



**SOQ 24-028**

**Professional Translation/Interpretation Services**

**Submission Deadline: August 15, 2024 at 3:30 PM**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions in the public notice and Jefferson Parish Code of Ordinances Section 2-926 et seq. All submissions must be received on the Purchasing Department's e-Procurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net), by the SOQ submission deadline date and time. Late submissions will not be accepted.**

**Jefferson Parish Purchasing Department  
General Government Building  
200 Derbigny Street, Suite 4400  
Gretna, LA 70053**

**Purchasing Specialist II Name: Doris Abraham  
Purchasing Specialist II Email: [Doris.Abraham@jeffparish.gov](mailto:Doris.Abraham@jeffparish.gov)  
Purchasing Specialist II Phone: (504) 364-2690**

Qualification **General Professional Services Questionnaire** from individuals or firms interested in contracting with the Parish of Jefferson to provide professional translation/interpretation services as may be required in court cases to include but not be limited to the languages of Spanish, Vietnamese and Mandarin Chinese by mutual consent of the Parties and approval by the Parish Council.

**Deadline for Submissions: 3:30 p.m., August 15, 2024**

The following ranking criteria, listed in order of importance, will be used to evaluate the submittals from each firm:

- A. Proposer's qualifications. (30) points
- B. Demonstrated ability to provide translation/interpretation services for the courts to include but not be limited to the languages of Spanish, Vietnamese, and Mandarin Chinese. (30) points
- C. Demonstrated ability to respond to the Courts' needs on a timely basis. (30) points
- D. Familiarity with the 24<sup>th</sup> Judicial District Court, Parish Courts, and the Bureau of Administrative Adjudication. (10 points)

The person or firm submitting a Statement of Qualification **General Professional Services Questionnaire** must identify all subcontractors who will assist in providing professional services for the project, in the professional services questionnaire. Each subcontractor shall be required to submit a **General Professional Services Questionnaire** and all documents and information included in the questionnaire. (Refer to Jefferson Parish Code Ordinance, Section 2-928)

All persons or firms (including subcontractors) must submit a Statement of Qualifications (**General Professional Services Questionnaire**) by the deadline. The latest professional services questionnaire may be obtained by contacting the Purchasing Department at (504) 364-2678 or via the Jefferson Parish website at [www.jeffparish.gov](http://www.jeffparish.gov). This questionnaire can be accessed by hovering over "Business and Development" on the website and clicking on the Professional Services Questionnaires option under "Doing Business in Jefferson Parish".

Submissions will only be accepted electronically via Jefferson Parish's e-Procurement site, Central Bidding at [www.centralauctionhouse.com](http://www.centralauctionhouse.com) or [www.jeffparishbids.net](http://www.jeffparishbids.net). Registration is required and free for Jefferson Parish vendors by accessing the following link: [www.centralauctionhouse.com/registration.php](http://www.centralauctionhouse.com/registration.php).

No submittals will be accepted after the deadline.

Affidavits are not required to be submitted with the Statement of Qualifications, but shall be submitted prior to contract approval.

Insurances are not required to be submitted with the Statement of Qualifications, but shall be submitted prior to contract approval. (**Not applicable to this request**)

Disputes/protests relating to the decisions by the evaluation committee or by the Jefferson Parish Council shall be brought before the 24<sup>th</sup> Judicial Court.

**ADV: The New Orleans Advocate: July 31 and August 7, 2024**

## **General Professional Services Questionnaire Instructions**

- The General Professional Services Questionnaire shall be used for all professional services except outside legal services and architecture, engineering, or survey projects.
- **The General Professional Services Questionnaire should be completely filled out. Complete and attach ALL sections. Insert “N/A” or “None” if a section does not apply or if there is no information to provide.**
- Questionnaire must be signed by an authorized representative of the Firm. Failure to sign the questionnaire shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the General Professional Services Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors' complete questionnaire(s), applicable licenses, and any other information required by the advertisement shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.

