

**ON-DEMAND REMOTE INTERPRETING
(OPI AND VRI) AND DOCUMENT TRANSLATION**

Led by the State of **New Mexico**

Master Agreement #: 90-000-18-00003AG

Contractor: **Voiance Language Services, LLC**

Participating Entity: **STATE OF ALASKA**

Participating Addendum #: N-2020-INT-0002

The following services are included in this contract portfolio:

- On-Demand Remote Document Translation
- On-Demand Remote Over the Phone Interpreting
- On-Demand Remote Video Remote Interpreting

Master Agreement Terms and Conditions:

1. Scope: This addendum covers the *On-Demand Remote Interpreting (OPI And VRI) And Document Translation* led by the State of New Mexico for use by state agencies and other entities located in the Participating State [or State Entity] authorized by that state's statutes to utilize state contracts with the prior approval of the state's Chief Procurement Official.
2. Participation: This NASPO ValuePoint Master Agreement may be used by all state agencies, institutions of higher education, political subdivisions and other entities authorized to use statewide contracts in the State of Alaska. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.
3. Primary Contacts: The primary contact individuals for this Participating Addendum are as follows (or their named successors):

Contractor

Name:	Bill Martin
Telephone:	(866) 742-9080 x1708
Email:	bmartin@voiance.com

Participating Entity

Name:	Jason Grove
Telephone:	(907) 465-5679
Email:	jason.grove@alaska.gov

Participating Entity Modifications or Additions to the Master Agreement:

These modifications or additions apply only to actions and relationships within the Participating Entity.

1. Administrative Fee: The contractor shall provide a quarterly administrative fee of 1.5% to the State of Alaska. The contractor shall submit a check, payable to the State of Alaska, Department of Administration, Division of Shared Services for the calculated amount equal to 1.5% of all contract sales for the quarterly period.

**ON-DEMAND REMOTE INTERPRETING
(OPI AND VRI) AND DOCUMENT TRANSLATION**
Led by the State of New Mexico

The contractor must include the PA Number on the check. Checks submitted to the state without the PA Number will be returned to the contractor for the required information.

Administrative fee checks shall be submitted to:

State of Alaska
Department of Administration
Division of Shared Services
P.O. Box 110210
Juneau, AK 99811-0210
ATTN: Statewide Contracting

The administrative fee shall not be included as an adjustment to the contractor's Master Agreement pricing and shall not be invoiced or charged to an ordering agency.

Administrative fee checks are due for each quarter as follows:

<u>Reporting Period</u>	<u>Due Date</u>
State Fiscal Quarter 1 (Jul 1 - Sept 30):	Oct 31
State Fiscal Quarter 2 (Oct 1 - Dec 31):	Jan 31
State Fiscal Quarter 3 (Jan 1 - Mar 31):	Apr 30
State Fiscal Quarter 4 (Apr 1 - Jun 30):	Jul 31

Any quarter with zero sales must be reported as zero sales. This may be done electronically via email to the State of Alaska contact listed in this PA or their successor(s).

2. Volume/Usage Reports: The contractor must provide a quarterly usage report to the contracting officer that details all sales under the contract for that quarter. The report must also include information which allows the contracting officer to determine the amount of savings realized under the contract and to verify the administrative fee payments align with the reported contract spend.

Subcontractors:

All contactors, dealers, and resellers authorized in the State of Alaska, as shown on the dedicated contractor (cooperative contract) website, are approved to provide sales and service support to participants in the NASPO ValuePoint Master Agreement. The contractor's dealer participation will be in accordance with the terms and conditions set forth in the aforementioned Master Agreement.





**ON-DEMAND REMOTE INTERPRETING
(OPI AND VRI) AND DOCUMENT TRANSLATION**

Led by the State of **New Mexico**

Orders:

Any order placed by a Participating Entity or Purchasing Entity for a product and/or service available from this Master Agreement shall be deemed to be a sale under (and governed by the prices and other terms and conditions) of the Master Agreement unless the parties to the order agree in writing that another contract or agreement applies to such order.

IN WITNESS, WHEREOF, the parties have executed this Addendum as of the date of execution by both parties below.

Participating Entity: State of Alaska	Contractor: Voiance Language Services, LLC
Signature: 	Signature: 
Name: Jason Grove	Name: J. Austin Wade
Title: Contracting Officer	Title: Senior Vice President
Date: 3/10/2020	Date: March 9, 2020