



# OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

November 13, 2015

Professional Language Consultants, LLC  
2431 Aloma Avenue Suite 324  
Winter Park, Florida 32792

ATTN: Rodrigo De la Mora, Operations Director

SUBJECT: RFP 212-6-0006 TO PERFORM EXAMINATION RATING SERVICES AWARD

Dear Mr. De La Mora:

The Office of Court Administration (OCA) on behalf of the Judicial Branch Certification Commission (JBCC), is pleased to announce that Professional Language Consultants, LLC (PLC) has been awarded the contract to Perform Examination Rating Services. The contract documents will consist of the following as stated in the RFP in Section IV, 4.2 CONTRACT DOCUMENTS.

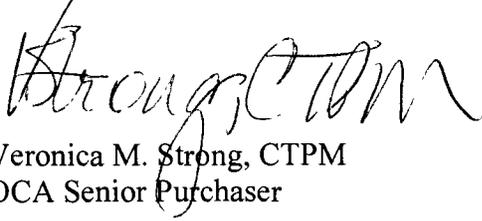
- a. The executed purchase order
- b. Any written Addenda or Amendments
- c. The RFP, 212-6-0006, (including the General Terms and Conditions, attachments, appendices, and exhibits)
- d. Respondents response
- e. Any Best and Final Offer (BAFO) submitted by the Respondent.
- f. The NCSC State Court Interpreter Testing Desk Reference Manual, as applicable

As provided under Section 4, in the RFP **4.6 INVOICES**. Contractor shall provide invoices to Office of Court Administration, Accounts Payable for contract services upon completion and acceptance by JBCC of examination ratings as acceptable. No payment shall be made under this contract without the prior submission of examination results for eligible testers. Contractor shall submit invoices within 30 days after JBCC acceptance, as satisfactory, of rating, or re-rating. **4.7 PAYMENTS**. OCA will pay the Contractor 30 days after the later of: the date the performance and acceptance of the services under this contract are complete; or the date OCA receives Contractor's invoice.

The documents stated above outline the services that PLC will provide under this agreement.

Your point of contact will be Lesley Ondrechen, Judicial Licensing Manager. Her contact information is 512-475-2873 and e-mail at [Lesley.ondrechen@txcourts.gov](mailto:Lesley.ondrechen@txcourts.gov). If I may be of further assistance feel free to contact me at 512-463-1638 or via e-mail at [vstrong@txcourts.gov](mailto:vstrong@txcourts.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Strong, CTPM". The signature is fluid and cursive, with the first name "Strong" being more prominent and the initials "CTPM" following.

Veronica M. Strong, CTPM  
OCA Senior Purchaser

cc: Tina Washington, Jeff Rinard

**OFFICE OF COURT ADMINISTRATION**

**PURCHASE ORDER**

205 WEST 14TH STREET, SUITE 600  
 AUSTIN, TX 78701  
 TELEPHONE: (512) 463-1625 FAX: (512) 463-1648  
 STATE OF TEXAS - AGENCY #212

**Purchase Order Number: 21260006**

**PO NUMBER MUST APPEAR ON ALL SHIPPING PAPERS AND INVOICES.**

ORDER DATE: 11/13/2015

<b>VENDOR:</b>	<b>SHIP TO:</b>	<b>INVOICE TO:</b>
Professional Language Consultants 2431 Aloma Ave Ste 324 Winter Park, FL 32792-2541	Office of Court Administration Accounts Payable 205 West 14th St., Ste. 600 Austin, TX 78701	Office of Court Administration Accounts Payable 205 West 14th St., Ste. 600 Austin, TX 78701

VID#: 14613778746000

PCC: Q

Item	Class & Item	Item Description	Part# / Commodity#	Unit	Quantity	Unit Price	Total
1	924-20	Oral Exam Rating Svc	Spanish	lot	110	\$170.00	\$18,700.00
2	924-20	Oral Exam Rating Svc	Korean, Vietnames, ... & Mandarin	lot	10	\$450.00	\$4,500.00

Freight.

TOTAL: \$23,200.00

Additional Information:

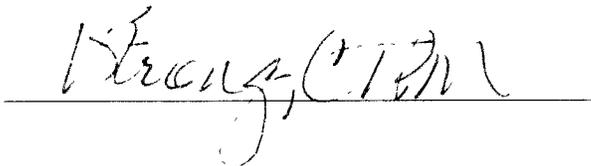
REF PO, ATTACHED LETTER OF AWARD, RESPONDENTS RESPONSE, BAFO and RFP

**GENERAL TERMS:** All terms and conditions set forth in our bid invitation or request for offers become a part of this contract. The dispute resolution process mandated by Chapter 2260 of the Texas Government Code must be used to resolve any dispute arising under this contract. Under Section 231 006, Family Code, the vendor certifies that the individual or business entity named in this contract is not ineligible to receive the specified grant, loan, or payment, and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate. Under Section 2155 004, Government Code, the vendor certifies that the individual or business entity named in this contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate. **DELIVERY:** All items will be shipped FOB DESTINATION unless otherwise specified on this order. **STATE SALES TAX EXEMPTION CERTIFICATE** The undersigned claims an exemption from taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas. Excise tax exemption certificate is available upon request

**PAYMENT TERMS** 30 days after the later of. 1) the date OCA receives the goods under the contract, or 2) the date the performance of the service under the contract is completed, or 3) the date OCA receives an invoice for the goods or services. Texas Government Code, Section 2251.021.

**NOTES** All electrical items must meet all applicable OSHA standards & regulations, and bear the appropriate listing from UL, FRMC or NEMA.

Authorized by:



Date:

11/13/2015