**General Professional Services Questionnaire**

**A. Project Name and Advertisement Resolution Number:**

SOQ 24-028

**B. Firm Name & Address:**

MULTI-LANGUAGE SOLUTIONS, LLC  
100 LONGHORN CIRCLE  
SUNNYVALE, TX 75182

**C. Name, title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, with at least five (5) years of experience in the applicable field required for this Project:**

Ana Sofia Paulino Osborne  
Owner and Executive Director  
100 Longhorn Circle  
Sunnyvale, TX 75182  
(504) 415-4077  
ana@multi-languagesolutions.com

Has lead the company and provided interpreters in more than 15 different languages on a daily basis for Jefferson Parish for at least 10 years. Has improved communication and efficiency in the assignment of interpreters. Has trained interpreters, supervised, and increased the scope of services provided to Jefferson Parish consistently. Has provided excellent customer support and service to Jefferson Parish points of contact.

**D. Address of principal office where Project work will be performed:**

100 Longhorn Circle  
Sunnyvale, TX 75182

**E. Is this submittal by a JOINT-VENTURE? Please check:**

YES \_\_\_\_\_ NO

**If marked "No" skip to Section H. If marked "Yes" complete Sections F-G.**

**F. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.**

1.

2.

## General Professional Services Questionnaire

**G. Has this JOINT-VENTURE previously worked together? Please check: YES \_\_\_\_\_ NO \_\_\_\_\_**

**H. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.**

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1.  N/A	N/A	N/A
2.  N/A	N/A	N/A
3.  N/A	N/A	N/A
4.  N/A	N/A	N/A
5.  N/A	N/A	N/A

## General Professional Services Questionnaire

<b>I. Please specify the total number of support personnel that may assist in the completion of this Project:</b> 25 + _____
<b>J. List any professionals that may assist in the completion of this Project. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's professionals that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.</b>
<b>PROFESSIONAL NO. 1</b>
<b>Name &amp; Title:</b>
Marisa Rodriguez - Louisiana Supreme Court Certified Interpreter
<b>Name of Firm with which associated:</b>
Multi-Language Solutions, LLC
<b>Description of job responsibilities:</b>
Provides simultaneous and consecutive interpretation in Spanish for general court proceedings, trials, etc.
<b>Years' experience with this Firm:</b>
10 years +
<b>Education: Degree(s)/Year/Specialization:</b>
Loyola's interpretation course La. Supreme Court Certification Specialized in legal interpretation (court, depositions, juvenile, CAC, etc)
<b>Other experience and qualifications relevant to the proposed Project:</b>
Ms. Rodriguez has been working for us as an interpreter for more than 15 years and has proven to be a reliable and professional interpreter in the legal field as well as for conferences and trials using both consecutive and simultaneous interpretation.  Ms. Rodriguez specializes in legal interpretation but has provided services in the medical field and in other assignments.  She is a certified interpreter with the Louisiana Supreme Court and continues to attend workshops and webinars to maintain a high level of skill and knowledge in her field of work.

**General Professional Services Questionnaire**

<b>PROFESSIONAL NO. 2</b>
<b>Name &amp; Title:</b> Rebecca Fleming - Court Certified Spanish Interpreter and Qualified ASL Interpreter
<b>Name of Firm with which associated:</b> Multi-Language Solutions, LLC
<b>Description of job responsibilities:</b> Provides simultaneous and consecutive interpretation in Spanish for general court proceedings, trials, etc. Provides ASL interpretation for medical appointments and some legal cases.
<b>Years' experience with this Firm:</b> 15 years
<b>Education: Degree(s)/Year/Specialization:</b> Bachelor's Degree in Economics and Environmental Studies Certificate for Medical Interpreting American Sign Language Studies Program
<b>Other experience and qualifications relevant to the proposed Project:</b> Ms. Fleming specializes in legal interpretation but has provided interpretation for medical assignments, conference interpretation, and other types of assignments using consecutive and simultaneous interpretation. She is also court certified in the state of Massachusetts, Louisiana, and Texas (master certification). Moreover, she also has a national medical certification.

