

Statewide Contract Information Sheet

Statewide Contract Number	99999-001-SPD0000134-0003	NIGP Code	96146, 96167, 96175
Name of Contract	Translation, Interpretation and Sign Language Solutions		
Effective Date	01/01/2018	Expiration Date	12/31/2020
Contract Table of Contents			
Suppliers Awarded	4	Contract Information:	Convenience
Contract Information for Supplier			Page Number
Ad Astra Supplier Information Sheet			2
Price List			3
How To Request Service			6
State Region Map			7
Renewal			8
DOAS Contact Information			9

Supplier Information Sheet

Contract Information	
Statewide Contract Number	99999-001-SPD0000134-0003
PeopleSoft Supplier Number	0000595087
Supplier Name & Address	
Ad Astra Inc. 8701 Georgia Avenue, Suite 800 Silver Spring, MD 20910	
Contract Administrator	
Roxana Marquez Director of Operation D: 301.408.4242 Ext 131 C: 315.244.8722 roxana@ad-astrainc.com	
Contact Details	
Ordering Information	Method: Online www.scheduleinterpreter.com/ad-astra Method: Email interpreting@ad-astrainc.com (interpreting) translation@ad-astrainc.com (translation)
	Method: Call 301-408-4242, option 1 (interpreting) 301-408-4242, option 4 (translation) (Requestors will be asked basic information pertaining to the assignment. Such as Time, Place, Number of Interpreters, Language needed, Billing Account Information)
Services Provided:Service Areas	Translation: Statewide In Person Interpretation: Region 1,2,4 and 5
Payment Terms	Net 30 Days
Bid Offer includes	State and Local Government
Acceptable payment method	Supplier will accept Purchase Orders. Supplier also accepts Purchasing Card under this contract as permitted by current policies governing the Purchasing Card program.

AD ASTRA Price List
In-Person Region 1,2,4 & 5
Request Made With Greater Than 24hr Lead
Time
 1 Hour Minimum

Standard Business Hours		
Description	Unit of Measure	Unit Price
<i>Tier 1 Language</i>	<i>Hour</i>	\$40.00
<i>Tier 2 Language</i>	<i>Hour</i>	\$50.00
<i>Tier 3 Language</i>	<i>Hour</i>	\$60.00

Non-Standard Business Hours		
Description	Unit of Measure	Unit Price
<i>Tier 1 Language</i>	<i>Hour</i>	\$42.00
<i>Tier 2 Language</i>	<i>Hour</i>	\$55.00
<i>Tier 3 Language</i>	<i>Hour</i>	\$62.00

Additional Services: Is only available after the first hour of service		
Description	Unit of Measure	Unit Price
<i>Tier 1 Language</i>	<i>Half Hour</i>	\$21.00
<i>Tier 2 Language</i>	<i>Half Hour</i>	\$27.50
<i>Tier 3 Language</i>	<i>Half Hour</i>	\$31.00

Standard Hours: 8am-5pm

Non-Standard Hours: 5:01pm-7:59am

Tier 1 Language: Spanish

Tier 2 Languages: Vietnamese, Mandarin, Burmese, Korean, French, Farsi, Russian, Amharic, Arabic, Nepali, Bosnian, Karen, Tigrinya, Swahili, Haitian Creole, Hindi, Hemispheric Indigenous Languages

Tier 3 Languages: All other languages not listed in Tier 1 and 2.

AD ASTRA Price List
In-Person Region 1,2,4 & 5
Request Made With Less Than 24hr Lead Time
1 Hour Minimum

Standard Business Hours		
Description	Unit of Measure	Unit Price
<i>Tier 1 Language</i>	<i>Hour</i>	\$50.00
<i>Tier 2 Language</i>	<i>Hour</i>	\$60.00
<i>Tier 3 Language</i>	<i>Hour</i>	\$70.00

Non-Standard Business Hours		
Description	Unit of Measure	Unit Price
<i>Tier 1 Language</i>	<i>Hour</i>	\$52.00
<i>Tier 2 Language</i>	<i>Hour</i>	\$65.00
<i>Tier 3 Language</i>	<i>Hour</i>	\$72.00

Additional Services: Is only available after the first hour of service		
Description	Unit of Measure	Unit Price
<i>Tier 1 Language</i>	<i>Half Hour</i>	\$26.00
<i>Tier 2 Language</i>	<i>Half Hour</i>	\$32.50
<i>Tier 3 Language</i>	<i>Half Hour</i>	\$36.00

Standard Hours: 8am-5pm

Non-Standard Hours: 5:01pm-7:59am

Tier 1 Language: Spanish

Tier 2 Languages: Vietnamese, Mandarin, Burmese, Korean, French, Farsi, Russian, Amharic, Arabic, Nepali, Bosnian, Karen, Tigrinya, Swahili, Haitian Creole, Hindi, Hemispheric Indigenous Languages

Tier 3 Languages: All other languages not listed in Tier 1 and 2.

