

*Request for Proposals*  
*For*  
*Licensed Court Interpreter Services for Titus County*

**RFP# 2020-05**

**DUE DATE: Monday, September 14, 2020**

*Titus County*  
*Titus County Auditor's Office*  
*100 W. 1<sup>st</sup> Street, Suite 106*  
*Mt. Pleasant, Texas 75455*

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**TITUS COUNTY, TEXAS**  
**NOTICE OF INTENT/DESCRIPTION - REQUEST FOR PROPOSALS**

In accordance with the Laws of the State of the Texas, Titus County is seeking to establish a contractual relationship with an individual or business/firm for licensed court interpreter services.

The County may select one or more individual or firms for work under this Request for Proposal (RFP) process. If determined to be in the best interest of the County, the County may award work to firms, for undefined services, that were not awarded work under this RFP.

**SEALED PROPOSALS** must be addressed to the Titus County Auditor and must be received in the Auditor's Office, 100 W. 1<sup>st</sup> Street, Suite 106, Mount Pleasant, Texas 75455 not later than 4:30 p.m. on September 14, 2020 for the following:

***Interpreter Services for Titus County***  
***RFP # 2020-05***

Solicitation documents are now available by contacting the Titus County Auditor's office at the above address or by phone at 903-572-8101 or by email to [auditor@co.titus.tx.us](mailto:auditor@co.titus.tx.us). Only paper responses are allowed for this RFP. Facsimiles will not be accepted.

***It is the bidders'/respondents' sole responsibility to retrieve all related documents prior to the RFP due date. This solicitation packet is 15 pages.***

At the public opening, there will be no disclosure of contents to competing firms, and all proposals will be kept confidential during the negotiation process. Except for trade secrets and confidential information which the firm identifies as proprietary, all proposals will be open for public inspection after the contract award. All proposals become the property of the Titus County.



## *INSTRUCTIONS*

- ❖ ***Submission of Proposals:*** Mail or Hand Deliver **Two (2) complete sets** of original proposal documents with original signatures and **marked RFP# 2020-05, Interpreter Services** to the address below by 4:30 pm on September 14, 2020. **A facsimile transmission is not an acceptable response to this RFP Process.**

Titus County Auditor  
100 W. 1<sup>st</sup> Street, Suite 106  
Mount Pleasant, Texas 75455

- ❖ Questions concerning this proposal process shall be directed to Titus County Auditor by email to [auditor@co.titus.tx.us](mailto:auditor@co.titus.tx.us). Failure to comply with this guideline could result in disqualification.
- ❖ **All proposal returns must be sealed** when returned to Titus County.
- ❖ PROPOSALS will be publicly acknowledged at 10:00 am on September 15, 2020 in Room 205 of the Titus County Courthouse. Vendors, their representatives and interested persons are invited to attend. Only the names of the proposals returned will be read aloud. All proposal information will remain confidential until a contract is awarded; if any.
- ❖ It is the bidders' sole responsibility to print and review all pages of the RFP document, attachments, questions and their answers, addenda and special notices. Failure to provide original signatures on these forms could render statement non-responsive.
- ❖ **Any proposals received after the date and/or hour set for the RFP opening will not be accepted.** If proposals are sent by mail to the Auditor's Office, the bidder shall be responsible for actual delivery of the proposal to the Auditor's Office before the advertised date and hour for opening of RFPs. If mail is delayed either in the postal service or in the internal mail system of Titus County beyond the date and hour set for the RFP opening, bids thus delayed will not be considered.



## Scope of Work

The purpose of this request is to *primarily* contract for services with a licensed court interpreter to orally translate Spanish to English and English to Spanish as needed. However, interpreters of any and all languages, including *Sign* language should feel free to submit their qualifications for consideration as Titus County may determine that in order to meet the requirements of the various courts to award the contract to multiple vendors. Interpreter services shall be provided upon request of a Magistrate, a Justice Court, a County Court, or a District Court of the County, in any Criminal, Juvenile, Indigent Civil, or Mental Health proceeding when it is determined that a person charged or a witness does not understand and speak the English language. Respondents submitting the successful qualifications must clearly demonstrate the ability to provide technical expertise in this area.

In Civil cases, it shall not be the duty of the County to pay for interpreter services unless it is certified by the sitting Judge of that Court that the person or party responsible for the payment for interpreter services is indigent and is entitled to Court appointed services. In this case, the sitting Judge of that Court shall appoint an interpreter to provide such services. If interpreter services are provided for civil cases such as these, Titus County will be the single payor, and the court administrator will bill the appropriate party to reimburse the County for these costs.

Services will be performed for any of the above referenced courts on weekdays at any time between 8:00 A.M. and 5:00 P.M.

## Proposal Submission Requirements

This section outlines specific instructions for proposal submissions.

To facilitate the review of the responses, Proposers shall follow the described proposal format below. The intent of the proposal format requirements is to expedite review and evaluation. It is not the intent to constrain proposers with regard to content, but to assure that the specific requirements set forth in this RFP are addressed in a uniform manner to facilitate review and evaluation. Failure to arrange the proposal as requested may result in the disqualification of the proposal.

All proposals must be numbered and the proposal must contain an organized, paginated table of contents corresponding to the sections and pages of the proposal as described below.

### **THE INFORMATION LISTED BELOW IN ITEMS 1-6 IS REQUIRED.**

1. **Qualifications & Experience** - The County is seeking to contract with a licensed, experienced court interpreter with the following qualifications;
  - Enclose a copy of your current License issued by the State of Texas to perform court interpreter services
  - List experience in proceedings in Magistrate, Justice, County, County Court at Law and District Courts
  - List experience in the proceedings in Criminal, Juvenile, Indigent Civil, Mental Health or Chemical Dependency
  - Include resumes for each person to be assigned. Include any professional designations and affiliations, certifications and licenses.



**2. References** - Qualified applicants will be required to provide the following;

- Provide a list and/or a referral letter of at least three (3) references from bilingual professionals that you have worked with. For each reference, include the dates of service, name of the agency, contact name, telephone and email address.
- Provide a list and/or a referral letter of at least three (3) references from district judges that you have worked with. For each reference, include the dates of service, name of the agency, contact name, telephone and email address.

**3. Fee Structure**- Qualified applicants must offer proposed fee structures for the following:

- Provide a flat hourly rate stated in dollars (\$) per hour for interpreters
- Provide a flat hourly rate stated in dollars (\$) per hour for any additional interpreters needed
- Provide after hours and weekend hourly rates stated in dollars (\$) per hour
- Provide a flat rate for each cancellation not given at least 48 hours in advance.

**4. Proof of Insurance**

- Please provide a certificate of insurance for general liability including \$500,000 minimum bodily injury and \$ 100,000 minimum property damage. The awarded vendor shall also carry workman's compensation and unemployment insurance as required by law.

**5. Financials/Litigation**

- Provide data needed to perform credit check for individual and/or firm
- Provide a list of litigation the individual or business has been involved in or a party to both civil and criminal including bankruptcy
- Provide the data needed to perform nationwide criminal history for individual and/or firm

**6. Required Forms**

- Completed forms with original Signatures. (See RFP Forms section of this document)



## Evaluation Criteria/Process

The evaluation committee shall screen and rate all of the responses that are submitted. Evaluation ratings will be on a 100 point scale and those proposers selected for a short list may be invited to attend an interview, at the proposers own expense. Any invitation for an oral presentation will be solely for the purpose of clarifying proposals received from each qualifying proposer, and will not represent any decision on the part of the evaluation committee as to the selection of a successful proposer.

The evaluation committee will consist of the district judges, a prosecutor and possibly an attorney. The final decision as to members of the evaluation committee shall rest with the district judges and the county judge.

The evaluation committee will evaluate all proposals based on the following criteria:

Qualifications/Experience	35 maximum points
References	15 maximum points
Fee Structure	30 maximum points
Compliance to RFQ requirements	20 maximum points
✓ Proof of Insurance	
✓ Financials/ Litigation Data	
✓ Required Forms	

Once proposals are scored, the evaluation team will select finalists and decide whether interviews should be conducted. After interviews are performed, if needed, the evaluation team may request the finalists to submit a Best and Final Offer (BAFO) or they may negotiate a contract with the top ranked finalist.

This RFP does not commit the County to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All finalist(s) shall pay their own costs incurred in responding to, preparing for, traveling to and attending interviews.

The County reserves the right to negotiate the final fee prior to recommending any proposer for a contract and to award a contract to one or more vendors for these services.

The County reserves the right to use all pertinent information (also learned from sources other than disclosed in the RFP process) that might affect the County's judgment as to the appropriateness of an award to the best evaluated proposer. This information may be appended to the proposal evaluation process results.

## **RFP Forms**

**REQUIRED FORM**

**VENDOR REFERENCES – BILINGUAL PROFESSIONALS**

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this Bid. ***THIS FORM MUST BE RETURNED WITH YOUR BID.***

**REFERENCE ONE:**

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
SCOPE OF WORK:

**REFERENCE TWO:**

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
SCOPE OF WORK:

**REFERENCE THREE:**

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
SCOPE OF WORK:



**VENDOR REFERENCES – DISTRICT JUDGES**

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this Bid. ***THIS FORM MUST BE RETURNED WITH YOUR BID.***

**REFERENCE ONE:**

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
SCOPE OF WORK:

**REFERENCE TWO:**

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
SCOPE OF WORK:

**REFERENCE THREE:**

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
SCOPE OF WORK:

**REQUIRED FORM**

**COMPLIANCE WITH FEDERAL AND STATE LAWS**

**CERTIFICATION OF ELIGIBILITY**

By submitting a RFP in response to this solicitation, the Proposer certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on list between the time of RFP submission and time of award, the Respondent will notify Titus County Auditor immediately. Failure to do so may result in terminating this contract for default.

**RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY OTHER FOREIGN TERRORIST ORGANIZATIONS.**

Effective September 1, 2017, Respondent verifies that they do not boycott Israel and will not boycott Israel during the term of this contract. The term "boycott Israel" is defined by Texas Government Code Section 808.001, effective September 1, 2017. Respondent further verifies that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

**DISCLOSURE OF INTERESTED PARTIES**

The law states that a governmental entity may not enter into certain contracts with a non-exempt business entity unless the business submits a disclosure of interested parties to the governmental entity. By submitting a RFP in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Titus County Auditor's Office, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_



**REQUIRED FORM**

**RFP SIGNATURE FORM**

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this RFP becomes the property of Titus County after the official opening.

The Respondent affirms that he/she understands the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a RFP.

The undersigned agrees, on behalf of Respondent, that if this RFP is accepted, to furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this RFP will be (90) calendar days.

**The undersigned affirms that they are duly authorized to execute this contract, that this RFP has not been prepared in collusion with any other Respondent, nor any employee of Titus County, and that the contents of this RFP have not been communicated to any other Respondent, any member of the evaluation committee or to any employee of Titus County prior to the official opening of this RFP.**

Respondent hereby assigns to Titus County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this solicitation. *Failure to sign and return this form will result in the rejection of the entire RFP.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LEGAL NAME AND ADDRESS OF RESPONDENT:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**COMPANY IS:**

Business included in a Corporate Income Tax Return?     YES     NO

Corporation organized & existing under the laws of the State of \_\_\_\_\_

Partnership consisting of \_\_\_\_\_

Individual trading as \_\_\_\_\_

Principal offices are in the city of \_\_\_\_\_



**REQUIRED FORM**

***Conflict of Interest Form (CIQ)***

Below, please find link below to a Conflict of Interest Questionnaire. Please complete this form if you have a conflict of interest with any Titus County Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. If you have any questions regarding compliance with Chapter 176 of the Texas Local Government Code, please consult your legal representative. Compliance is the responsibility of each individual, business, agent or representative who is subject to the law's filing requirements.

<http://www.ethics.state.tx.us/forms/CIQ.pdf>

Original completed forms will be filed with the County Clerk's Office and a copy sent to the Titus County Auditor's Office. Please see contact information below.

