



ASL Interpreting Services Proposal

Prepared for:
Bullitt County Public Schools

Prepared by: Molly Howard
Language in Motion
June 2025

Rates: Our rates include a one-hour minimum and are per interpreter.

In Person:

- During Business Hours (Monday-Friday 8:00am-5:00pm EST):
 - \$75/hour (After the first hour, time is billed in 15 min increments)
 - \$75/hr travel time*
- After Hours (Monday-Friday 5:00pm-8:00am EST, weekends, and holidays)
 - \$80/hour (After the first hour, time is billed in 15 min increments)
 - \$80/hr travel time*

Virtual Interpreting: (LIM reserves the right to determine if this is appropriate or not)

- During Business Hours (Monday-Friday 8:00am-6:00pm EST):
 - \$75 for the first hour
 - \$75/hour for each additional hour billed in 15 min increments.
 - After Hours (Monday-Friday 6:00pm-8:00am EST, weekends, and holidays)
 - \$80 for the first hour
 - \$80/hour for each additional hour billed in 15 min increments.
- LIM reserves the right to determine if an assignment, based on its length or complexity, requires a team of interpreters.
 - Multiple assignments in the same location may be billed as one chunk of time.
 - Jobs outside of the Louisville Metro area may be charged additional travel time if an appropriate local interpreter cannot be found.

Cancellation/No-Show Policy: To avoid charges, cancellations must be made by phone or logging into the scheduling system with at least 24 hours notice. Appointments canceled with less than 24 hours notice will be billed for the full scheduled time. This includes consumer /no-shows.

Inclement Weather: LIM will not bill if the entire office/business is closed due to weather concerns; however, if the place of business is open to the public, the standard cancellation policy applies.

Payment Terms: Generally, invoices are emailed weekly for the prior week. Payment is due within 30 days of invoice date. Past due invoices are subject to a fee of \$50 or 10%, whichever is greater, added to the account monthly. Visa, Mastercard, Discover, American Express, ACH transfers, and checks are all accepted. There is a processing fee of 3.75% for credit cards.

Subcontractors and Interns: LIM sends qualified interpreters for your specific need and location. We follow all applicable state and national laws. We may also send interns to either observe or assist a qualified interpreter. We have formal relationships with universities and other entities. If you would prefer not to have interns present, please let us know. We will assume that no communication means you are willing to welcome our interns into your establishment.

Videotaping: Interpreters hired through LIM shall not be videotaped without prior consent. If you would like to record the interpreter's work, please contact LIM for more information. Additional fees may apply.

Independent Contractor Status: The parties hereto are independent contractors at all times and neither shall be considered the employee, agent or partner of the other.

Grievance Procedures: Suggestions for improving LIM are always welcome. At some time during the contractual period, the AGENCY may have a complaint, suggestion or question regarding LIM Policies and

Procedures or services. Good-faith complaints, questions and suggestions are also of concern to LIM. Please use the following guidelines when addressing concerns:

Within a week of the occurrence, please inform the Owner of LIM who will then investigate and attempt to provide a solution or explanation. AGENCY may also state the concern in writing and present it to the Owner of LIM. In order to resolve an issue through grievance procedures, a written statement must contain the following:

- Provide a specific complaint, suggestion or question.
- Describe what took place.
- Furnish date/s of incidents. Include names and title of individuals who are part of the grievance, suggestion or question.
- Include all supporting documentation

Termination of Services: Either party may terminate this Agreement without cause effective 30 days after receipt of written notice provided to the other party by the terminating party. Either party may terminate this Agreement with cause for any material breach of this Agreement upon notice served to the other party specifying the nature of the breach.

Hold Harmless: Hold Harmless: In the performance of this Agreement, LIM shall perform as an independent contractor. LIM shall not be considered an agent, employee, or servant of the District for any purpose. None of the benefits provided by the District to its employees, including, but not limited to, worker's compensation insurance and unemployment insurance, are available from the District to the contractors, employees, agents or servants of LIM. LIM will be solely and entirely responsible for its acts.

LIM shall indemnify, save and hold harmless the District and its agents for any and all liability or loss and against all claims or actions based upon or arising out of damage or injury to persons or property caused by or sustained in connection with the performance LIM under this Agreement. Furthermore, LIM shall assume full responsibility for payment of all federal, state, and local taxes or contributions imposed or required under unemployment insurance, social security, and income tax laws as applicable to the performance by LIM under this agreement.

LIM agrees to maintain professional liability insurance of at least \$1 million.

All disputes regarding this agreement shall be settled in Bullitt County, Kentucky. If any provision is held by any court to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force.

The District shall not be liable for damage to LIM's vehicle(s) using parking facilities associated with the District, including theft, collision, fire, or any other damage to such vehicle and the District shall not be responsible for items left in such vehicle. LIM acknowledges that providing the interpreting services may involve travel to schools within the District or other locations outside the District and shall indemnify the District and hold harmless from all loss, damage, liability, cost or expense incurred, suffered, or claimed by any person or entity by reason of LIM or in connection with the travel needed to provide the interpretation services. The District requires LIM to maintain adequate insurance during the term of the ASL Interpreting Services Agreement, including for any loss or damaged incurred by LIM arising from illness or injury suffered in the course of the travel specified in the ASL Interpreting Services Agreement.

Acknowledgment: The following person agrees to the above contract, rates and cancellation policy in the contracting of interpreting services from LIM, for interpreting services provided to:

Representative Name: _____

Company Name: _____

Email: _____

Phone: _____

Signature: _____