

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 S.

Paulino Osborne, (Affiant) who after being by me duly sworn, depose and said that he/she is the fully authorized owner of Muti-language Solutions (Entity), LLC the party who submitted a Statement of Qualifications (SOQ) to provide translation and interpretation 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 1 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.

AS Paulino

Signature of Affiant

Ana Sofia Paulino Osborne

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 28 DAY OF Oct, 2020.

Mariam Tails

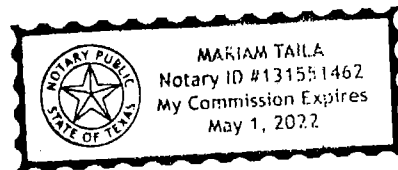
Notary Public

MARIAM TAILA

Printed Name of Notary

131551462

Notary/Bar Roll Number



My commission expires MAY 1, 2020.



General Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:
Translation and Interpretation Services - Resolution 136483

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
Multi-Language Solutions , LLC
100 Longhorn Circle
Sunnyvale, TX 75182
In business since 2006 (14 years experience in the interpretation, translation and transcription fields)

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.		
2.		
3.		
4.		
5.		

General Professional Services Questionnaire

I. Please specify the total number of support personnel that may assist in the completion of this Project:
30 +

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.

PROFESSIONAL NO. 1

Name & Title:

Ana Sofia Paulino Osborne – Owner and Executive Director

Name of Firm with which associated:

Multi-Language Solutions, LLC

Description of job responsibilities:

Responsible for assigning qualified interpreters for the requests made by Jefferson Parish Courts, billing, training, customer services, and quality control.

Years' experience with this Firm:

14 years

Education: Degree(s)/Year/Specialization:

Masters Degree (2000)

Bachelors Degree in Modern Foreign Languages (1998)

Other experience and qualifications relevant to the proposed Project:

- Fluent in 6 languages, qualified to interpret simultaneous and consecutively in English, Portuguese and Spanish in both medical and legal settings. Qualified to teach English, Spanish and Portuguese to native speakers and foreign students (children and adults)
- Known for providing services on a short notice request (interpreter needed within that day, morning, hour or within the next few minutes) and still be able to deliver quality and professionalism.
- Multi-Language Solutions, LLC has been the primary point of contact for 24th JDC, CAC, District Attorney's Office for Juvenile and 24th JDC and has been able to provide services 100% of the time.

General Professional Services Questionnaire

PROFESSIONAL NO. 2

Name & Title:

Name of Firm with which associated:

Description of job responsibilities:

Years' experience with this Firm:

Education: Degree(s)/Year/Specialization:

Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

PROFESSIONAL NO. 3
Name & Title:
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

PROFESSIONAL NO. 4

Name & Title:

Name of Firm with which associated:

Description of job responsibilities:

Years' experience with this Firm:

Education: Degree(s)/Year/Specialization:

Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

PROFESSIONAL NO. 5	
Name & Title:	
Name of Firm with which associated:	
Description of job responsibilities:	
Years' experience with this Firm:	
Education: Degree(s)/Year/Specialization:	
Other experience and qualifications relevant to the proposed Project:	

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:
Spanish Interpretation services 24th JDC Ana Paulino Osborne 504-415-4077	Date: September 30, 2020 Time: 9:00 am - 1:55 pm Location: 24th JDC – 200 Derbigny Street, Gretna, La. 70053 Division F Suite 5100 with judge Mentz Case 764-230 for Carlos Martinez (Judge Trial)
Length of Services Provided:	Cost of Services Provided:
5 hours	\$85 per hour with a two-hour minimum - \$425.00

PROJECT NO. 2

Project Name, Location and Owner's contact information:	Description of Services Provided:
Arabic Interpretation services 24th JDC Ana Paulino Osborne 504-415-4077	Date: September 28, 2020 Time: 9:00 am - 2:00 pm Location: 24th JDC – 200 Derbigny Street, Gretna, La. 70053 Comm Court Suite 1400 with Comm. Bailey Case# 809-104 for Mariam Hindi (Protective Order)
Length of Services Provided:	Cost of Services Provided:
5 hours	Arabic Interpretation Services \$110.00 per hour with a two-hour minimum Total: \$550.00

General Professional Services Questionnaire

PROJECT NO. 3	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Vietnamese Interpretation services 24th JDC Ana Paulino Osborne 504-415-4077	Date: September 16, 2020 Time: 11:55 am - 12:50 pm Location: 24th JDC – 200 Derbigny Street, Gretna, La. 70053 Comm Court Suite 1500 with Comm Schneider Case # 20-4777 for Tinh Nguyen (Gwen's Law)
Length of Services Provided:	Cost of Services Provided:
2 hours	\$85.00 per hour with two-hour minimum – Total \$170.00

PROJECT NO. 4	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Mandarin Chinese Interpretation services 24th JDC Ana Paulino Osborne 504-415-4077	1-hour-minimum in-person interpretation rate - ZOOM Date: July 23, 2020 Time: 11:00 - 11:35 am Location: 24th JDC – 200 Derbigny Street, Gretna, La. 70053 Division I Suite 3600 with judge Miller Case # 20-648 for Donghuan Shi (Diversion Status) Mandarin Chinese interpretation services - only Court Certified interpreter in Louisiana
Length of Services Provided:	Cost of Services Provided:
1 hour	\$210.00 per hour with one-hour minimum – Total \$210.00

