters shall not converse with parties, witnesses, jurors, attorneys, or with friends or relatives of any party, except in the discharge of their official functions.

*Conflicts of Interest.* Interpreters shall disclose any real or perceived conflict of interest, including any prior involvement with the case, parties, witnesses or attorneys, and shall not serve in any matter in which they have a conflict of interest.

*Remuneration and Gifts.* Court interpreters shall accept remuneration for their service to the court only from the court. Court interpreters shall not accept any gifts, gratuities, or valuable consideration from any litigant, witness, or attorney in a case in which the interpreter is serving the court, provided, however, that when no other court interpreters are available, the court may authorize court interpreters working for the court to provide interpreting services to, and receive compensation for such services from, an attorney in the case.

### **4. Professional Demeanor**

In the course of their service to the court, interpreters shall conduct themselves in a manner consistent with the dignity of the court and shall be as unobtrusive as possible.

### **5: Confidentiality**

Interpreters shall protect the confidentiality of all privileged and other confidential information.

### **6: Restriction of Public Comment**

Interpreters shall not publicly discuss, report, or offer an opinion concerning a matter in which they are or have been engaged, even when that information is not privileged or required by law to be confidential.

**7: Scope of Practice**

Interpreters shall limit themselves to interpreting or translating, and shall not give legal advice, express personal opinions to individuals for whom they are interpreting, or engage in any other activities which may be construed to constitute a service other than interpreting or translating while serving as an interpreter.

**8: Assessing and Reporting Impediments to Performance**

Interpreters shall assess at all times their ability to deliver their services. When interpreters have any reservation about their ability to satisfy an assignment competently, they shall immediately convey that reservation to the appropriate judicial authority.

**9: Duty to Report Ethical Violations**

Interpreters shall report to the proper judicial authority any effort to impede their compliance with any law, any provision of these Standards, or any other official policy governing court interpreting and legal translating.