**Titus County Clerk**

Titus County Courthouse  
100 W. 1<sup>st</sup> Street, Suite 204  
Mt. Pleasant, Texas 75455  
Phone: 903-577-6796  
Fax: 903-572-5078

**Titus County Auditor**

Titus County Courthouse  
100 W. 1<sup>st</sup> Street, Suite 106  
Mt. Pleasant, Texas 75455  
Phone: 903-572-8101  
Fax: 903-572-1467

***Applicable Law***

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Titus County (County Clerk) no later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Texas Local Government Code.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_



**Barbara Shurbet**

County Auditor  
Titus County Courthouse

This notice was  
sent to the Mt. Pleasant,  
Tyler, Longview &  
Texarkana newspapers  
JPD

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Date: August 18, 2020  
To: Name of Newspaper: Mt. Pleasant TRIBUNE  
From: Barbara Shurbet, Titus County Auditor *BSB/8-18-20*  
Subject: Advertisement RFP# 2020-05 Interpreter Services

**Please run the following ad on August 22, 2020 and August 29, 2020 in the Mount Pleasant Tribune.**

PUBLIC NOTICE

Sealed proposals will be received by the Titus County Auditor's Office located at 100 W. 1<sup>st</sup> Street, Suite 106, Mt. Pleasant, Texas 75455 on or before Monday, September 14, 2020 by 4:30 pm for RFP # 2020-05 Interpreter Services. Proposals will be opened at 10:00 am, September 15, 2020 in Room 205 of the Titus County Courthouse. Proposers are invited to attend.

Specifications are available from: Titus County Auditor, Barbara Shurbet  
100 W. 1<sup>st</sup> Street, Suite 106  
Mt. Pleasant, Texas 75455  
903-572-8101

Payment will be made after items have been received in accordance with award. Titus County reserves the right to accept or reject in whole or in part any bids received and to waive any irregularities or formalities in the best interest of Titus County. (www.co.titus.tx.us)



Interpreter Service for Titus County  
RPF# 2020-05

Titus County Auditor  
100 W. 1st Street, Ste. 106  
Mount Pleasant, Texas 75455

September 14, 2020

Norma Neeks  
Preferred Interpreter

Auditor's Office

SEP 14 2020

Received

*ym*

11:55 AM





Spanish Language Services

September 13, 2020

Titus County Auditor's Office  
100 W. 1st Street  
Mount Pleasant, Texas

**RE: RFP # 2020-05 Interpreter Services for Titus County**

Preferred Interpreters, LLC is grateful to have the opportunity to submit its Proposal for On-Site Licensed Court Interpretation Services for Titus County, Texas (**RFP # 2020-05**).

Our Company was originally founded in January 2001, under *Preferred Linguistic Services*, providing medical and legal interpretation services throughout East Texas. Our licensed court interpreters have vast knowledge and experience in judicial and medical environments. In 2010 the company became Preferred Interpreters, LLC and expanded its scope of clients to include the U.S. Eastern District Court in Tyler, Texas and the Department of Criminal Justice - Institutional Division (TDCJ-ID) by providing language interpretation services in court and agency hearings.

Norma Meeks, President of Preferred Interpreters, LLC and its team proudly offer professional interpretation service capable of supporting all of Titus County's Judicial courts, Indigent legal services, Civil courts, Juvenile and Mental Health/Chemical Dependency proceedings with diligent and unparalleled professionalism.

Preferred Interpreters' team has broad base experience which has allowed them to adapt and master their ability to professionally interpret online during this current pandemic. Working under the new virtual court procedures, they meet the specific needs and preferences of the criminal/civil courts in Titus County.

Preferred Interpreters is a *locally based* company that can address a client's needs quickly, efficiently and effectively.

Attached herein are the Qualifications & Experience data sheet, References, Fee structure, Proof of Insurance, Financial information, and required forms.

If you have any questions or need additional information please not hesitate to contact me.

Sincerely,

Norma Liliana Meeks  
Master Licensed Court Interpreter

Box 130433 • Tyler, TX 75713 • OFFICE (903) 566-7731 • FAX (877) 836-8072 • EMAIL [norma@interpret.pro](mailto:norma@interpret.pro)

PROPOSAL  
Titus County, Texas

**RFP # 2020-05 Interpreter Service for Titus County**

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## **Qualifications & Experience**

Norma Liliana Meeks has provided Spanish language interpretation services in both the medical and judicial environments throughout East Texas since 1998. Norma became a Licensed Court Interpreter in 2001. She has maintained continual education courses and has achieved the Master Licensed Court Interpreter level of proficiency.

Norma has provided interpretation services from the initial intake and magistration of defendants throughout the entire proceedings and trial for Municipal, Justice Courts, County Courts, County Courts at Law and District Courts throughout all of East Texas. She has assisted criminal defendants, police and prosecutors in all aspects of Spanish language interpretation. Norma has provided assistance for Indigent Defense attorneys and conducted expert witness testimony in criminal jury trials. She has received judicial appointments to serve as interpreter in several capital murder trials.

Norma Liliana has performed these services for Anderson, Cherokee, Harrison, Henderson, Rusk, Smith, Titus, Upshur, Van Zandt, and Wood Counties. Norma provides one on one interpretation services as well as virtual hearings to assist defendants and their counsel in consultation and preparation for court appearances. Norma is able to provide simultaneous translation and interpretation testimony during actual proceedings and her ability to do so during court proceedings, streamlines the Court's efficiency and time. Norma's seamless bilingual interaction between the parties involved provides the presiding magistrate, jurors and participants a true and accurate understanding of the testimony offered while addressing the Court. The importance of clear and concise translation is vital to all participants and a standard element of the services delivered by Preferred Interpreters.

Additionally, Norma Liliana has provided initial hearing interpretation services for defendants before the Federal Magistrate, and plea hearings before the Federal District Courts in Tyler, Marshall and Texarkana. She has worked with and provided services for the Federal Public Defenders Office in the U.S Eastern District of Texas. She has participated and provided expert interpretation witness/parolee testimony in parole hearings held at the Institutional Division of the Texas Department of Criminal Justice in Huntsville, Tennessee Colony, and Longview, Texas.

In addition to the criminal court's venue, Norma Liliana has assisted as interpreter for countless civil proceedings, depositions, patient interviews and consultations with medical personnel and counselors for the Social Security Administration, Disability Determination Services; the Texas Department of Human Services, the Department of Aging and Rehabilitation Services (formerly DARS), The Office of the Attorney General of Texas (Child Support Division). Norma Liliana is a current and participating member of the Texas Association of Judiciary Interpreters and Translators (TAJIT).



## RESUME

# Norma Liliana Meeks

Norma holds the title of Master Licensed Court Interpreter and is the owner of Preferred Interpreters, LLC., a successful Spanish Language interpretation company based in Tyler, Texas. She is a professional individual committed to excellence.

### *Skills*

- Fluency and command of the English and Spanish languages
- Efficient simultaneous and consecutive English < > Spanish interpretation
- Accuracy in English < > Spanish translation and transcription
- Professional oral and written communication

### *Experience*

2001—PRESENT ● PREFERRED INTERPRETERS, LLC TYLER, TX

*President, Master Licensed Court Interpreter*

Provide professional Spanish interpretation/translation services to:

- United States District Court Eastern District of Texas
- Texas Department of Criminal Justice
- Texas Courthouses including Anderson, Cherokee, Gregg, Henderson, Rusk, Titus, Upshur, and Van Zandt counties
- Texas Office of the Attorney General
- Texas Department of Assistive and Rehabilitative Services
- Texas Department of Aging and Disability Services
- Texas Department of Family and Protective Services
- Texas State Office of Administrative Hearings
- East Texas Center for Independent Living
- Trinity Mother Francis Hospitals and Clinics
- City of Tyler, Texas
- Fresenius Medical Care
- Neurorestorative Specialty Services at UT Health Center Tyler
- Medical and Legal private practice offices throughout East Texas

2005—2007 TRINITY MOTHER FRANCIS HEALTH SYSTEMS TYLER, TX

- ER and hospital medical interpretation. Translation of medical and administrative documents and forms

2004 QUALITY TYPE PRINTING CO. TYLER, TX

- Medical translation of administrative documents and forms for East Texas Medical Center hospitals and clinics

1998—2003 PREFERRED LINGUISTIC SERVICES TYLER, TX

*Medical Interpreter*

- TRINITY MOTHER FRANCIS HEALTH SYSTEMS' lead interpreter at main hospital, Direct Care and Trinity Clinic locations in Tyler & Jacksonville

1994—1998 STEPPING STONE ELEMENTARY SCHOOL TYLER, TX

*Spanish Language Instructor*

- Implemented Spanish language curriculum to teach classes Pre-K through 5th grade levels

***Education***

2001—PRESENT - TEXAS JUDICIAL BRANCH CERTIFICATION COMMISSION

- Master Court Interpretation License

Annual Continuing Education in Court Interpretation

1991—1995 TEXAS DEPT OF HUMAN RESOURCES

- Child Care License
- Annual Continuing Education in Child Development  
AUSTIN, TX AUSTIN, TX

1975—1978 INSTITUTO TECNOLOGICO FEMENINO, MEXICO CITY

- Bachelor of Science — Business Administration

***Community Involvement***

2014 - FAMILY CIRCLE OF CARE CLINICS

- Vice-President (Past)

2010 - 2015 HABITAT FOR HUMANITY OF SMITH COUNTY

- Secretary and board member (Past)

2007 - PRESENT CENTRO CRISTIANO RESTAURACION CHRISTIAN CHURCH

- Secretary and treasurer

***Memberships***

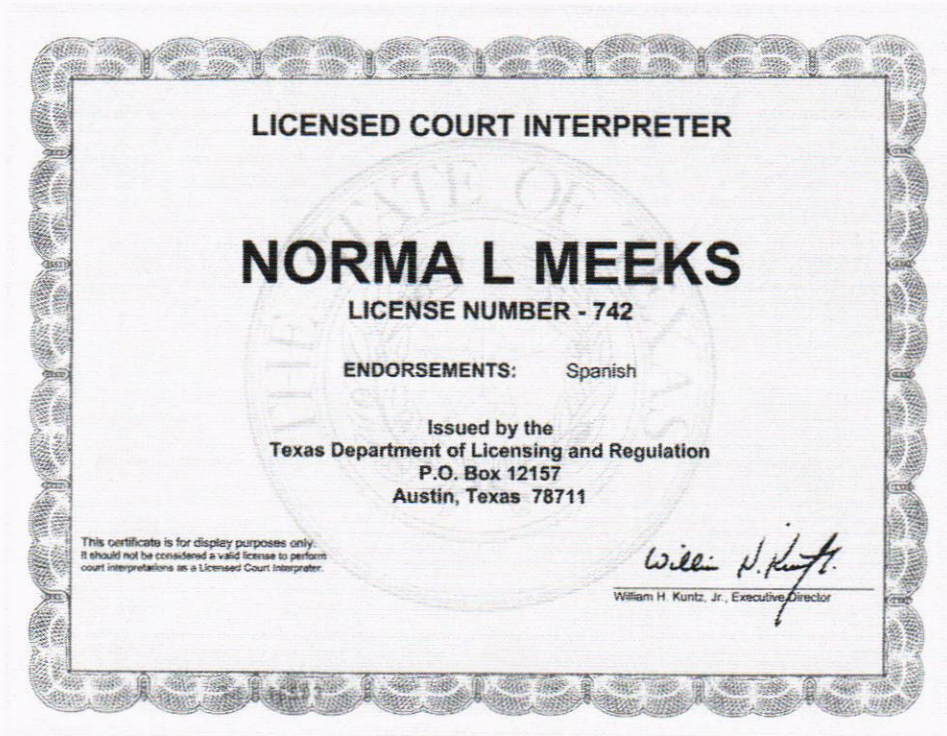
- Texas Association of Judiciary Interpreters and Translators
- Texas Comptroller of Public Accounts — Historically Underutilized Business
- Texas Association of Health Interpreters and Translators

***Accolades***

2010 CHAMBER OF COMMERCE-HISPANIC BUSINESS ALLIANCE TYLER, TX

- Hispanic Business Woman of the Year





Dear **NORMA MEEKS**

Thank you for using our online services.


- Your **Application for Renewal of Court Interpreter** with transaction number **248456** has been approved.
- Below are your certification number and expiration date.

Certification Type	Certification #	Expiration Date	Language(s)
MASTER COURT INTERPRETER	LCI-742	1/31/2022	SPANISH

- Your certification card will be mailed to the mailing address in our records.
- This is a system-generated message; please **DO NOT** reply to this email. replies to this email will not be received by staff. If you have any questions, please contact **Licensed Court Interpreter Services** at: [courtinterpreters@txcourts.gov](mailto:courtinterpreters@txcourts.gov).