**General Professional Services Questionnaire**

<b>PROFESSIONAL NO. 3</b>
<b>Name &amp; Title:</b>
Van Pham - Vietnamese interpreter
<b>Name of Firm with which associated:</b>
Multi-Language Solutions, LLC
<b>Description of job responsibilities:</b>
Provides simultaneous and consecutive interpretation for court proceedings, trials, DWI counseling sessions, depositions, and other legal and medical assignments.
<b>Years' experience with this Firm:</b>
10 to 12 years
<b>Education: Degree(s)/Year/Specialization:</b>
Attended the New York Institute Technology
<b>Other experience and qualifications relevant to the proposed Project:</b>
Mr. Pham has more than 30 years experience working in the legal and medical fields and we are very lucky to have him on our team. Mr. Pham takes regular professional development classes on a yearly basis to stay up to date and sharp on his skills. Mr. Pham specializes in legal interpretation but has provided interpretation for medical assignments, conference interpretation, and other types of assignments using consecutive and simultaneous interpretation.

**General Professional Services Questionnaire**

**PROFESSIONAL NO. 4**

**Name & Title:**

Haidy Ochoa, Louisiana Supreme Court Certified Interpreter (Master Level)

**Name of Firm with which associated:**

Multi-Language Solutions, LLC

**Description of job responsibilities:**

Provides simultaneous and consecutive interpretation in Spanish for general court proceedings, trials, etc.  
Provides translation & transcription services for DA's Office and other clients.  
Has served as an expert witness for several trials

**Years' experience with this Firm:**

Around 15 years

**Education: Degree(s)/Year/Specialization:**

Active member of the American Translators Association (ATA)  
Bachelors Degree - University of New Orleans  
Several professional development courses for interpretation and translation

**Other experience and qualifications relevant to the proposed Project:**

Mrs. Ochoa has more than 25 years experience in the legal and medical field. She specializes in legal interpretation, but is versatile enough to do medical assignments, conference interpretation, and has been approved to interpreter for the CAC (Children's Advocacy Center) in Jefferson Parish, provides translation and transcription services, and stays current on her certification by attending yearly classes to perfect her skills.

**General Professional Services Questionnaire**

<b>PROFESSIONAL NO. 5</b>
<b>Name &amp; Title:</b>  Aurea Diab, Louisiana Supreme Court Certificate in both Spanish and Portuguese
<b>Name of Firm with which associated:</b>  Multi-Language Solutions, LLC
<b>Description of job responsibilities:</b>  Provides simultaneous and consecutive interpretation for court proceedings, trials, depositions, and other legal and medical assignments in both Spanish and Portuguese.
<b>Years' experience with this Firm:</b>  15 years
<b>Education: Degree(s)/Year/Specialization:</b> Phd Candidate Masters of Arts in Romance Languages Bachelors of Arts in Romance Languages Louisiana Supreme Court - Registered interpreter for Spanish and Portuguese
<b>Other experience and qualifications relevant to the proposed Project:</b>  Mrs. Diab has more than 30 years experience in interpretation, translation, and teaching Spanish and Portuguese. She is specialized in legal matters but also provides interpretation and translation services for medical and other types of assignments. Mrs. Diab is able to provide simultaneous and consecutive interpretation in both Spanish and Portuguese.

## General Professional Services Questionnaire

<b>PROFESSIONAL # 6</b>
<b>Name &amp; Title:</b> Liuting Chen
<b>Name of Firm with which associated:</b> Multi-Language Solutions, LLC
<b>Description of job responsibilities:</b> Ms. Chen provides consecutive and simultaneous interpretation in Mandarin Chinese and Cantonese for general court proceedings, trials, etc.
<b>Years of Experience with this Firm:</b> Ms. Chen has been working as an interpreter for Multi-Language Solutions for about 5 years.
<b>Education: Degrees (s)/ Year/ Specialization</b> Tulane University School of Professional Advancement, New Orleans, LA. PostBaccalaureate Certificate in Paralegal Studies, May 2018. Guangxi University, China. Master's Degree, Translation and Interpreting, July 2001. Guangxi University, China. Bachelor's Degree, English, July 1998. Louisiana Supreme Court. Registered Court Interpreter, October 2016.
<b>Other experience and qualifications relevant to the proposed Project:</b> Mission-driven professional with 18 years of experience working in the United States and China. Excellent core legal skills and good understanding of various areas of substantive law. Supported development and implementation of various programs, including laws and governance, U.S.-China relations and women empowerment.

