

City Schools is required to provide translation and interpreter services, to include language (oral and/or written) and American Sign Language (ASL). This document provides details on how to get assistance with these services by contractors, if needed. As of July 1, 2019, the Baltimore City Public Schools Board approved specific vendors to provide interpretation (language and ASL) and translation. Only these vendors can be used to provide such services. If all vendors are contacted and they cannot supply the necessary services, document each attempt and email a summary to Procurement and SPEDLANG@bcps.k12.md.us

See below for (1) how service requests and payments are handled, based on if the child is a general or special education student and the (2) Board approved vendor list.

General Education Students (includes students with a 504 plan)

If a bilingual staff member is not available to assist with setting up a meeting with a parent, use the CTS Language Link number (1-877-963-7466, account number 13015) to explain the purpose of the meeting. This number should only be used for a few minutes, not a meeting or event.

REQUEST

- At least 72 hours prior to an event, the requester should contact Board approved vendors to reserve interpretation and/or translation.
- Requests should be made to the least expensive vendor that can perform the services.
- Complete the top portion of the Interpreter Request Form and send that to the vendor.

PAYMENT

- A confirming invoice should be created in K12Buy using funds out of the school/cost center's general education funds (3001.YY.00), sub-object 0316 (CONTRACTUAL – LANGUAGE INTERPRETERS).
- If money is not in that account, a budget amendment should be done to move funds.
- If a General Education student invoice is sent to Special Education, it will be returned to the school. Special Education funding cannot be used for general education students.

Special Education Students

The Maryland State Department of Education (MSDE) website offers several documents in various languages. <http://marylandpublicschools.org/programs/Pages/Special-Education/info.aspx>

Please check this website before contacting vendors for translation. Some forms provided by MSDE:

- Maryland Individualized Family Service Plan (IFSP)
- Maryland Individualized Education Program (IEP)
- Maryland Procedural Safeguards Notice
- Maryland Transition Planning Guide

If a bilingual staff member is not available to assist with setting up a meeting with a parent, use the Special Education CTS Language Link number (1-800-535-9250, account number 15868) to explain the purpose of the meeting. This number should only be used for a few minutes, not a meeting or event.

Baltimore City Public Schools
Foreign and Sign Interpretation and Translation Services
Implementation Guidelines as of July 1, 2019

REQUEST

- At least 72 hours prior to an event, the requester should contact the Board approved vendors to reserve an interpreter or translator.
- Requests should be made to the least expensive vendor that can perform the services.
- Complete the top portion of the Interpreter Request Form and send that to the vendor and SPEDLANG@BCPS.K12.MD.US

PAYMENT

- Services for the benefit of a Special Education student, their guardian or family member will be paid out of District office Special Education funds.
- The invoice and signed Interpreter Request Form should be sent to SPEDLANG@BCPS.K12.MD.US
 - Maintain the original copy for possible audit inquiries.
- For translation services, the requestor will need to **sign, date and indicate “ok to pay”** on the invoice.
- Approved invoices will be sent to Accounts Payable.

Board approved vendor list with rates

The minimum charge for interpretation or translation services is two (2)* hours. Services provided beyond the second hour window shall be billed in 30-minute increments.

**TransPerfect Translations will honor a 1 hour minimum for services with a 30-minute increment rate thereafter.*

ON-SITE LANGUAGE INTERPRETER	Spanish		All Other Languages		Contact	
	2-hour minimum charge	30 minute increment	2-hour minimum charge	30 minute increment	Phone	Email
Schreiber Translations, Inc	\$81.00	\$20.25	\$81.00	\$20.25	(301) 424-7737 x108; Changes after hours (240) 428-4884	interpreter@schreibernet.com
Hispanic Advocates	\$92.00	\$23.00	\$95-\$100	\$23.75-\$25	(443) 983-2414	Hapy_baltimore@yahoo.com
Dantli Corp	\$90.00	\$22.50	\$96.00	\$24.00	(301) 769-6933	request@dantlicorp.com
Interpreters Unlimited Inc.	\$98.00	\$24.50	\$150.00	\$37.50	(858) 275-2587	Angela.Casarrubias@iugroup.com
Sign Language USA	\$130.00	\$32.50	\$150.00	\$37.50	(703) 628-5472	asljobrequests@signlanguageUSA.com
Liberty Language Services	\$80.00	\$20.00	\$160.00	\$40.00	(888) 746-9108 x4	scheduling@libertylanguageservices.com
TransPerfect Translations*	\$120.00	\$30.00	\$160.00	\$40.00	(202) 347-2300	mmacrina@transperfect.com
Language Translations Services	\$115.00	\$57.50	\$135.00	\$67.50	(253) 835-0107	info@advancedtranslationservices.com dshamebo@languages-translation.info

Baltimore City Public Schools
Foreign and Sign Interpretation and Translation Services
Implementation Guidelines as of July 1, 2019

DOCUMENT TRANSLATION Vendor	Spanish	All Other Languages	Contact	
	Per Word	Per Word	Phone	Email
Indus Translation	\$0.12	\$0.18	732-889-1490	farah@industtranslation.com Swarna@industtranslation.com
Acaia Translation Inc.	\$0.12	\$0.16-\$0.24	(240) 417-7790	mshattuck@acaciatranslations.com
Language Translations Services	\$0.14	\$0.20	(253) 835-0107	info@advancedtranslationservices.com dshamebo@languages-translation.info
Sign Language USA	\$0.15	\$0.20	(703) 628-5472	asljobrequests@signlanguageUSA.com
Schreiber Translations, Inc	\$0.15	\$0.15	(301) 424-7737 x117	translation@schreibernet.com
Hispanic Advocates	\$0.15	\$0.20	(443) 983-2414	Hapy_baltimore@yahoo.com
Liberty Language Services	\$0.10	\$0.20	(888) 746-9108 x4	scheduling@libertylanguageservices.com
Baystate Interpreters Inc.	\$0.16	\$0.17-\$0.18	(888) 663-8000 x2007	translation@baystateinterpreters.com
ACSI Translations	\$0.16	\$0.19	(202) 599-8456 x707	production@acstiranslations.com
TransPerfect Translations	\$0.17	\$0.20	(202) 347-2300	mmacrina@transperfect.com
Dantli Corp	\$0.19	\$0.21	(301) 769-6933	request@dantlicorp.com

AMERICAN SIGN LANGUAGE Vendor			Contact	
	2-hour minimum charge	30 minute increment	Phone	Email
Schreiber Translations, Inc	\$91.00	\$22.75	(301) 424-7737 x108; Changes after hours (240) 428-4884	interpreter@schreibernet.com
Language Translations Services	\$80.00	\$40.00	(253) 835-0107	info@advancedtranslationservices.com dshamebo@languages-translation.info
Dantli Corp	\$108.00	\$27.50	(301) 769-6933	request@dantlicorp.com
Therapia Staffing	\$133.00	\$33.00	(954) 248-2295	Shaye@therapiastaffing.com
Sign Language USA	\$140.00	\$35.00	(703) 628-5472	asljobrequests@signlanguageUSA.com
Diversified Sign Language	\$157.00	\$39.25	(443) 367-0102	scheduledsls@gmail.com
HIS Sign LLC	\$158.00	\$39.50	(877) 886-8879	RequestInterpreter@HISsign.com
Interpreters Unlimited Inc.	\$170.00	\$42.50	(858) 275-2587	Angela.Casarrubias@iugroup.com
Hearing and Speech Assoc (HASA)	\$173.00	\$43.25	(410) 318-6780 x200	cirsrep@hasa.org