Thank you,

Judicial Branch Certification Commission (JBCC)  
 Office of Court Administration (OCA)



**Dan Moore**  
**Presiding Judge**



Amanda L. Ellis  
Court Coordinator

Tami Lewis  
Court Reporter

Eric Ward  
Bailiff

903-675-6107  
Fax: 903-675-6106

173<sup>rd</sup> Judicial District Court  
Henderson County Courthouse  
100 East Tyler Street, Suite 207  
Athens, Texas 75751

September 8, 2020

Re: Norma Iliana Meeks

To Whom it may concern:

Norma Meeks has been providing interpretation services to the 173<sup>rd</sup> District Court for more than ten years, during which I have personally observed her skill and demeanor. I have found her to be patient, cooperative, personable with Court, parties, and witnesses, and, above all, fluent in legal terminology in both English and Spanish. She is dependable and has all the procedural knowledge necessary for a seamless dual language hearing or trial of any type.

Ms. Meeks has my unqualified recommendation to act as interpreter in any Court in the State of Texas. Anyone needing further information may reach me at the above telephone number or address.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Moore".

Dan Moore  
Judge, 173<sup>rd</sup> Judicial District





**KENT PHILLIPS, JUDGE**  
**COUNTY COURT AT LAW NO. 1**  
GREGG COUNTY

**Lisa Frizzell**  
Court Reporter

**Samantha Scott**  
Court Coordinator

101 E. Methvin, Suite 416  
Longview, Texas 75601

Phone (903) 236-8445  
FAX (903) 237-2517

September 4, 2020

To Whom It May Concern:

Norma Liliana Meeks has served as the primary Spanish language interpreter for my court since before I took the bench in 2017. She is highly competent, dependable and hard working. She is always willing to go the extra mile. Her pleasant and positive attitude enables her to interact effectively with defendants, attorneys and court staff. Norma is an asset to my court.

Please feel free to contact me if you have any questions.

Sincerely,

R. Kent Phillips

**JULI DeMOSS**  
Court Coordinator  
903-676-4010



**JUDY GAMB**  
Official Court Reporter  
903-676-4012

**NANCY ADAMS PERRYMAN**  
JUDGE  
HENDERSON COUNTY COURT AT LAW NUMBER 2

September 1, 2020

**VIA FIRST CLASS MAIL**

To whom it may concern:

It is with great enthusiasm that I recommend Norma Lillian Meeks with Preferred Interpreters, LLC for interpretation services to your county. Norma is truly amazing and her skill level is superb. I never have to slow down my typical pace for Norma to keep up. She is a real professional. Not only is she a skilled interpreter, but she is a court professional in every aspect.

Should you have any questions, please contact me at 903-676-4010.

Very truly yours,

A handwritten signature in black ink, appearing to read "Nancy Adams Perryman", with a long horizontal flourish extending to the right.

Nancy Adams Perryman

109 W. CORSICANA ST., STE. 106 • ATHENS, TEXAS 75751 • 903.676.4010 • FAX 903.676.4013



**THOMAS P. TIBILETTI**  
ATTORNEY AT LAW  
300 NORTH GREEN, SUITE 315  
LONGVIEW, TEXAS 75601

TELEPHONE 903-753-3500  
FACSIMILE 903-753-4843

P.O. BOX 3663  
LONGVIEW, TEXAS 75606

July 15, 2019

Ms. Kim Gould, CPPO, CPPB  
Purchasing Director  
The County of Smith  
Tyler, Texas 75702

Dear Ms. Gould,

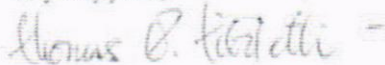
It gives me great pleasure to write this letter of recommendation on behalf of Ms. Norma Meeks in her effort to be selected as the Smith County interpreting service chosen to cover all of the courts within the county.

I have been practicing criminal law in Longview for the past twenty-four years and have had the pleasure of working with Norma for many years now. She is a true professional and takes enormous pride in doing her work and she does it very well. She is always extremely polite and very respectful of the individuals for whom she is interpreting. Norma does a wonderful job of translating and that certainly makes my task much easier. Also, there are times when she can't be in Gregg County due to the fact that she is working in another county at the same time. However, she always has someone present to cover our courts and they are first class interpreters. As you might guess, there is quite a difference in skill levels of interpreters and Norma and her team are the best. I am a bi-lingual attorney and over the years have worked with many interpreters in different counties that have not done professional quality interpreting and it makes things very difficult.

I have also witnessed Norma's working relationships with the others in the courtroom. She is an extremely good communicator and gets along very well with everyone else. It is quite obvious to me, as one who spends a great deal of time at the Courthouse that Norma has the respect and admiration of those she works with in her position as the Gregg County Court Interpreter. She is always very pleasant to be around, positive and upbeat. These are characteristics that I believe make her an excellent leader and a tremendous asset to the courts.

In conclusion, I highly recommend Norma Meeks for the individual selected to oversee and provide interpreting services for the Smith County Courts. Everything that I have seen during my time in practice indicates that she would do an excellent job. Please do not hesitate to contact me, if I can provide you with any further information.

Very truly yours,



Thomas P. Tibiletti

# URBINA SUPPORT SERVICES

2615 Sunnybrook Drive  
Tyler, Texas 75701  
Office (903) 597-5881 Cell (903) 521-0294  
E-mail [gurbina@juno.com](mailto:gurbina@juno.com)

---

September 5, 2020

Titus County Commissioners Court  
Mt. Pleasant, Texas

Re: Norma Meek d/b/a Preferred Interpreters

Dear Commissioners:

Norma Meeks is a great colleague and a Master Spanish Interpreter.

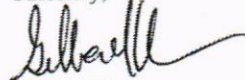
I have worked for Ms. Meeks as a sub-contract interpreter to assist her with Smith County and Gregg County Courts. Ms. Meeks has won a distinguished professional of the year award from the Hispanic Business Alliance of East Texas.

Ms. Meeks is very organized and has worked well with her other contracts.

Ms. Meeks and I both worked on the high profile 2016 Capital Murder case in the 241<sup>st</sup> District Court of Smith County.

If Ms. Meeks is required to have additional support to cover trials in Titus County then I would make myself available to help her.

Sincerely,



Gilbert Urbina, Jr.  
Licensed Court Interpreter

Regulated by The Texas Department of Licensing and Regulation  
P.O. Box 12157, Austin, Texas 78711, 1-800-803-9202, 512-463-6599.  
**TEXAS LICENSE No. 552**



Laura de la Torre  
608 W Third Street Suite A  
Tyler TX 75701  
spanishinternational1@gmail.com

09/02/2020

To whom it may concern:

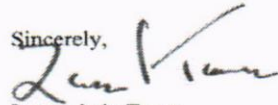
I am a legal licensed interpreter working mostly in the East Texas area.

I have worked several years as a freelance interpreter for Preferred Interpreters, the company owned by Ms. Norma Meeks. Working under her leadership has been a pleasure. She is highly professional in every aspect of what this industry requires. Her command of interpreting skills, her display of ethics and her polite but dynamic personality are but a few of the good qualities that define her character. She is obviously highly regarded by the professional legal community around the East Texas area, and by the clients she serves, either be judges, lawyers and Court personnel, or members of the community in general, she always behaves with kindness, respect and professionalism.

Without a doubt, I can't think of anyone in the East Texas area more qualified to assist you in the field of legal interpreting than Ms. Norma Meeks.

If you need more information, please feel free to contact me.

Sincerely,



Laura de la Torre  
Legal Interpreter

# Teresita Pacheco Roark

September 2, 2020

To Whom it may Concern:

My name is Teresita Roark I am a Certified Master Interpreter for the State of Texas No. 173. I have known Norma Meeks since 2002, when I was the main interpreter for Gregg County. Norma Meeks performed interpretation duties in my absence or when multiple interpretations were needed. Mrs. Meeks is a highly qualified master certified interpreter.

When I retired, I encouraged the county to hire her to continue fulfilling the contract. I believe she is a very qualified interpreter and very strongly recommended her for any interpretation in both County at Law and District levels.

If for any reason you would like to speak to me please do not hesitate to call my cell 903 235 0498.

Thank you  
Teresita Roark   
Texas Master Certified Interpreter

Teresita Roark Email: [TeresitaRoark@yahoo.com](mailto:TeresitaRoark@yahoo.com)  
405 Oakwood Estates Blvd. Marshall Texas 75672  
Cell: 903-235-0498 Home: 903-938-8007



# Preferred Interpreters

Gilbert Urbina ~ Master License #552

Dear **GILBERT URBINA**

Thank you for using our online services.


- Your **Application for Renewal of Court Interpreter** with transaction number **250396** has been approved.
- Below are your certification number and expiration date.

Certification Type	Certification #	Expiration Date	Language(s)
MASTER COURT INTERPRETER	LCI-552	1/31/2022	SPANISH

- Your certification card will be mailed to the mailing address in our records.
- This is a system-generated message; please **DO NOT** reply to this email. replies to this email will not be received by staff. If you have any questions, please contact **Licensed Court Interpreter Services** at: [courtinterpreters@txcourts.gov](mailto:courtinterpreters@txcourts.gov).

Thank you,

Judicial Branch Certification Commission (JBCC)  
Office of Court Administration (OCA)



# **GILBERT URBINA JR.**

2615 S. Sunnybrook Drive

Tyler Texas 75701

(903) 597-5881 Office \* (903) 521-0294 Cellular \* gduurbina@juno.com Email

Regulated by Texas Judicial Certification Commission

P.O. Box 12066, Austin, Texas 78711-2066, 512-475-4368

**TEXAS LICENSE No. 552**

## **EMPLOYMENT**

### **Urbina Support Services**

**From January 1, 2001 to Present**

Freelance Paralegal – Licensed Court Interpreter/Translator - Mediator

2615 Sunnybrook Drive Tyler, TX 75701

Court interpretation, written and sight translation, investigations. 2001-2002 Contractor for Region IV of the Texas Department of Protective and Regulatory Services (Child Protective Services). Freelance paralegal support. Workers' Compensation hearings. Social Security Hearings. Hearings for the Texas Office of Administrative Hearings. U.S. Federal Court hearings, depositions, civil and criminal trials. Translation of documents and wiretaps by law enforcement agencies.

### **Hispanic American Association of East Texas (BIA Accredited)**

**From August 1, 2004 to Present**

Level II BIA Accredited Representative (Accredited by the USDOJ and the Board of Immigration Appeals)

1111 E. Erwin Street Tyler TX 75702 903-595-0066

Authorized to represent individuals before the United States Immigration Courts. Client interviewing, preparing documents to be filed with the USCIS. Prepared family based petitions, Adjustment of Status applications, Naturalization Applications, V-Visa Petitions, Fiancé Visa Applications, Acquisition of Citizenship. Prepared documentation to be filed in cases before the Immigration Court in Dallas. Familiar with Cancellation of Removal Applications. Prepared Motions to be filed with the Immigration Court. Attended seminars and meetings with ICE officials and training sessions provided by the Dallas District Office and the Texas Service Center. Familiar with consular process and inadmissibility waivers.

### **Natalie Fletcher, Attorney at Law- (AILA Member)**

**From August 1, 2003 to July 31, 2004**

Legal Assistant and Interpreter/Translator

731 S. Vine Tyler TX 75701 903-592-0055

Law Firm specializing in Immigration Law, Bankruptcy Law and Federal Criminal Law. Client interviewing, preparing documents to be filed with the USCIS. Prepared family based petitions, Adjustment of Status applications, Naturalization Applications, LIFE Act Applications, Asylum Cases, Religious Visa Applications, VAWA Petitions, H-1B Visa Applications, Employment based visa applications, V-Visa Petitions, Fiancé Visa Applications, Temporary Protective Status Applications, Acquisition of Citizenship and Motions to Reopen. Became familiar with several aspects of NSEERS, SEVIS and IIRAIRA programs. Prepared documentation to be filed in at least four cases before the Immigration Court in Dallas which ranged from presence after prior order of removal and false claim of citizenship.

### **Tri-State Financial**

**From July 15, 2001 to July 31, 2003**

Insurance Support Specialist, third party collections and interpreter

PO Box 130696 Tyler, TX 75713

Insurance appeals and filing: Workers' compensation, liability claims, bankruptcy claims. Process bad debt collections for medical service providers. Contact Spanish speaking patients to assist with insurance or payment arrangements. Translated all letters and documents to conform to the Federal Debt Collections Practice Act.

### **Hispanic American Association of East Texas (BIA Accredited) From February 15, 2001 to May 15, 2001**

Legal Assistant and Interpreter

1111 E. Erwin Street Tyler TX 75702 903-595-0066

Immigration Law. Client interviewing, preparing documents to be filed with the Bureau of Citizenship and Immigration Services. Concentrated on I-130 applications being submitted before the repeal of 245(i) on April 30, 2001.