## General Professional Services Questionnaire

**K. List all prior projects that best illustrate the Firm's qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.**

### PROJECT NO. 1

Project Name, Location and Owner's contact information:	Description of Services Provided:
<p>Interpretation services for 24th JDC - 200 Derbigny Street, Gretna, La.</p>	<p>Provided in person and zoom interpretation services to all courts, hearing officers, and commissioners court at 24th JDC for several languages including but not limited to: Spanish, Vietnamese, Mandarin Chinese, Portuguese, French, Haitian Creole, Romanian, Arabic, ASL, etc on a daily basis.</p>
Length of Services Provided:	Cost of Services Provided:
<p>Between 10 and 15 years until present</p>	<p>The range of cost varies by language but the lowest rate is \$90.00 per hour with a two-hour minimum to an average of \$125.00 per hour with a two-hour minimum.</p>

### PROJECT NO. 2

Project Name, Location and Owner's contact information:	Description of Services Provided:
<p>Interpretation, translation, and transcription services to Jeff Parish DA's office at 200 Derbigny Street, Gretna, La.</p>	<p>Provided interpretation services in screening interviews with victims and victims' relatives in person and over the phone.                      Provided translation services of documents, text messages, letters, etc required for court proceedings.                      Provided transcription and translation services of video or audio interviews.</p>
Length of Services Provided:	Cost of Services Provided:
<p>Between 8 to 10 years until present</p>	<p>The range of cost varies by language but the lowest rate is \$90.00 per hour with a two-hour minimum to an average of \$125.00 per hour with a two-hour minimum. Translation and transcription work is charged at 12 cents per word.</p>

## General Professional Services Questionnaire

<b>PROJECT NO. 3</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<p>Interpretation services for Department of Juvenile Services</p> <p>Gretna Location: 1546-B Gretna Boulevard, Harvey, LA 70058</p> <p>Metairie Location: 3420 North Causeway Boulevard Metairie, LA 70002</p>	<p>Provided in person consecutive Interpretation services at interviews and office visits with juveniles and their parents or guardians with their probation officers.</p>
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
<p>Between 8 to 10 years until present</p>	<p>Average cost for the interpretation services is \$90.00 per hour with a two-hour minimum for Spanish and Vietnamese.</p>

<b>PROJECT NO. 4</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<p>Interpretation Services for CAC - Children's Advocacy Center of Jefferson Parish</p> <p>128 Wright Avenue Terrytown, LA 70056 (504) 364-3857</p>	<p>Provided in person consecutive Interpretation services at forensic interviews and office visits with juveniles/victims and their parents or guardians.</p> <p>All interpreters who provided the services had to go through a training and screening process, and a workshop organized by both the CAC and Multi-Language Solutions LLC in order to be cleared to interpret at the CAC</p>
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
<p>Since 2017 to present</p>	<p>Average cost for the interpretation services is \$90.00 per hour with a two-hour minimum for Spanish, Portuguese and Vietnamese (these are the most commonly requested languages)</p>

## General Professional Services Questionnaire

<b>PROJECT NO. 5</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<p>Interpretation services for</p> <p>EDLA - Eastern District of Louisiana 500 Poydras St, New Orleans, LA 70130</p> <p>United States Attorney's Office - Eastern District of Louisiana 650 Poydras St Suite 1600, New Orleans, LA 70130</p>	<p>Provided in person interpretation services in both consecutive and simultaneous form at court proceedings, trials, meetings with defendants, clients, and witnesses.</p> <p>Languages used so far have been: Spanish, Portuguese, Mandarin Chinese, Turkish, Arabic, ASL, Tagalog, and Vietnamese</p>
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
<p>Since 2018 to present</p>	<p>The lowest rate offered without a contract to EDLA is \$95.00 per hour for Spanish, Portuguese, and Vietnamese with a 2 hour minimum and an average of \$150 per hour for other languages.</p>

