



To: ESL School District Administrators/TransPerfect Subscribers

From: Dr. Kelly A. Noyes  
Program Director of Educational Support Services  
K-12 ESL, Non-Public Schools Program, and Federal Programs

Date: November 6, 2023

Subject: Memorandum of Understanding Re: Telephone Interpretation Services

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The K-12 English as a Second Language Department of the Allegheny Intermediate Unit has entered into a contractual agreement with TransPerfect Remote Interpreting to provide telephone voice interpretation for non-English speaking parents and families in participating school districts.

Each school district that participates in this joint purchasing opportunity, effective February 10, 2024, agrees to the following:

- A twelve-month commitment beginning February 10, 2024 through February 10, 2025.
- An annual fee of \$120 (\$10/month) paid to the AIU K-12 ESL Department to cover operating costs, contractual minimums, and fees. (Invoice to follow.)
- Payment of actual usage costs at a rate not to exceed:
  - \$0.95 per minute for all languages
- Video translation services including ASL are also available to consortium members at a rate of \$3.25 per minute.
- Members of the consortium will also have access to written document translation at an additional cost but at a consortium pricing rate. Quotes for this service are free. This would be arranged directly between the school district and TransPerfect Remote Interpreting.

The \_\_\_\_\_ School/District:

☐ is in agreement with the aforementioned terms and is choosing to participate in this opportunity.

☐ is NOT in agreement with the aforementioned terms and chooses NOT to participate in this opportunity.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Invoices should be sent to (name, title, address & email):

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