AD ASTRA Price List

Translation Statewide Request Made With Greater Than 24hr Lead Time

CATEGORY: Translation Statewide		
Description	Unit of Measure	Unit Price
<i>Document Formatting</i>	<i>Hour</i>	\$20.00
<i>Copying & Editing</i>	<i>Word</i>	\$0.04
<i>Tier 1 Language</i>	<i>Word</i>	\$0.06
<i>Tier 2 Language</i>	<i>Word</i>	\$0.12
<i>Tier 3 Language</i>	<i>Word</i>	\$0.15

Translation Statewide Request Made With Less Than 24hr Lead Time

CATEGORY: Translation Statewide		
Description	Unit of Measure	Unit Price
<i>Document Formatting</i>	<i>Hour</i>	\$40.00
<i>Copying & Editing</i>	<i>Word</i>	\$0.08
<i>Tier 1 Language</i>	<i>Word</i>	\$0.12
<i>Tier 2 Language</i>	<i>Word</i>	\$0.24
<i>Tier 3 Language</i>	<i>Word</i>	\$0.30

Tier 1 Language: Spanish

Tier 2 Languages: Vietnamese, Mandarin, Burmese, Korean, French, Farsi, Russian, Amharic, Arabic, Nepali, Bosnian, Karen, Tigrinya, Swahili, Haitian Creole, Hindi, Hemispheric Indigenous Languages

Tier 3 Languages: All other languages not listed in Tier 1 and 2.

*Document Formatting – Process of formatting text to a specific layout i.e. Brochure, pamphlet, or book

*Copying- transcribing text from original document to another document

*Editing- Proofreading written text for grammar, punctuation, and sentence structure



Ad Astra Primary Phone # -- 301-408-4242
(use Monday-Friday, 8am-8pm)

Ad Astra Secondary Phone # -- 202-302-3379
(use Nights, Weekends, Holidays)

How to Request Language Services

Information you will need to place a request

- ü Date & time of the assignment
- ü Length of the assignment
- ü Location of the assignment (full address, suite #, room #, dept. name, etc.)
- ü Name of an on-site POC
- ü Phone number of the on-site POC
- ü Name of the Consumer/End User
- ü Language of the Consumer/End User (inc. regional dialect, or country of origin, if known)
- ü Type of appointment (social services, legal/court, medical, training, etc.)
- ü Any other details that would be helpful for Ad Astra staff

How to reach our team

▪ In-Person Interpreting (On Site)

By Email (preferred method)	interpreting@ad-astrainc.com
By Phone	301-408-4242, press option 1
Using our Scheduling System *Please contact Ad Astra if you wish to use the system but do not have your login credentials.	www.scheduleinterpreter.com/ad-astra
Department Manager	Diana Amelina (diana@ad-astrainc.com)
Project Manager	Vanessa Farias (vanessa@ad-astrainc.com)

▪ Document Translation Services

By Email (preferred method)	translation@ad-astrainc.com
By Phone	301-408-4242, press option 4
Using Plunet *Please contact Ad Astra if you wish to use the system but do not have your login credentials.	http://adastra.plunet.com/index.jsp
Project Manager	Doris Chang (doris@ad-astrainc.com)

▪ ALL REQUESTS PLACED AFTERHOURS OR WEEKENDS

Any time you need to reach Ad Astra before 8am, after 8pm, or on weekends, please call 202-302-3379.

State Regional Map





Changes/Renewals/Extensions

The initial contract term is January 1, 2018 through December 31, 2020. This contract has three (3) one (1) year optional renewals.



DOAS Contact Information

Czarina Woods

Contract Management Specialist

Georgia Department of Administrative Services

(404) 656-5452

Czarina.Woods@doas.ga.gov