<b>PROJECT NO. 6</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<p>Interpretation Services provided to the Coroner's Office of Jefferson Parish</p> <p>128 Wright Avenue Terrytown, LA 70056</p>	<p>Provided in person consecutive Interpretation services at forensic interviews and office visits with juveniles/victims and their parents or guardians.</p> <p>All interpreters who provided the services had to go through a training and screening process, and a workshop organized by both the CAC and Multi-Language Solutions LLC in order to be cleared to interpret for the Coroner's office</p>
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
<p>2023 to present</p>	<p>Average cost for the interpretation services is \$90.00 per hour with a two-hour minimum for Spanish, Portuguese and Vietnamese (these are the most commonly requested languages)</p>

**General Professional Services Questionnaire**

<b>PROJECT NO. 7</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<p>Interpretation Services provided to 1st Parish DA's office</p> <p>Location: 924 David Dr, Metairie, LA 70003</p> <p>Phone number: (504) 736-8900</p>	<p>Provided in person and over the phone interpretation for the DA's office for victims and victims' relatives to set up interviews or to do screening of cases.</p>
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
<p>2022 to present</p>	<p>Average cost for the interpretation services is \$90.00 per hour with a two-hour minimum for Spanish, Portuguese and Vietnamese (these are the most commonly requested languages). Over-the-phone interpretation has a 1 hour minimum rate at \$90.00 per hour.</p>

<b>PROJECT NO. 8</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<p>Interpretation services for 21st JDC</p> <p>Location: 29890 S Magnolia St, Livingston, LA 70754</p> <p>Phone number: (225) 686-2216</p>	<p>Provided in person interpretation services in both consecutive and simultaneous form at court proceedings, trials, meetings with defendants, clients, and witnesses.</p>
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
<p>2019 to present</p>	<p>The lowest rate offered without a contract to 21st JDC is \$95.00 per hour for Spanish, Portuguese, and Vietnamese with a 2 hour minimum and an average of \$150 per hour for other languages. We have provided several rare languages to this court often on short notice.</p>

**General Professional Services Questionnaire**

<b>PROJECT NO. 9</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
N/A	N/A
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
N/A	N/A

<b>PROJECT NO. 10</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
N/A	N/A
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
N/A	N/A

## **Statement of Qualifications Affidavit Instructions**

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

*Instruction sheet may be omitted when submitting the affidavit*

## General Professional Services Questionnaire

**L. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.**

Parties:		Status/Result of Case:
Plaintiff:	Defendant:	
1.  N/A	  N/A	  N/A
2.  N/A	  N/A	  N/A
3.  N/A	  N/A	  N/A
4.  N/A	  N/A	  N/A

**M. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.**

Multi-Language Solutions, LLC provides an array of services that are language related and adjusts to the client's needs to provide the most professional and accurate service. From interpretation, to translation of documents, transcription of audio of video files, conference and meeting interpretation, and other available services.

We pride ourselves in our excellent customer service, versatility, willingness to help. We are known for training our interpreters, guiding them to be the best professionals in their field.

We have an average of 25 interpreter who work with us on a regular basis but have access to more than 100 professionals locally and nationwide who provide services in many more languages (list of languages available is on our website)

We are also known for often being able to accommodate the needs of our clients who require interpretation on very short notice (sometimes same day) even for rare languages including on weekends and holidays.