**Platinum Safety & Claims Services, LLC**

**From January 3, 2000 to March 1, 2001**

Administrative Assistant

501 Shelley Drive Tyler TX 75711 903-561-4242

Translated insurance claim forms, interpretation for claimants, data entry, Microsoft Word documents, located witnesses for property claims, assisted with recorded statements, handled adjuster licensing, and application for TPA licenses, marketing.

**Bill Clark, Attorney at Law**

**From August 2, 1999 to November 2, 1999**

Legal Assistant and Interpreter

304 W. Rusk Tyler TX 75701 903-596-0900

Car accident insurance claims, investigation, legal research, client interviewing, data entry, Microsoft Word documents, filing, translation and interpreting, Medicare & Medicaid subrogation, litigation support.

**Andy Tindel, Attorney at Law**

**From October 13, 1997 to March 12, 1999**

Office Manager, Legal Assistant, and Interpreter

304 W. Rusk Tyler TX 75701 903-596-0900

Office management, insurance claims, investigation, legal research, client interviewing, data entry, reception duties, accounts payable & payroll using Quickbooks, Microsoft Word documents, filing, translation and interpreting, Medicare & Medicaid subrogation, litigation.

**Blake Bailey & Mary Strand, Attorneys at Law**

**From August 1995 to October 1997**

Legal Assistant, Translator/Interpreter, Receptionist

522 S. Broadway, Suite 101 Tyler TX 75702 903-593-7660

Insurance claims, investigation, legal research, client interviewing, data entry, reception duties, WordPerfect documents, filing, translation and interpreting, litigation, case management.

**EDUCATION**

**Basic Mediation Course – completed 40 Hour requirement under Texas CPR §154.00**

**Gary Morgan – Mediator/Instructor- Tyler, Texas**

**Legal Research Specialty Certificate**

National Institute for Paralegal Arts & Sciences - Boca Raton Florida

**Real Estate Law Certificate**

Kaplan College - Boca Raton Florida

**Technical Report Writing**

Tyler Junior College

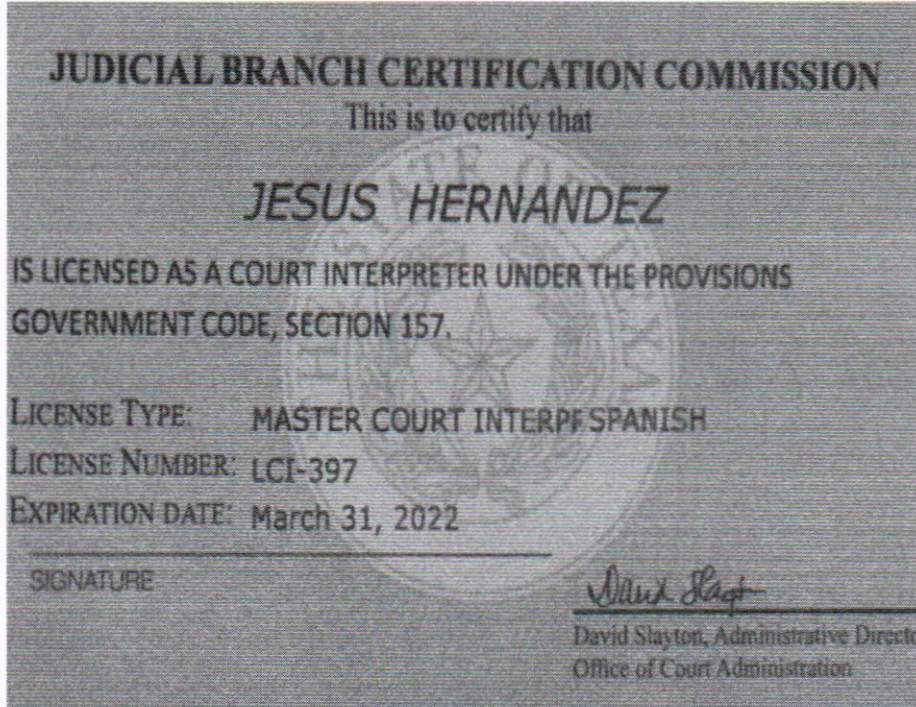
**Computer Aided Drafting & Design**

Tyler Junior College

**John Tyler High School – Advance Honors Courses** Graduated May 1989

Won President's Scholarship to Tyler Junior College for Drafting

Jesse Hernandez ~ Master License # 397





**Jesus 'Jesse' Hernandez**

3113 Greg Lane  
Tyler Texas 75701  
(903) 539-4017  
[JesusHernandez.ny@gmail.com](mailto:JesusHernandez.ny@gmail.com)

<b>Skills Summary/ Experience (Texas)</b>	<b>Dallas/Tyler Interpreters (Texas)</b> 211 Tree Top Ln. Hideaway, TX 75771 <a href="mailto:Tylerinterpreters@hotmail.com">Tylerinterpreters@hotmail.com</a> <a href="mailto:Tyler_interpreters@hotmail.com">Tyler_interpreters@hotmail.com</a> 903-593-6262 903-574-4433	May 2000 -present (Independent Contractor)
	<ul style="list-style-type: none"> <li>• Interpret for Magistrate Judges, Justice of the peace Judges, County Judges, County Court at Law and District Courts, Depositions, Mediations, Interviews, Hearings.</li> <li>• Interpret for court proceedings involving Criminal, Juvenile, Indigent Civil, Mental Health and Chemical Dependency.</li> <li>• Simultaneous and consecutive interpreting, on-site interpreting and translating, conference calls, driving clients to Doctors appointments and assisting them</li> <li>• Court interpreting for 20 years. Started interpreting (5) years before receiving my license.</li> <li>• Administrate work and manage court interpreter assignments.</li> <li>• I continue having excellent working relationships with judges, attorneys and court staff.</li> <li>• Customer service and general office support.</li> </ul>	
<b>Certification</b>	<b>Master Licensed Court Interpreter</b> Judicial Branch Certification Committee No. 397 <a href="http://www.txcourts.gov/jbcc/licensed-court-interpreters">www.txcourts.gov/jbcc/licensed-court-interpreters</a>	May 2005 -present
<b>Experience (NYC)</b>	<b>Public Outreach Program Coordinator</b> <ul style="list-style-type: none"> <li>• Coordinate meetings and logistics of the program.</li> <li>• Train new personnel and give orientation meetings.</li> <li>• Make and organize schedules daily, weekly and monthly.</li> <li>• Administrate remotely, have remote meetings by videoconference and conference calls.</li> <li>• Data Entry, customer service, technical support.</li> </ul>	Abril 2013 -January 2020

<p><b>Experience (NYC)</b></p>	<p><b><u>Social Security Hearings and Depositions for:</u></b>  Adele Fuentes Interpreting  631-379-9117  <a href="mailto:fis113@frontier.com">fis113@frontier.com</a></p> <p><b><u>Independent Medical Exams:</u></b>  Geneva Worldwide  (212) 255-8400  <a href="http://www.Genevaworldwide.com">www.Genevaworldwide.com</a></p> <p><b><u>Depositions and IME's for:</u></b>  Legal and Medical Interpreting  Magna Legal Services (NYC/Texas)  +1 (215) 207-9460  <a href="http://www.magnaLS.com">www.magnaLS.com</a></p> <p><b><u>Legal and Medical Interpreting</u></b>  B &amp; N Interpreting  (866) 661-1053  <a href="http://www.bninterpreting.com">www.bninterpreting.com</a></p> <p><b><u>Legal and Medical Interpreting</u></b>  Speak-at-Ease Language Services Ny  (646) 671-7471  <a href="mailto:speakatease@gmail.com">speakatease@gmail.com</a></p>	<p>May 2013 -2016</p> <p>January 2015 -December 2016</p> <p>January 2016 -present</p> <p>May 2016 -present</p> <p>May 2016 -present</p>
<p><b>Experience (Texas)</b></p>	<p><b>Motions Clerk/ Copy Clerk/ Floater</b></p>	<p>June 1997 - February 2000</p>
<p><b>Accomplishments</b></p>	<p><b><u>Chapter 13 Trustee's office</u></b>  Michael Gross Former Chapter 13 Bankruptcy Trustee for the Eastern District of Texas  903-521-1313  903-597-0772</p> <ul style="list-style-type: none"> <li>• File motions, court orders, copy and file documents for attorneys, legal assistants and clients.</li> <li>• Travel to: (Plano and Beaumont to file and copy documents needed by the attorneys in the firm).</li> <li>• Learned the importance of being organized and proficient in a fast-paced work environment and better my administrative skills. My computer skills got better too, and I learned to use programs like (Spreadsheet, MS Office, IOS,Windows, Adobe).</li> </ul>	
<p><b>References</b></p>	<p>Professional and Personal references available upon request.</p>	

## Laura de la Torre ~ License # 2257

### **Laura de la Torre**

608 W Third Street Suite A  
Tyler TX 75701  
(903)279 1125  
spanishinternational1@google.com

### **Skills**

English-Spanish Licensed Legal Interpreter, Texas license # 2257

English-Spanish Medical interpreter

Proficient in simultaneous and consecutive mode and sight reading.

Educational, commercial and industrial Spanish Voice overs.

### **Experience**

February 2017 -Present

#### **SI Spanish International - Owner/Interpreter**

- English-Spanish legal interpretation in the state of Texas.
- Free lance Interpreter for several counties in the state of Texas.
- Interpretation for private depositions and mediations.
- Interpretation for Psychological evaluations and medical consultations.

December 2016-June 2018

#### **SI Spanish International - Interpreter**

- Medical interpretation for Fresenius Dialysis Clinics.
- Interpretation for medical and psychological consultations..

### **Education**

Sept. 1979-Dec.1982

**University of Texas, El Paso -Mass communications/Broadcasting**

### **Continuing Education**

- SCSJ Media- Training for interpreters.
- Interpreting for Mexican defendants and Witnesses
- Ethics for the Texas LCI
- Verbo-JBCC approved Court Interpreters Continuing Education 2019



## Other References

**Jeremy Coe**  
**Attorney at Law**  
423 S. Spring Street  
Tyler, TX 75702  
Office: 903-504-5386  
Fax: 903-504-5387

**Atala Brandao**  
**Spanish Business Services Inc.**  
2310 N Henderson Ste A  
Dallas, TX 75206  
Phone: 214-821-2050

**Thomas P. Tibileti**  
**Attorney at Law**  
300 North Green, Suite 315  
Longview, TX 75601  
Office: 903-753-3500  
Fax: 903-753-4843

## **Fee Structure**

Hourly rate of \$95.00 per hour, two hours minimum per Interpreter for all in person court appearances, hearings, consultations, meetings, conferences etc. plus round trip mileage to and from Interpreter's residence at the rate of .57 per mile.

Hourly rate of \$100.00 one hour minimum per Interpreter for all virtual court appearances, hearings, consultations, meetings, conferences etc. conducted via Zoom, Google Meet, Microsoft Team or any other video conferencing programs.

Fee for each cancellation for virtual or in person appearance hearings not given 48 hours notice before the scheduled appearance time: \$110.00

After-Hours, Emergencies, and Weekend Hourly Rate: \$125.00 per hour, two hours minimum plus round trip mileage to and from Interpreter's location at the rate of 0.57 per mile.

# Proof of Insurance



## Lloyd's Certificate

This Insurance is effected with certain Underwriters at Lloyd's, London.

This Certificate is issued in accordance with the limited authorization granted to the Correspondent by certain Underwriters at Lloyd's, London whose syndicate numbers and the proportions underwritten by them can be ascertained from the office of the said Correspondent (such Underwriters being hereinafter called "Underwriters") and in consideration of the premium specified herein, Underwriters hereby bind themselves severally and not jointly, each for his own part and not one for another, their Executors and Administrators.

The Assured is requested to read this Certificate, and if it is not correct, return it immediately to the Correspondent for appropriate alteration.

