Department of State
OFFICE OF LANGUAGE SERVICES
SA-1 Interpreting Division
Fourteenth Floor
2401 E Street, N.W.
Washington, D.C. 20522
TEL: (202) 261-8800
FAX: (202) 261-8808

ESTIMATE OF COST AND BILLING INFORMATION FORM
Other Federal Agency

Please review this estimate of cost for interpreting services and complete the information in the fields below as necessary. Please return the form approved and signed by the pertinent budget officer via fax. To secure interpreting services, funding must be in place a minimum of two business days prior to the beginning of assignments in the Washington DC area or three business days in the case of travel.

Reimbursing Agency	
Office	
Requestor's Contact Information Name E-Mail Address Phone Number	
Requesting Title	Begins
	Ends
Estimate of Interpreter Cost Mode of Interpreting: Consecutive ☐ Simultaneous ☐ Language(s) Interpreter Staffing Cost per day Total Other Interpreters Cost per day Total Comments	

Estimate of Travel Cost, if provided by LS

Transportation

Miscellaneous Cost

Hotel

M&IE

DBA

Sub Total

Overhead (22%) $0.00
Total $0.00

Comments

Estimate of Interpreting Equipment, if provided by LS

Booth ☐ Tabletop ☐ Wireless/Portable ☐

Equipment

Overhead charged (22%) $0.00

Subtotal $0.00

Comments

Address of Service Provider

Department of State
Office of Language Services
Contracting Officer
14th Floor
2401 E Street, NW
Washington, DC 20522

LS Agency Locator Code (ALC) 19-00-0001
LS Dun and Bradstreet Number (DUNS) 02-4760907
LS Tax Identification Number (TIN) 54-1352940

TOTAL COST $0.00

This is an estimate

LS will bill actual cost when services are rendered.

REQUIRED FISCAL INFORMATION IN THE FIELDS BELOW IS TO BE PROVIDED BY THE REQUESTING AGENCY

Address of the Billing Office

Please provide the following required information for IPAC purposes

Agency Locator Code (ALC)

Treasury Account Symbol (TAS)

Interagency Agreement Number or Funding Information

Name of Person Obligating Funds	Phone Number

Signature of Person Obligating Funds

TO BE FILLED OUT BY LANGUAGE SERVICES ASSIGNING OFFICER ONLY

LS Job Number	Assigning Officer's Name

Comments

LANGUAGE SERVICES GUIDELINES

A. *GUIDELINES ON WORKDAY:* The workday is calculated from the time interpreters are requested to report to work. Interpreters will be given a lunch break of approximately one hour. A workday of more than eight to no more than 12 hours in length will be charged at 150% of the regular rate if the interpreters are willing to work the extra hours; otherwise a second team will be hired after the first eight hours. A workday exceeding 12 hours in length will necessitate a second team of interpreters after the first eight hours. (In general, LS prefers to deploy a second team of interpreters for an evening schedule because of the difficulty of maintaining a high level of performance for such an extended period of time.) Interpreting services during meals will be covered by an additional interpreter(s) or through the above schedule, subject to approval by the Division Chief.

B. *GUIDELINES ON TRAVEL:* The above rates for interpreters' fees cover all travel days as well as work days when interpreters are required to travel on assignments. Travel arrangements for interpreters on assignments can be made by the requesting agency or, if requested, by the Office of Language Services, which is then reimbursed by the requesting agency. Language Services charges an overhead rate to cover all normal government travel and Meals and Incidentals Expenses (M&IE) rates for this service. All contract interpreters on foreign travel must be covered by insurance according to the Defense Base Insurance Act. This cost will be charged directly to the client agency if travel is arranged by the Office of Language Services.

C. *INTERPRETING EQUIPMENT:* Client agencies should procure rental equipment through the services of a private company. Language Services can provide a list of such vendors in the Washington, DC, area or arrange to rent the equipment and include the cost (plus overhead) in its total bill for services.

D. *REIMBURSEMENT PROCEDURE:* The Office of Language Services will pay contract interpreters and equipment supplier when service is rendered, and LS will process travel voucher claims for reimbursement if travel arrangement for interpreters is provided by the Office Language Services. Language Services will bill the requesting agency the actual cost for the service.

E. *PAYMENT OF CANCELLATION FEES:* The Office of Language Services recognizes that occasionally circumstances beyond the control of our clients require last minute cancellations of interpreter requests. It is standard practice in the private market for interpreters to receive full compensation if an assignment is cancelled within 30 days of the scheduled event. However, we have adopted policies that consider not only the special characteristics of our clients but also the limitation of the federal procurement regulations. In general LS policy is far less generous than that of the private sector.
If the client has agreed to pay cancellation compensation under a pre-arranged formula, the assigning officer may confirm the assignment for the agreed compensation without the intervention of the contracting officer. However, the confirmation document should clearly indicate the terms of the agreement.
If no pre-arranged formula governs the assignment terms and conditions, two or more of the following factors must be present to authorize payment of a cancellation fee:

1. The contractor possesses a combination of language skills that make their services extremely valuable to our clients. This includes competence in an exotic language, specialized expertise in technical matters or exceptional facility in their language that makes them rank as one of the finest practitioners of their craft.
2. The assignment was of 5 or more days and was cancelled with less than 72 hours notice.
3. The assignment was at the conference level and was cancelled with less than 24 hours notice.
4. The contractor provides written confirmation that they had declined other opportunities for work to accept our assignment. The name and telephone number of the other client must be provided.
5. The Office of Language Services is unable to offer an assignment of comparable length and compensation level to the contractor within 21 days of the cancellation.

When the contracting officer determines that payment of a cancellation fee is warranted, the costs are charged to the requesting client agency. Assigning officers should notify clients of this policy at the time services are requested. The requesting office will be formally notified of the policy at the program level.