**N. To the best of my knowledge, the foregoing is an accurate statement of facts.**

**Signature:**  **Print Name:** Ana Sofia Paulino Osborne

**Title:** Owner and Executive Director **Date:** August 12, 2024

## **Statement of Qualifications Affidavit Instructions**

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

*Instruction sheet may be omitted when submitting the affidavit*

**Statement of Qualifications**

**AFFIDAVIT**

**STATE OF** Texas

**PARISH/COUNTY OF** Dallas

BEFORE ME, the undersigned authority, personally came and appeared: Ana Sofia Paulino Osborne, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized owner and executive director of Multi Language Solutions, LLC (Entity), the party who submitted a Statement of Qualifications (SOQ) to provide interpretation, translation, and transcription services (Briefly describe the services the SOQ will cover), to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

**Choice B**  there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

**Choice B**  There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

**Choice B**  there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

Subcontractor Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

Choice A  Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned SOQ.

Choice B  There are **NO** subcontractors which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

*[The remainder of this page is intentionally left blank.]*

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

  
Signature of Affiant

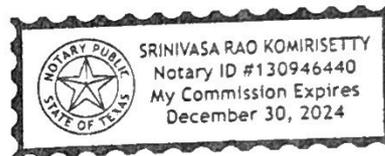
Ana Sofia Paulino Osborne  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 12<sup>th</sup> DAY OF AUGUST, 2024.

  
Notary Public

SRINIVASA RAO KOMIRISETTY  
Printed Name of Notary

\_\_\_\_\_  
Notary/Bar Roll Number



My commission expires 12/30/2024;



## MULTI-LANGUAGE SOLUTIONS, LLC

Bringing Languages to you!

New Orleans, Louisiana

Dallas, Texas

Phone: (844) 766-3450 or (504) 415-4077

Fax: (504) 613-4631

[www.multi-languagesolutions.com](http://www.multi-languagesolutions.com)

### 2024 - 2027 INTERPRETATION RATES

<i>Language</i>	<i>Rate</i>	<i>Type</i>	<i>Min</i>	<i>Increments</i>
Spanish	\$90.00	In person/Zoom	2 hours	30 min increments after the 2 <sup>nd</sup> hour
Portuguese (European and Brazilian)	\$90.00	In person/Zoom	2 hours	30 min increments after the 2 <sup>nd</sup> hour
Vietnamese	\$90.00	In person/Zoom	2 hours	30 min increments after the 2 <sup>nd</sup> hour
ASL	\$90.00	In person/Zoom	2 hours	30 min increments after the 2 <sup>nd</sup> hour
Arabic (Leila Chedid)	\$115.00	In person/Zoom	2 hours	30 min increments after the 2 <sup>nd</sup> hour
Arabic (Hesham Mohd)	\$200.00	In person/Zoom	1 hour	30 min increments after the 1 <sup>st</sup> hour
Mandarin Chinese (penny)	\$125.00	In person/Zoom	2 hours	30 min increments after the 2 <sup>nd</sup> hour
Mandarin Chinese	\$210.00	In person/Zoom	2 hours	30 min increments after the 2 <sup>nd</sup> hour
Hindi, Urdu, Gujurati, Punjabi (rates depend on interpreter availability)	\$140.00 to \$175.00	In person/Zoom	2 hours	30 min increments after the 2 <sup>nd</sup> hour
Russian	\$150.00	In person/Zoom	2 hours	30 min increments after the 2 <sup>nd</sup> hour
Romanian	\$140.00 to \$170.00	In person/Zoom	2 hours	30 min increments after the 2 <sup>nd</sup> hour

## **2024 - 2027 CANCELLATION POLICIES**

Cancellation of regular assignments without incurring charges needs to be made 48 business hours before the assigned date and time. The minimum charge for these assignments is 2 hours minimum.

Specifically for trials, there is a minimum of 4 hours charge for cancellations made with less than 48 business hours before the assigned dates and times.

For assignments that require interpreters to work longer than 8 hours (lunch or dinner is not included – max of 1 hour), there will be a charge of time and a half after the 8<sup>th</sup> hour per interpreter.

## **2024 – 2027 LATE PAYMENT POLICIES**

Payments are expected within 30 days from the date of service. Invoices will be sent by email within 24 to 48 hours from the date of service. Late payments will receive a reminder email after the due date and a late fee charge will be added 30 days after the due date. The late fee charge will be 10% of the total amount due and the same fee will be added for every month that the invoice is late.