All inquiries regarding this Certificate should be addressed to the following Correspondent:

**PROFESSIONAL PROGRAM  
INSURANCE BROKERAGE  
Division of SPG Insurance Solutions, LLC**  
1304 Southpoint Blvd., Ste. 101  
Petaluma, CA 94954  
(415) 475-4300

SLC-3 (USA) NMA 2868 (2/15/08)  
Form approved by Lloyd's Underwriters Non-Marine Association  
Limited

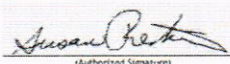
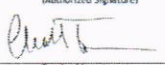
THIS DECLARATION PAGE IS ATTACHED TO AND FORMS PART OF CERTIFICATE PROVISION (FORM SLC 3 USA) DECLARATIONS  
Previous No. TI19-0549 Authority Ref. No. 81915F023600 Certificate No. TI20-0034

Insurance is effective within Certain Underwriters at Lloyd's, London - 100%

1. NAME ASSURED:  
incl. Street, Town or City, State, Zip Code:  
**Preferred Interpreters, LLC**  
P.O. Box 138433  
Tyler, TX 75713
2. PERIOD OF INSURANCE: FROM: 08/10/2020 TO: 08/10/2021  
both Dates AT 12:01 a.m. Central Standard Time at the address shown in number 1 above.
3. LIMITS OF PROFESSIONAL LIABILITY ON TI/20-0034a  
(a) \$350,000 Each Claim and all Claims arising out of the same, related or continuing acts, errors or omissions, including Claim Expenses.  
(b) \$250,000 Annual Aggregate, including Claim Expenses.  
(c) \$250 Deductible for Each Claim and all Claims
4. PREMIUM:  
Professional Liability  
General Liability  
State Tax  
Stamping Fee  
Broker Fee  
Total:
5. RETROACTIVE DATE: 8/10/2016
6. NOTICE OF CLAIM: Professional Program Insurance Brokerage  
Division of SPG Insurance Solutions, LLC  
1304 Southpoint Blvd., #101  
Petaluma, CA 94954  
claims@ppbcorp.com  
(888) 433-2004
7. PROFESSION: Interpreters and Translators
8. SERVICE OF SUIT: Lloyd's America Inc., Attn: Legal  
Department  
230 Park Avenue, East Tower 25th Floor  
New York, NY 10017

This insurance contract is with an insurer not licensed to transact insurance in this state and is issued and delivered as a surplus line coverage pursuant to the Texas insurance statutes. The Texas Department of Insurance does not audit the finances or review the solvency of the surplus lines insurer providing this coverage, and the insurer is not a member of the property and casualty insurance guaranty association created under Chapter 462, Insurance Code, Chapter 225, Insurance Code, requires payment of a 4.85 percent tax on gross premium.

Surplus Lines Agent's Name: Specialty Program Group LLC  
Surplus Lines Agent's Address: 180 River Road, 2nd Floor, Summit,  
New Jersey 07901  
Surplus Lines Agent's License #: 2081761  
Producing Agent's Name: Amy Green  
Producing Agent's Physical Address: 4711 Old Bedford Rd., Tyler, TX  
75703

Date: 8/14/2020  
  
(Authorized Signature)  
  
(Surplus Lines Agent)  
Placed by: Christopher Treanor, Specialty  
Program Group LLC, 180 River Road, 2nd  
Floor, Summit, New Jersey 07901, Texas  
Surplus Lines License # 2081761.

SLC-3 01/03/06 Form Approved by Lloyd's Market Association

# Litigation Statement

There are no judgments, orders, writs of executions, liens or adverse rulings, nor are there any pending litigation actions or any past litigation actions ever levied against this company or the officer of this company.

Norma Liliana Meeks Date of Birth: 05/25/1958



# RFP FORMS

**REQUIRED FORM**

**VENDOR REFERENCES – BILINGUAL PROFESSIONALS**

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this Bid. ***THIS FORM MUST BE RETURNED WITH YOUR BID.***

**REFERENCE ONE:**

COMPANY NAME:	Urbina Support Services
ADDRESS/CITY/STATE/ZIP:	2615 Sunnybrook Dr., Tyler, Texas 75701
CONTACT NAME/TITLE:	Gilbert Urbina
BUSINESS PHONE/FAX:	903.597.5881                      903.521.0294 - Mobile
SCOPE OF WORK:	Interpretation & Mediation Services

**REFERENCE TWO:**

COMPANY NAME:	Teresita Roark
ADDRESS/CITY/STATE/ZIP:	405 Oakwood Estates Blvd., Marshall, Texas 75672
CONTACT NAME/TITLE:	
BUSINESS PHONE/FAX:	903.938.8007                      903.235.0498 - Mobile
SCOPE OF WORK:	Interpretation Service

**REFERENCE THREE:**

COMPANY NAME:	Laura de la Torre
ADDRESS/CITY/STATE/ZIP:	608 W. Third Street, #A, Tyler, Texas 75701
CONTACT NAME/TITLE:	
BUSINESS PHONE/FAX:	903.279-1125
SCOPE OF WORK:	Interpretation Service

**REQUIRED FORM**

**VENDOR REFERENCES – DISTRICT JUDGES**

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this Bid. ***THIS FORM MUST BE RETURNED WITH YOUR BID.***

**REFERENCE ONE:**

COMPANY NAME:	Gregg County, Texas -	124th District Court, Suite 447 188th District Court, Suite 408
ADDRESS/CITY/STATE/ZIP:	Gregg County Courthouse 101 E. Methvin, Longview, TX 75601	
CONTACT NAME/TITLE:	Honorable Alfonso Charles - District Judge Honorable Scott Novy - District Judge	
BUSINESS PHONE/FAX:	903.237.2534 - office 903.236.1765 - office	903-236.8603 - fax 903.236.0747 - fax
SCOPE OF WORK:	Court Appearances, Attorney/client consultations, Pleas, Trials	

**REFERENCE TWO:**

COMPANY NAME:	Henderson County, Texas -	392nd District Court, Suite 101 3rd District Court, Suite 102
ADDRESS/CITY/STATE/ZIP:	Henderson County Judicial Complex 109 West Corsicana, Suite 101, Athens, Texas 75751	
CONTACT NAME/TITLE:	Honorable R. Scott McKee - District Judge Honorable Mark Calhoon - District Judge	
BUSINESS PHONE/FAX:	903.675.6110 - office 903.677.7277 - office	903.677.7280
SCOPE OF WORK:	Court Appearances, Attorney/client consultations, Pleas, Trials	

**REFERENCE THREE:**

COMPANY NAME:	Smith County, Texas -	114th District Court, Room 209 241st District Court Room 220
ADDRESS/CITY/STATE/ZIP:	Smith County Courthouse 100 N. Broadway, Tyler, Texas 75702	
CONTACT NAME/TITLE:	Honorable Christi Kennedy - District Judge Honorable Jack Skeen, Jr. - District Judge	
BUSINESS PHONE/FAX:	903.590.1623 903.590.1634	
SCOPE OF WORK:	Court Appearances, Attorney/client consultations, Pleas, Trials	



**REQUIRED FORM**

**COMPLIANCE WITH FEDERAL AND STATE LAWS**

**CERTIFICATION OF ELIGIBILITY**

By submitting a RFP in response to this solicitation, the Proposer certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on list between the time of RFP submission and time of award, the Respondent will notify Titus County Auditor immediately. Failure to do so may result in terminating this contract for default.

**RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY OTHER FOREIGN TERRORIST ORGANIZATIONS.**

Effective September 1, 2017, Respondent verifies that they do not boycott Israel and will not boycott Israel during the term of this contract. The term "boycott Israel" is defined by Texas Government Code Section 808.001, effective September 1, 2017. Respondent further verifies that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

**DISCLOSURE OF INTERESTED PARTIES**

The law states that a governmental entity may not enter into certain contracts with a non-exempt business entity unless the business submits a disclosure of interested parties to the governmental entity. By submitting a RFP in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Titus County Auditor's Office, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Signature:  Date: 09/03/2020

Printed Name: Norma Liliansa Meeks

**REQUIRED FORM**

**RFP SIGNATURE FORM**

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this RFP becomes the property of Titus County after the official opening.

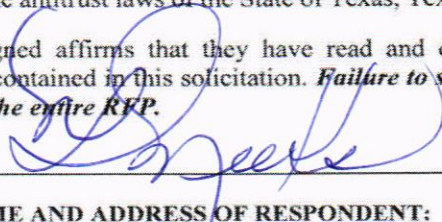
The Respondent affirms that he/she understands the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a RFP.

The undersigned agrees, on behalf of Respondent, that if this RFP is accepted, to furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this RFP will be (90) calendar days.

**The undersigned affirms that they are duly authorized to execute this contract, that this RFP has not been prepared in collusion with any other Respondent, nor any employee of Titus County, and that the contents of this RFP have not been communicated to any other Respondent, any member of the evaluation committee or to any employee of Titus County prior to the official opening of this RFP.**

Respondent hereby assigns to Titus County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this solicitation. *Failure to sign and return this form will result in the rejection of the entire RFP.*

Signature:  Date: Sept. 14-2020

**LEGAL NAME AND ADDRESS OF RESPONDENT:**

Name Norma Liliana Meeks Title President

Tel. No. 903.952.1195 /903.566.7731 Email: norma@interpret.pro

Address: PO Box 130433, Tyler Texas 75713

**COMPANY IS:**

Business included in a Corporate Income Tax Return?  YES  NO

Corporation organized & existing under the laws of the State of Texas

Partnership consisting of \_\_\_\_\_

Individual trading as \_\_\_\_\_

Principal offices are in the city of Tyler, Texas



**REQUIRED FORM**

***Conflict of Interest Form (CIQ)***

Below, please find link below to a Conflict of Interest Questionnaire. Please complete this form if you have a conflict of interest with any Titus County Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. If you have any questions regarding compliance with Chapter 176 of the Texas Local Government Code, please consult your legal representative. Compliance is the responsibility of each individual, business, agent or representative who is subject to the law's filing requirements.

<http://www.ethics.state.tx.us/forms/CIQ.pdf>

Original completed forms will be filed with the County Clerk's Office **and** a copy sent to the Titus County Auditor's Office. Please see contact information below.

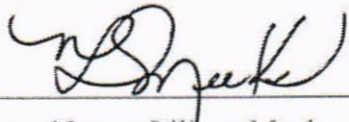
**Titus County Clerk**  
Titus County Courthouse  
100 W. 1<sup>st</sup> Street, Suite 204  
Mt. Pleasant, Texas 75455  
Phone: 903-577-6796  
Fax: 903-572-5078

**Titus County Auditor**  
Titus County Courthouse  
100 W. 1<sup>st</sup> Street, Suite 106  
Mt. Pleasant, Texas 75455  
Phone: 903-572-8101  
Fax: 903-572-1467

***Applicable Law***

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Titus County (County Clerk) no later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Texas Local Government Code.

SIGNATURE: \_\_\_\_\_



DATE: 09/03/2020

PRINTED NAME: Norma Liliana Meeks



**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

Preferred Interpreters, LLC

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

Preferred Interpreters has no relationship with any Titus County, Texas officer

Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

N/A

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

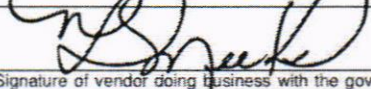
B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**   
 Signature of vendor doing business with the governmental entity

09/02/2020

Date





**PRIORITY MAIL EXPRESS**

SEP 11 2020  
Received 12:35 PM

To schedule Package scan the USPS.CC



PS 1000 10000006

EP13F Oct 2018  
OD: 12/12 x 9 1/2

		<b>Click-N-Ship®</b>	
<b>E</b>	usps.com \$26.35	9470 1036 9930 0052 4301 02 0263 5000 0057 5455	
	US POSTAGE Flat Rate Env		
	09/10/2020	Mailed from 80031 062S0000000315	
<b>PRIORITY MAIL EXPRESS 1-DAY™</b>			
MERAB MARTINEZ BUILDING BRIDGES LANGUAGE SERVICE: 4951 W 81ST PL APT 2H WESTMINSTER CO 80031-4372		Scheduled Delivery Date: 09/11/20 Ref#: RFP2020-05 <b>0007</b>	
		<b>C007</b>	
WAIVER OF SIGNATURE			
SCHEDULED DELIVERY 3:00 PM			
SHIP TO: TITUS COUNTY TITUS COUNTY AUDITOR 100 W 1ST ST STE 106 MT PLEASANT TX 75455-4447		<i>RFP# 2020-05 Interpreter Services</i>	
<b>USPS TRACKING #</b>			
9470 1036 9930 0052 4301 02			

PRESS FIRMLY TO SEAL

PRIORITY MAIL EXPRESS  
FLAT RATE  
POSTAGE REQUIRED



**Merab Alexandra Martinez dba Building Bridges Language Services**

Agency Owner & Licensed Court Interpreter

956-638-6230 Direct Line

[merab@forensictranslations.org](mailto:merab@forensictranslations.org)

Websites coming soon:

[www.SpanishCourtInterpreter.com](http://www.SpanishCourtInterpreter.com)

[www.ForensicTranslations.org](http://www.ForensicTranslations.org)

Enclosed:

- Copy of LCI (Licensed Court Interpreter)
- Resume for experience
- Fees & Policies
- If bid is accepted, we will provide Proof of Insurance for general liability including \$500,000 minimum bodily injury and \$100,000 minimum property damage
- W-9 is included for financials
- Litigation: Merab Alexandra Martinez dba Building Bridges Language Services has never been involved in any kind of litigation.
- CIQ Form, attached and signed, however it does NOT apply.

