

## 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 ELLs of the YPS district with testing accommodations on all non-ELA NYS content-area assessments through oral translations for low incidence languages that do not have translated editions provided by NYSED & to provide sign language interpreters and language translation for parents and students in the YPS district for Annual Reviews, CSE & CPSE Meetings, student testing, school based parent open house and orientations.

### **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")

Amount of times will be based on requests sent.

### **3. WHO IN THE SCHOOL DISTRICT IS SERVED?**

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

Service is to be provided to students/parents/staff etc.

### **4. WHO WILL PROVIDE SERVICES?**

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

Precise Translations,LLC- Linguists hired by Precise Translations

#### **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

### **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?)

We will communicate the service being provided, Confirmation of start and end time, language being used, linguists being sent to location.

### **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 on Interpreter Verification Form, by email or phone call to office directly

**7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.**

Vendor Name: Precise Translations, LLC  
Vendor Address: 269 Old Kensico Road, White Plains, NY 10607  
Vendor Phone No.: 914-949-5864  
Vendor Business Status: (corporation, non-profit individual, unincorporated) LLC  
Vendor Contact Name: Annette Purdy  
Vendor Contact Email: [annette@precisetransllc.com](mailto:annette@precisetransllc.com)  
Tax ID No.: 55-0917185

School District Administrator Name: Lissette Colon-Collins  
School District Administrator Title: Assistant Superintendent of the Division of Language Acquisition, Funded Programs, School Improvement & The Arts  
School District Administrator Phone No.: 914-376-8230  
School District Administrator Email: [LCOLON-COLLINS@YonkersPublicSchools.org](mailto: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 they are not pursuant to a grant agreement.


**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.**

No

Performance Based Guidelines  
Reviewed and approved by:

  
\_\_\_\_\_  
(Signature of School District administrator/employee)

JUNE WAI  
\_\_\_\_\_  
(Printed Name)