

PERFORMANCE BASED CONTRACT GUIDELINES

1. WHAT IS THE PURPOSE AND SCOPE OF THE SERVICE? (Describe in detail any services to be provided or materials to be purchased)

To provide professional foreign-language interpreting and translation services from and into various languages.

2. AMOUNT OF SERVICE?

(Set forth the monetary value of the proposed agreement and quantities and/or amounts of time required to be devoted to the contract and describe where services are to be provided as specified in Schedule "B")

To be provided at and for Yonkers public schools regarding either translating written documents (charged per word) or interpreting services (charged per hour).

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

(Describe whether services are to be provided directly to students, to staff, etc.)

It is assumed that services are to be provided directly to staff or students, if needed, or to whoever requests same.

4. WHO WILL PROVIDE SERVICES?

(If individual providers are contemplated, set forth the names and qualifications of the service providers)

Translation Aces, Inc. has in-house and freelance providers who will render the services requested.

All are qualified linguists. Names can be provided once it is known and requested which languages are needed.

4a. WILL THE CONTRACTOR BE UTILIZING ANY SUBCONTRACTORS OR VOLUNTEERS IN FURTHERANCE OF THIS AGREEMENT? IF YES, PLEASE LIST ALL OF THEIR NAMES AND CONTACT INFORMATION.

No volunteers will be utilized, only subcontractors experienced as professionals. Names can be provided once it is known and requested which languages are needed.

5. WHAT WILL BE COMMUNICATED TO DISTRICT PERSONNEL, PARENTS, OTHERS ABOUT PROGRESS AND RESULTS OF THE SERVICES?

(How specifically will the contractor report to the School District (or parents, if applicable) about their progress towards achieving the goals of the contract?)

The service being provided, confirmation of start and end time, language being used, linguists being sent to location, if applicable.

6. HOW WILL THE SCHOOL DISTRICT JUDGE THE QUALITY OF SERVICES? (Set forth the method which will be used to evaluate contractor's performance)

Any comments school staff may have can be noted by email or phone call to office directly.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: TRANSLATION ACES, INC.
Vendor Address: 29 Broadway * Suite 1501 * NY NY 10006
Vendor Phone No.: (212) 269-4660
Vendor Business Status: (corporation, non-profit individual, unincorporated)
Vendor Contact Name: Karyn Tasens
Vendor Contact Email: karyn.tasens@translationaces.com
Tax ID No.:

School District Administrator Name: Lissette Colon-Collins
School District Administrator Title: Assistant Superintendent
School District Administrator Phone No.: 914-376-8230
School District Administrator Email: lcolon-collins@yonkerspublicschools.org

8. ARE THE SERVICES PURSUANT TO A GRANT AGREEMENT? IF YES, WHAT IS THE GRANT, AND WHAT ARE THE GRANT REQUIREMENTS RELATED TO THIS AGREEMENT?

NO

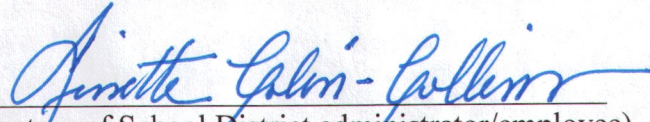
9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.

NO

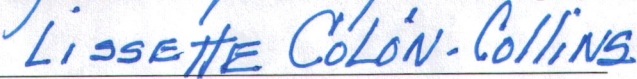
10. WILL THE STUDENT DATA BE USED FOR THE PURPOSE OF DEVELOPING, VALIDATING, ADMINISTERING STUDENT AID PROGRAMS, OR IMPROVING INSTRUCTION? IF YES, PLEASE SPECIFICALLY DESCRIBE.

N/A

Performance Based Guidelines
Reviewed and approved by:



(Signature of School District administrator/employee)



(Printed Name)