Disclosure:

Due to COVID-19 we strongly suggest VRI interpreting for the safety of our interpreters and others. This may cause availability issues with interpreters. As of now we have not had issues with this but due to your location we wanted to make you aware of this. Thank you, and we look forward to working together.



Judicial Branch Certification Commission  
P.O. Box 12066  
Austin, Texas 78711-2066

You are certified as a court interpreter by the  
Judicial Branch Certification Commission. We  
are pleased to mail your personal license card.

MERAB ALEXANDRA MARTINEZ  
4825 WEST 81ST PLACE  
WESTMINSTER CO 80031 Apt/Unit 2G

**JUDICIAL BRANCH CERTIFICATION COMMISSION**  
This is to certify that  
MERAB ALEXANDRA MARTINEZ  
IS LICENSED AS A COURT INTERPRETER UNDER THE  
PROVISIONS, GOVERNMENT CODE, CHAPTER 157.

LICENSE TYPE: BASIC SPANISH  
LICENSE NUMBER: LCI-2242  
EXPIRATION DATE: October 31, 2021

  
SIGNATURE

  
David Slayton, Administrative Director  
Office of Court Administration



**Merab Alexandra Martinez**  
 Business Management  
 Spanish <> English Texas Licensed Court  
 Interpreter (LCI #2242)

Phone: (956) 638-6230  
 E-Mail: [merab@forensictranslations.org](mailto:merab@forensictranslations.org)  
 Address: 4951 West 81st Place - 2H  
 Westminster, Colorado 80031

**ABOUT ME**

Highly motivated individual looking to make a difference by using well-developed skills in various areas of business management and linguistics. I am characterized by my ability to work well with diverse teams and under pressure. A few things I enjoy the most is quality time spent with family, fitness and health, and the full-time volunteer work with the Deaf community.

**WORK EXPERIENCE**

**English <> Spanish Texas Licensed Court Interpreter (LCI #2242)**

Building Bridges Language Services / Forensic Translations

May 2015 - Present

Texas & Colorado

Freelance interpreter at my own agency, scheduling for assignments for other interpreters under my supervision. Document translations for Immigration Courts. Transcription and translation of audio & video evidence to be used at court hearings and trials. Translation & Certification of Business & Corporate LLC & Incorporation Articles of Business from Mexico. Etc.

**Accounting & Management**

Sign Language Services

February 2014 - Present

Remote Office

Scheduling for assignments for a team of over 40 interpreters. Monthly accounting for the agency.

**Venue Director**

McAllen, Texas

Aug 2011 - Nov 2012

Valencia Event Center

Sales & Marketing, Event Coordinator, Venue & Vendors Management

**Sales Director**

Pool Construction Company

Aug 2004 - Aug 2011

Outdoor and pool designer with the AutoCAD program, configure plans for city permit approval, and general construction oversight of projects.

**EDUCATION**

**State Court Interpreter Program**

Online - California

February 2016-June 2016

Southern California School for Interpreting

**Business Management**

Edinburg, Texas

Aug 2006 - May 2010

**Degree in Spanish**

University of Texas Pan American (University)

**SKILLS & CERTIFICATIONS**

Software: Microsoft Office, including Word, Excel, & PowerPoint  
 Accounting: QuickBooks, PeachTree  
 Computer: 77 wpm, E-Mail, Internet, Social Media Marketing & Maintenance  
 Design: Pool Studio (seven years on-the-job experience), AutoCAD (one year experience)  
 Operating Systems: MacOS, Windows, Vista  
 Other: Event planning, Product Launch, Project Management, Marketing Strategies, Excellent Customer Service, Corporate Events, New Business Development, Purchasing, Construction Permits with Cities, etc.  
 Certifications: Texas Licensed Court Interpreter (LCI #2242)  
 In process: Federal Court Interpreter (US Federal Courts)

**LANGUAGES**

Spanish Native & Fluent  
 English Native & Fluent  
 American Sign Language Fluent

"Kindness is the language which the deaf can hear and the blind can see." - Mark Twain



### **Licensed Court Interpreter Fees & Policies**

- All appointments will be billed at a minimum of four (4) hours with any additional time being billed at 30-minute increments plus, travel time charges at the same hourly rate.
- Two-business day (48-hours) cancellation policy is required. If less than two business days' notice of cancellation is given, the appointment will be billed as scheduled. Full payment required.
- The interpreter will wait 15 minutes for each hour billed after such time if the client does not arrive for appointment the interpreter will assume it is a no show and leave. The full scheduled assignment will be billed.
- Interpreters are for location provided, unless previous arrangements are made for multiple locations.
- Interpreter will be available for time requested, if appointment ends early, company will still be invoiced for entire time reserved.
- Fees & policies apply to all VRI (Virtual Remote Interpreting) assignments.

**Regular Rate \$135.00 per hour – State Certified**  
**Regular Rate \$175.00 per hour – Federal Certified**

- Regular business hours 8:00 am - 5:00 pm

*A team of interpreters may be required depending on the assignment topic, setting and length of appointment; this is evaluated at time of service.*

All interpreters abide by the Code of Professional Conduct and are State or Federally Certified. The rates and terms of service are outlined on the preceding page. It is understood that by securing an interpreter through Building Bridges Language Services you agree to the rates and terms of service. If you have any questions, please contact me at any time. Thank you and I look forward to working with you.

**Merab A. Martinez**

President & Licensed Court Interpreter (LCI #2242)



### **Document Translation Rates**

We strive to provide the highest quality in the marketplace. Our pricing for translation projects is determined by several factors:

- Number of source words
- Complexity of the subject matter
- Language combination
- Amount of time required to complete the assignment

### **Transcription from original language AND Translation into target language Rates**

25 lines per letter sized (8" x 11") page

Price may vary on length and quality of video/audio

- **General: \$18-25 per page**
  - A video and/or audio that lends itself to fairly rapid transcription by an experienced translator because it contains little or no specialized terminology.
- **Semi-technical: \$20-27 per page**
  - A video and/or audio that contain some specialized terminology and requires a fair amount of research by an experienced translator.
- **Technical: \$22-29 per page**
  - A video and/or audio that is replete with highly specialized or esoteric terminology and thus requires special expertise and/or painstaking and lengthy research by an experienced translator

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1	Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Merab Alexandra Martinez</b>			
2	Business name/disregarded entity name, if different from above <b>Building Bridges Language Services</b>			
3	Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____		4	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
5	Address (number, street, and apt. or suite no.) See instructions. <b>4951 West 81st Place - 2H</b>		Requester's name and address (optional)	
6	City, state, and ZIP code <b>Westminster, Colorado 80031</b>			
7	List account number(s) here (optional)			

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
or									
<b>Employer identification number</b>									
8	3	-	4	4	9	1	9	2	8

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person ▶ *Merab A. Martinez*

Date ▶ **September 10, 2020**

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

## FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

Not Applicable

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

Not Applicable

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

Not Applicable

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**  
Merab Alexandra Martinez  
Signature of vendor doing business with the governmental entity

September 10, 2020  
Date



***Request for Proposals***  
***For***  
***Licensed Court Interpreter Services for Titus County***

**RFP# 2020-05**

**DUE DATE: Monday, September 14, 2020**

*Titus County*  
*Titus County Auditor's Office*  
*100 W. 1<sup>st</sup> Street, Suite 106*  
*Mt. Pleasant, Texas 75455*

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*This Table of Contents is intended as an aid to bidders and not as a comprehensive listing of the RFP package. Bidders are responsible for reading the entire RFP package and complying with all specifications.*

**TITUS COUNTY, TEXAS**  
**NOTICE OF INTENT/DESCRIPTION - REQUEST FOR PROPOSALS**

In accordance with the Laws of the State of the Texas, Titus County is seeking to establish a contractual relationship with an individual or business/firm for licensed court interpreter services.

The County may select one or more individual or firms for work under this Request for Proposal (RFP) process. If determined to be in the best interest of the County, the County may award work to firms, for undefined services, that were not awarded work under this RFP.

**SEALED PROPOSALS** must be addressed to the Titus County Auditor and must be received in the Auditor's Office, 100 W. 1<sup>st</sup> Street, Suite 106, Mount Pleasant, Texas 75455 not later than 4:30 p.m. on September 14, 2020 for the following:

***Interpreter Services for Titus County***  
***RFP # 2020-05***

Solicitation documents are now available by contacting the Titus County Auditor's office at the above address or by phone at 903-572-8101 or by email to [auditor@co.titus.tx.us](mailto:auditor@co.titus.tx.us). Only paper responses are allowed for this RFP. Facsimiles will not be accepted.

***It is the bidders'/respondents' sole responsibility to retrieve all related documents prior to the RFP due date. This solicitation packet is 15 pages.***

At the public opening, there will be no disclosure of contents to competing firms, and all proposals will be kept confidential during the negotiation process. Except for trade secrets and confidential information which the firm identifies as proprietary, all proposals will be open for public inspection after the contract award. All proposals become the property of the Titus County.



## *INSTRUCTIONS*

- ❖ ***Submission of Proposals:*** Mail or Hand Deliver **Two (2) complete sets** of original proposal documents with original signatures and **marked RFP# 2020-05, Interpreter Services** to the address below by 4:30 pm on September 14, 2020. ***A facsimile transmission is not an acceptable response to this RFP Process.***

Titus County Auditor  
100 W. 1<sup>st</sup> Street, Suite 106  
Mount Pleasant, Texas 75455

- ❖ Questions concerning this proposal process shall be directed to Titus County Auditor by email to [auditor@co.titus.tx.us](mailto:auditor@co.titus.tx.us). Failure to comply with this guideline could result in disqualification.
- ❖ **All proposal returns must be sealed** when returned to Titus County.
- ❖ PROPOSALS will be publicly acknowledged at 10:00 am on September 15, 2020 in Room 205 of the Titus County Courthouse. Vendors, their representatives and interested persons are invited to attend. Only the names of the proposals returned will be read aloud. All proposal information will remain confidential until a contract is awarded; if any.
- ❖ It is the bidders' sole responsibility to print and review all pages of the RFP document, attachments, questions and their answers, addenda and special notices. Failure to provide original signatures on these forms could render statement non-responsive.
- ❖ **Any proposals received after the date and/or hour set for the RFP opening will not be accepted.** If proposals are sent by mail to the Auditor's Office, the bidder shall be responsible for actual delivery of the proposal to the Auditor's Office before the advertised date and hour for opening of RFPs. If mail is delayed either in the postal service or in the internal mail system of Titus County beyond the date and hour set for the RFP opening, bids thus delayed will not be considered.

## **Scope of Work**

The purpose of this request is to *primarily* contract for services with a licensed court interpreter to orally translate Spanish to English and English to Spanish as needed. However, interpreters of any and all languages, including *Sign* language should feel free to submit their qualifications for consideration as Titus County may determine that in order to meet the requirements of the various courts to award the contract to multiple vendors. Interpreter services shall be provided upon request of a Magistrate, a Justice Court, a County Court, or a District Court of the County, in any Criminal, Juvenile, Indigent Civil, or Mental Health proceeding when it is determined that a person charged or a witness does not understand and speak the English language. Respondents submitting the successful qualifications must clearly demonstrate the ability to provide technical expertise in this area.

In Civil cases, it shall not be the duty of the County to pay for interpreter services unless it is certified by the sitting Judge of that Court that the person or party responsible for the payment for interpreter services is indigent and is entitled to Court appointed services. In this case, the sitting Judge of that Court shall appoint an interpreter to provide such services. If interpreter services are provided for civil cases such as these, Titus County will be the single payor, and the court administrator will bill the appropriate party to reimburse the County for these costs.

Services will be performed for any of the above referenced courts on weekdays at any time between 8:00 A.M. and 5:00 P.M.



## **Proposal Submission Requirements**

This section outlines specific instructions for proposal submissions.

To facilitate the review of the responses, Proposers shall follow the described proposal format below. The intent of the proposal format requirements is to expedite review and evaluation. It is not the intent to constrain proposers with regard to content, but to assure that the specific requirements set forth in this RFP are addressed in a uniform manner to facilitate review and evaluation. Failure to arrange the proposal as requested may result in the disqualification of the proposal.