General Professional Services Questionnaire

PROJECT NO. 5	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Mandarin Chinese Interpretation services 24th JDC Ana Paulino Osborne 504-415-4077	Date: September 10, 2020 Time: 9:30 am - 11:30 am Location: 24th JDC – 200 Derbigny Street, Gretna, La. 70053 Division O suite 3400 with judge Taylor Case #20-465 for Gan Lu (Pre-trial Hearing)
Length of Services Provided:	Cost of Services Provided:
2 hours	\$95.00 per hour with two-hour minimum – Total \$190.00

PROJECT NO. 6	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Korean Interpretation services 24th JDC Ana Paulino Osborne 504-415-4077	2-hour-minimum in-person interpretation rate Date: July 17, 2019 Time: 9:30 am -11:50 am Case 04-3840 no name provided Location: 24th JDC – 200 Derbigny Street, Gretna, La. 70053 Division G suite 4400 with judge Adams (short bench trial)
Length of Services Provided:	Cost of Services Provided:
2 hours	\$95.00 per hour with two-hour minimum – Total \$190.00

General Professional Services Questionnaire

PROJECT NO. 7	
Project Name, Location and Owner's contact information:	Description of Services Provided:
French Interpretation services 24th JDC Ana Paulino Osborne 504-415-4077	2-hour-minimum in-person interpretation rate - ZOOM Date: July 30, 2020 Time: 9:00 am - 10:30 am Location: 24th JDC – 200 Derbigny Street, Gretna, La. 70053 Division N Suite 3200 with judge Enright Case# 19-4499 for Mamadou Thiam (Status)
Length of Services Provided:	Cost of Services Provided:
2 hours	\$110.00 per hour with two-hour minimum – Total \$210.00

PROJECT NO. 8	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Spanish Interpretation services CAC Ana Paulino Osborne 504-415-4077	2-hour minimum rate for in-person interpretation Date: December 20, 2018 Time: 9:00 am - 10:40 am Location: CAC – Child Advocacy Center at 220 Lavoisier St., Gretna, La 70053 Item#: L-10581-18 Caregiver: Jessica Milla Detective: Robinson/JPSO
Length of Services Provided:	Cost of Services Provided:
2 hours	\$85.00 per hour with two-hour minimum – Total \$170.00

General Professional Services Questionnaire

PROJECT NO. 9	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Spanish Interpretation services CAC Ana Paulino Osborne 504-415-4077	2-hour minimum rate for in-person interpretation Date: May 3, 2019 Time: 3:00 pm - 5:15 pm Location: CAC – Child Advocacy Center at 220 Lavoisier St., Gretna, La 70053 Case Info: E-80892-19; M. S. Age: 14; H/F Caregiver: Nelda Rodriguez Det. Coll/KPD
Length of Services Provided:	Cost of Services Provided:
2.5 hours	\$85.00 per hour with two-hour minimum – Total \$212.50

PROJECT NO. 10	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Spanish Interpretation services CAC Ana Paulino Osborne 504-415-4077	2-hour-minimum in-person interpretation rate Date: October 7, 2020 Time: 1:00 pm - 3:05 pm Case # J-03280-20 - H/F Age: 12 12/12/07 - Ana Matute Caregiver: Leila Najera Det. Farrell/JPSO
Length of Services Provided:	Cost of Services Provided:
2 hours	\$85.00 per hour with two-hour minimum – Total \$170.00


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.		
2.		
3.		
4.		

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

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

Signature:  Print Name: Ana Sofia Paulino Osborne
 Owner and Executive Director November 8, 2020
 Title: _____ Date: _____

OTHER EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE PROPOSED PROJECT

Fluent in 6 languages, qualified to interpret simultaneous and consecutively in English, Portuguese and Spanish in both medical and legal settings. Qualified to teach English, Spanish and Portuguese to native speakers and foreign students (children and adults)

- Known for providing services on a short notice request (interpreter needed within that day, morning, hour or within the next few minutes) and still be able to deliver quality and professionalism.
- Multi-Language Solutions, LLC has been the primary point of contact for 24th JDC, CAC, District Attorney's Office for Juvenile and 24th JDC and has been able to provide services 100% of the time.
- Successfully supervised and assigned interpreters for different language assignments including medical, legal, tourism, business meetings, and conferences for 14 years for Multi-Language Solutions, LLC.
- Responsible for increasing the quality and performance of trained medical interpreters for Oschner New Orleans (Westbank) for 3 years. Assigned interpreters 24/7 for scheduled and emergency appointments at this hospital and received glowing performance rates from administration, doctors, nurses, and other members of staff for professionalism and knowledge of medical protocol and vocabulary and for following all HIPPA rules.
- Expanded the company's client base to Dallas, Texas, and secured contracts with several renowned law firms and other companies locally, nationally and internationally.