All proposals must be numbered and the proposal must contain an organized, paginated table of contents corresponding to the sections and pages of the proposal as described below.

### **THE INFORMATION LISTED BELOW IN ITEMS 1-6 IS REQUIRED.**

- 1. Qualifications & Experience** - The County is seeking to contract with a licensed, experienced court interpreter with the following qualifications;
  - Enclose a copy of your current License issued by the State of Texas to perform court interpreter services
  - List experience in proceedings in Magistrate, Justice, County, County Court at Law and District Courts
  - List experience in the proceedings in Criminal, Juvenile, Indigent Civil, Mental Health or Chemical Dependency
  - Include resumes for each person to be assigned. Include any professional designations and affiliations, certifications and licenses.



**2. References** - Qualified applicants will be required to provide the following:

- Provide a list and/or a referral letter of at least three (3) references from bilingual professionals that you have worked with. For each reference, include the dates of service, name of the agency, contact name, telephone and email address.
- Provide a list and/or a referral letter of at least three (3) references from district judges that you have worked with. For each reference, include the dates of service, name of the agency, contact name, telephone and email address.

**3. Fee Structure**- Qualified applicants must offer proposed fee structures for the following:

- Provide a flat hourly rate stated in dollars (\$) per hour for interpreters
- Provide a flat hourly rate stated in dollars (\$) per hour for any additional interpreters needed
- Provide after hours and weekend hourly rates stated in dollars (\$) per hour
- Provide a flat rate for each cancellation not given at least 48 hours in advance.

**4. Proof of Insurance**

- Please provide a certificate of insurance for general liability including \$500,000 minimum bodily injury and \$ 100,000 minimum property damage. The awarded vendor shall also carry workman's compensation and unemployment insurance as required by law.

**5. Financials/Litigation**

- Provide data needed to perform credit check for individual and/or firm
- Provide a list of litigation the individual or business has been involved in or a party to both civil and criminal including bankruptcy
- Provide the data needed to perform nationwide criminal history for individual and/or firm

**6. Required Forms**

- Completed forms with original Signatures. (See RFP Forms section of this document)

## Evaluation Criteria/Process

The evaluation committee shall screen and rate all of the responses that are submitted. Evaluation ratings will be on a 100 point scale and those proposers selected for a short list may be invited to attend an interview, at the proposers own expense. Any invitation for an oral presentation will be solely for the purpose of clarifying proposals received from each qualifying proposer, and will not represent any decision on the part of the evaluation committee as to the selection of a successful proposer.

The evaluation committee will consist of the district judges, a prosecutor and possibly an attorney. The final decision as to members of the evaluation committee shall rest with the district judges and the county judge.

The evaluation committee will evaluate all proposals based on the following criteria:

Qualifications/Experience	35 maximum points
References	15 maximum points
Fee Structure	30 maximum points
Compliance to RFQ requirements	20 maximum points
✓ Proof of Insurance	
✓ Financials/ Litigation Data	
✓ Required Forms	

Once proposals are scored, the evaluation team will select finalists and decide whether interviews should be conducted. After interviews are performed, if needed, the evaluation team may request the finalists to submit a Best and Final Offer (BAFO) or they may negotiate a contract with the top ranked finalist.

This RFP does not commit the County to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All finalist(s) shall pay their own costs incurred in responding to, preparing for, traveling to and attending interviews.

The County reserves the right to negotiate the final fee prior to recommending any proposer for a contract and to award a contract to one or more vendors for these services.

The County reserves the right to use all pertinent information (also learned from sources other than disclosed in the RFP process) that might affect the County's judgment as to the appropriateness of an award to the best evaluated proposer. This information may be appended to the proposal evaluation process results.

## **RFP Forms**



**REQUIRED FORM**

**VENDOR REFERENCES – BILINGUAL PROFESSIONALS**

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this Bid. ***THIS FORM MUST BE RETURNED WITH YOUR BID.***

**REFERENCE ONE:**

COMPANY NAME:	Rosario Luna
ADDRESS/CITY/STATE/ZIP:	114 E. Peach Lane Laredo, Texas 78041
CONTACT NAME/TITLE:	Rosario Luna / Spanish Interpreter
BUSINESS PHONE/FAX:	(956) 763-2910
SCOPE OF WORK:	Spanish Interpreter

**REFERENCE TWO:**

COMPANY NAME:	Lenz Court Reporting
ADDRESS/CITY/STATE/ZIP:	PO Box 451748 Laredo, Texas 785045
CONTACT NAME/TITLE:	Cyndy Lenz, Court Reporter & Agency Owner
BUSINESS PHONE/FAX:	956-693-7240
SCOPE OF WORK:	Court reporting agency

**REFERENCE THREE:**

COMPANY NAME:	City of Laredo, Texas Webb- Zapata County Assitant District Attorney
ADDRESS/CITY/STATE/ZIP:	1110 Victoria St. Suite 401 Laredo, Texas 78040
CONTACT NAME/TITLE:	Estrella Ramirez, Assitant District Attorney
BUSINESS PHONE/FAX:	281-732-5864
SCOPE OF WORK:	Community and health crisis interpreting Criminal prosecutor for Webb County

**REQUIRED FORM**

**VENDOR REFERENCES – DISTRICT JUDGES**

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this Bid. ***THIS FORM MUST BE RETURNED WITH YOUR BID.***

**REFERENCE ONE:**

COMPANY NAME:	49th District Court of Webb County
ADDRESS/CITY/STATE/ZIP:	1110 Victoria St. Suite 304 Laredo, Texas 78040
CONTACT NAME/TITLE:	Judge Joe Lopez
BUSINESS PHONE/FAX:	956-523-4237 / 956-523-5051
SCOPE OF WORK:	Legal proceedings interpreting

**REFERENCE TWO:**

COMPANY NAME:	Master Court of Webb County (4th & 5th Administrative Judicial Regions Cluster Court)
ADDRESS/CITY/STATE/ZIP:	1110 Victoria St. Suite 105 Laredo, Texas 78040
CONTACT NAME/TITLE:	Judge Selina Mireles or Gabriela Magnon (Court Coordinator)
BUSINESS PHONE/FAX:	(956) 523-4231 / (956) 523-5039
SCOPE OF WORK:	Legal proceedings interpreting

**REFERENCE THREE:**

COMPANY NAME:	111th District Court of Webb County
ADDRESS/CITY/STATE/ZIP:	1110 Victoria St. Suite 301 Laredo, Texas 78040
CONTACT NAME/TITLE:	Judge Monica Notzon or Gracie Garcia (Court Coordinator)
BUSINESS PHONE/FAX:	(956) 523-4230 / (956) 523-5088
SCOPE OF WORK:	Legal proceedings interpreting



**REQUIRED FORM**

**COMPLIANCE WITH FEDERAL AND STATE LAWS**

**CERTIFICATION OF ELIGIBILITY**

By submitting a RFP in response to this solicitation, the Proposer certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on list between the time of RFP submission and time of award, the Respondent will notify Titus County Auditor immediately. Failure to do so may result in terminating this contract for default.

**RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY OTHER FOREIGN TERRORIST ORGANIZATIONS.**

Effective September 1, 2017, Respondent verifies that they do not boycott Israel and will not boycott Israel during the term of this contract. The term "boycott Israel" is defined by Texas Government Code Section 808.001, effective September 1, 2017. Respondent further verifies that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

**DISCLOSURE OF INTERESTED PARTIES**

The law states that a governmental entity may not enter into certain contracts with a non-exempt business entity unless the business submits a disclosure of interested parties to the governmental entity. By submitting a RFP in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Titus County Auditor's Office, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Signature: Merab Alexandra Martinez Date: September 10, 2020

Printed Name: Merab Alexandra Martinez



**REQUIRED FORM**

**RFP SIGNATURE FORM**

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this RFP becomes the property of Titus County after the official opening.

The Respondent affirms that he/she understands the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a RFP.

The undersigned agrees, on behalf of Respondent, that if this RFP is accepted, to furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this RFP will be (90) calendar days.

**The undersigned affirms that they are duly authorized to execute this contract, that this RFP has not been prepared in collusion with any other Respondent, nor any employee of Titus County, and that the contents of this RFP have not been communicated to any other Respondent, any member of the evaluation committee or to any employee of Titus County prior to the official opening of this RFP.**

Respondent hereby assigns to Titus County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this solicitation. **Failure to sign and return this form will result in the rejection of the entire RFP.**

Signature: Merab Alexandra Martinez Date: September 10, 2020

**LEGAL NAME AND ADDRESS OF RESPONDENT:**

Name Merab Alexandra Martinez Title President / Licensed Court Interpreter

Tel. No. (956) 638-6230 Email: merab@forensictranslations.org

Address: 4951 West 81st Place - 2H Westminster, Colorado 80031

**COMPANY IS:**

Business included in a Corporate Income Tax Return?  YES  NO

Corporation organized & existing under the laws of the State of \_\_\_\_\_

Partnership consisting of \_\_\_\_\_

Individual trading as Building Bridges Language Services

Principal offices are in the city of Westminster, Colorado & Laredo, Texas

REQUIRED FORM

*Conflict of Interest Form (CIQ)*

Below, please find link below to a Conflict of Interest Questionnaire. Please complete this form if you have a conflict of interest with any Titus County Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. If you have any questions regarding compliance with Chapter 176 of the Texas Local Government Code, please consult your legal representative. Compliance is the responsibility of each individual, business, agent or representative who is subject to the law's filing requirements.

<http://www.ethics.state.tx.us/forms/CIQ.pdf>

Original completed forms will be filed with the County Clerk's Office **and** a copy sent to the Titus County Auditor's Office. Please see contact information below.

**Titus County Clerk**

Titus County Courthouse  
100 W. 1<sup>st</sup> Street, Suite 204  
Mt. Pleasant, Texas 75455  
Phone: 903-577-6796  
Fax: 903-572-5078

**Titus County Auditor**

Titus County Courthouse  
100 W. 1<sup>st</sup> Street, Suite 106  
Mt. Pleasant, Texas 75455  
Phone: 903-572-8101  
Fax: 903-572-1467

*Applicable Law*

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Titus County (County Clerk) no later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Texas Local Government Code.

SIGNATURE: Merab Alexandra Martinez DATE: September 10, 2020

PRINTED NAME: Merab Alexandra Martinez





## *Barbara Shurbet*

*County Auditor  
Titus County Courthouse*

---

Date: August 18, 2020  
To: Name of Newspaper: \_\_\_\_\_  
From: Barbara Shurbet, Titus County Auditor  
Subject: Advertisement RFP# 2020-05 Interpreter Services

**Please run the following ad on August 22, 2020 and August 29, 2020 in the Mount Pleasant Tribune.**

### PUBLIC NOTICE

Sealed proposals will be received by the Titus County Auditor's Office located at 100 W. 1<sup>st</sup> Street, Suite 106, Mt. Pleasant, Texas 75455 on or before Monday, September 14, 2020 by 4:30 pm for RFP # 2020-05 Interpreter Services. Proposals will be opened at 10:00 am, September 15, 2020 in Room 205 of the Titus County Courthouse. Proposers are invited to attend.

Specifications are available from: Titus County Auditor, Barbara Shurbet  
100 W. 1<sup>st</sup> Street, Suite 106  
Mt. Pleasant, Texas 75455  
903-572-8101

Payment will be made after items have been received in accordance with award. Titus County reserves the right to accept or reject in whole or in part any bids received and to waive any irregularities or formalities in the best interest of Titus County. (www.co.titus.tx.us)





## Barbara Shurbet

County Auditor  
Titus County Courthouse

---

Date: August 18, 2020  
To: Name of Newspaper: Mt. Pleasant TRIBUNE  
From: Barbara Shurbet, Titus County Auditor BS/8-18-20  
Subject: Advertisement RFP# 2020-05 Interpreter Services

**Please run the following ad on August 22, 2020 and August 29, 2020 in the Mount Pleasant Tribune.**

### PUBLIC NOTICE

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100 W. 1<sup>st</sup> Street, Suite 106  
Mt. Pleasant, Texas 75455  
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Payment will be made after items have been received in accordance with award. Titus County reserves the right to accept or reject in whole or in part any bids received and to waive any irregularities or formalities in the best interest of Titus County. (www.co.titus.tx.us)



*Barbara Shurbet*

*County Auditor  
Titus County Courthouse*

---

Date: August 18, 2020  
To: Name of Newspaper: Tyler Morning Telegraph  
From: Barbara Shurbet, Titus County Auditor BS/8-18-20  
Subject: Advertisement RFP# 2020-05 Interpreter Services

**Please run the following ad on August 22, 2020 and August 29, 2020**

PUBLIC NOTICE

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Specifications are available from: Titus County Auditor, Barbara Shurbet  
100 W. 1<sup>st</sup> Street, Suite 106  
Mt. Pleasant, Texas 75455  
903-572-8101

Payment will be made after items have been received in accordance with award. Titus County reserves the right to accept or reject in whole or in part any bids received and to waive any irregularities or formalities in the best interest of Titus County. (www.co.titus.tx.us)





## Barbara Shurbet

County Auditor  
Titus County Courthouse

---

Date: August 18, 2020  
To: Name of Newspaper: Longview News-Journal  
From: Barbara Shurbet, Titus County Auditor BRS / 8-18-20  
Subject: Advertisement RFP# 2020-05 Interpreter Services

**Please run the following ad on August 22, 2020 and August 29, 2020**

### PUBLIC NOTICE

Sealed proposals will be received by the Titus County Auditor's Office located at 100 W. 1<sup>st</sup> Street, Suite 106, Mt. Pleasant, Texas 75455 on or before Monday, September 14, 2020 by 4:30 pm for RFP # 2020-05 Interpreter Services. Proposals will be opened at 10:00 am, September 15, 2020 in Room 205 of the Titus County Courthouse. Proposers are invited to attend.

Specifications are available from: Titus County Auditor, Barbara Shurbet  
100 W. 1<sup>st</sup> Street, Suite 106  
Mt. Pleasant, Texas 75455  
903-572-8101

Payment will be made after items have been received in accordance with award. Titus County reserves the right to accept or reject in whole or in part any bids received and to waive any irregularities or formalities in the best interest of Titus County. (www.co.titus.tx.us)





*Barbara Shurbet*

*County Auditor  
Titus County Courthouse*

---

Date: August 18, 2020  
To: Name of Newspaper: Texarkana Gazette  
From: Barbara Shurbet, Titus County Auditor *BS 8/18/20*  
Subject: Advertisement RFP# 2020-05 Interpreter Services

**Please run the following ad on August 22, 2020 and August 29, 2020 in the Mount Pleasant Tribune.**

PUBLIC NOTICE

Sealed proposals will be received by the Titus County Auditor's Office located at 100 W. 1<sup>st</sup> Street, Suite 106, Mt. Pleasant, Texas 75455 on or before Monday, September 14, 2020 by 4:30 pm for RFP # 2020-05 Interpreter Services. Proposals will be opened at 10:00 am, September 15, 2020 in Room 205 of the Titus County Courthouse. Proposers are invited to attend.

Specifications are available from: Titus County Auditor, Barbara Shurbet  
100 W. 1<sup>st</sup> Street, Suite 106  
Mt. Pleasant, Texas 75455  
903-572-8101

Payment will be made after items have been received in accordance with award. Titus County reserves the right to accept or reject in whole or in part any bids received and to waive any irregularities or formalities in the best interest of Titus County. ([www.co.titus.tx.us](http://www.co.titus.tx.us))

# Licensed Court Interpreters

## INITIAL LICENSURE

- Becoming a Licensed Court Interpreter
- Criminal History
- Orientation Course Requirement & Providers
- Fees
- FAQ's

## Becoming a Licensed Court Interpreter

Texas does not have reciprocity with other states; however, those seeking information on certification by endorsement must submit inquiries to [courtinterpreters@txcourts.gov](mailto:courtinterpreters@txcourts.gov) for information on this process.

To become a Licensed Court Interpreter, you must do the following:

1. **Complete the Exam Orientation Course.** Applicants must successfully complete a 6 hour Commission Approved Orientation course before they are eligible to take the written and oral examinations. The certificate of completion must be submitted with the Application for Licensure.
2. **Submit the Application for Licensure and Exam Registration Form.** You must apply for licensure and register for the exam via our online licensing and certification system. To apply online, please go to the online certification and licensing system on our home page.
3. **Submit the application fee.** Please see the Fees section of this page for information on amounts due, acceptable forms of payment, etc.
4. **Pass a criminal history background check** by DPS and the FBI. Applicants that apply for certification online will receive the service code form via the automated email confirmation they receive after submitting their application for certification. Staff will email the form to initial applicants who are required to apply by mail after their applications have been received. They should check their inbox (and spam folder) for this correspondence.
5. **Pass all parts of a Commission-approved examination.** *(Note: A passing score on the written examination is valid for 2 years. An applicant who does not become licensed during that 2-year period must take the orientation course and pass the written examination again.)*

Refer to sections 3.0 and 9.0 of the JBCC Rules for more information on licensure and requirements (including timelines for applications, exam scores, and orientation courses).

## Certification of Military Spouses, Military Service Members, and Military Veterans

For information on certification, please submit your written intent to practice the regulated profession to [courtinterpreters@txcourts.gov](mailto:courtinterpreters@txcourts.gov) and our licensing specialist will assist you. Applications currently cannot be submitted online.

## Orientation Course Requirement & Courses

### List of Approved Orientation Courses

The 6 hour orientation course provides the basic knowledge, skills and abilities on all three major types of court interpreting; Sight, Consecutive and Simultaneous, to become a licensed court interpreter. The goal is for the candidate to achieve a high level of mastery of two languages, and specific performance skills in the modes of interpreting. Candidates should perform each type of interpreting skillfully enough to include everything that is said, preserve the tone and level of language of the speaker, neither changing nor adding anything to what is said.



The course is designed to help candidates deliver services in a manner faithful to all professional responsibilities and ethics, and court policies regarding court interpreting promulgated by the judiciary. The course should provide information and discussion about what the profession requires to help students decide whether and how to proceed with the pursuit of a license as a court interpreter.

## Criminal History

All new applicants, and those renewing their certifications are required to obtain one-time electronic Fingerprinting through the Texas Department of Public Safety (DPS). Fees for these services are paid at the time your fingerprints are taken. The results of the DPS and FBI fingerprint searches will be sent directly to the Commission.

Please refer to the Certification & Licensure Criminal History FAQ's page for additional information.

You do not need to have your fingerprints taken again once you have been fingerprinted. Upon receipt of your application and required payment, staff will request a new criminal history report and the results will be sent directly to the Commission.

Refer to section 3.5 of the JBCC Rules for additional details on this requirement.

Under section 3.5 (a) of the JBCC Rules, an initial or renewal application may be denied, and a regulated person may be disciplined, if the person's criminal history or other information indicates that the person lacks the honesty, trustworthiness, or integrity to hold the certification, registration, or license.

Please be aware that we must have an application from you before we can provide the instructions, service code and disclosure language that is required to make your fingerprinting appointment. When you submit your application for certification online, an automated email confirmation will be sent to your primary email address. This automated email will contain the code and instructions you need to get fingerprinted. Please check your inbox (and spam folder) for this correspondence. Do not rely on information or forms that you receive from a source other than the JBCC. Doing so may result in your having to be re-fingerprinted, and thus delays in processing your application.

## Expiration

Your approval to provide court interpreting services will expire two (2) years after the last day of the month of certification and, upon expiration, unless renewed, your name will be removed from the list of certified court interpreters in our online licensing system.

## Reinstatement of License Expired 1 year or More

See section 3.2 of the JBCC Rules for a certification (license) or registration that has been expired for 1 yr. or more.

### Reinstating an Expired Court Interpreter License

When initially applying to reinstate an expired license under option #1, **do not create a first-time applicant profile** in our online system. Instead, you must do the following as an **existing certification** to start the licensure process over again.

There are 2 options for reinstating a license expired for 1 year or longer.

Option #1 (online only): Applicants reinstating an expired license must meet the same requirements as new applicants if they do not meet the requirements established under option #2 below.

1. Login to your existing certification profile in the online licensing system
  - o If you do not know your login credentials, follow the instructions in section XIII of the pdf Guide to Using the Online System located on the home page of our website to obtain your login name and reset your password.
  - o If you've never created an online profile, email staff so they can provide the instructions you need to create one. Once your profile is created, proceed to the step below.
2. Click the button to apply for new certification and pay the application fee,
3. Click the button to apply for the exam application and pay the exam fee.



When initially applying to reinstate an expired license under option #2, you must submit the Reinstatement application and applicable fees. To obtain this application, you must submit a written request to courtinterpreters@txcourts.gov so staff can email it to you. Reinstatement applications cannot be submitted online.

Option #2 (by mail only): Former TX court interpreters who moved out of state and are returning may reinstate without examination only if you meet the following criteria:

1. You were licensed in Texas prior to moving out of state;
2. You are currently licensed in the other state;
3. You have been practicing court interpreting in the other state for a period of at least 1 year preceding the date of application for (re)certification in Texas; and,
4. Your license is currently in good standing.

If you meet the criteria in option #2 you may become recertified in Texas by following the procedures below:

1. Submit the application for reinstatement and submit copies of your CE documentation (i.e., copies of your certificates of attendance).
2. Submit all required paperwork to the Commission (along with documentation confirming the above four criteria) with the appropriate renewal fee(s). Please refer to section 3.2 (g) of the JBCC Rules for details.
3. Pay to the commission a fee that is equal to twice the normally required renewal fee.
4. Mail the above-mentioned items to the address on the application.

## **Fees**

**All fees are non-refundable.**

**Application Fee:** \$200.00

**Acceptable forms of payment:** Credit Card

Updated: 08/13/2020



June Hu  
5003 Cheena Dr  
Houston, TX 77096



1000



75455

U.S. POST  
FCM LG  
BELLAIR  
77401  
SEP 03  
AMOUNT  
**\$1**  
R2303S11

Auditor Office

SEP 09 2020

Received

/ JM 9:35

Titus County Auditor

100 W. 1st Street, Suite 106

Mount Pleasant, TX 75455

June Hu



**CONTENTS FOR RFP #2020-05**

**FROM JUNE HU NOT INCLUDED IN THE ENVELOPE POSTMARKED AS BEING  
RECEIVED ON SEPTEMBER 9, 2020 BY THE AUDITOR'S OFFICE**



SEP 10 2020

*received*

Auditor Office

SEP 10 2020

*Received*

Tyler Interpreters Anna Carson
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RFP # 2020-05

Interpreter Services

Auditor Office

SEP 10 2020

*Received*

/ *SM*  
8:28



**COVER LETTER RFP#2020-05 Foreign and Sign language Interpreter Services  
for Titus County**

**1.Introduction and Statement of Purpose**

**2.Qualifications, Experience And References**

**3.Proposed Fee Structure**

**4. Proof of Insurance**

**5. Financials and Litigation**

**6. Required Forms**



**1. Introduction and Statement of Purpose**  
**RFP#2020-25 Licensed Court Interpreters Services for Titus County**

From: September 9, 2020

**Tyler Interpreters, Inc.**  
211 Treetop Lane  
Hideaway, TX 75771  
(903) 882 8000  
tylerinterpreters@gmail.com

To:  
Barbara Shurbet County Auditor  
**Titus County Courthouse**  
Titus County Auditor's Office  
100 W. 1<sup>st</sup> Street, Suite 106  
Mt. Pleasant, Texas 75455  
(903) 572 8101  
auditor@co.titus.tx.us

This is an answer to your notice of request for services under the 2020-25 Licensed Court Interpreters Services for Titus County. **Tyler Interpreters, Inc.** proposes to fulfill the contractual relationship for the next five years by providing Licensed Court Interpreters for Titus County Courthouse. The scope of work is something this reputable firm is used to providing for SCCH (Smith County Court House), GCCH (Gregg County Court House), VZCCH (Van Zandt County Court House), RCCH (Rusk County Court House) other Counties and municipal courts. Upon request for foreign (and American sign language) proceedings necessary for Magistrate, Justice Court, County Commissioner's Court, District Courts, County Courts at Law in any Criminal, Juvenile, Indigent Civil, or Mental Health cases, an interpreter (or two interpreters for trials) will be at your location to interpret for defendants and witnesses who do not understand the English language. We offer services in 32 languages and sign language. We also offer remote interpretation by phone and through Zoom.

We appreciate the opportunity of working with you for all language interpreting services.

Sincerely,



Anna Carson M.A. (JBCC Texas State License #396)

**2. Qualifications, Experience And References:** Enclosed are current JBCC Texas foreign language Court Interpreter Licenses issued by the State of Texas to perform court interpreter services for the County. In addition the resumees list twentyfive (25) years of experience in all proceedings at Magistrate, Justice, County, County Court at Law and District Courts and in the proceedings at Criminal, Juvenile, Indigent Civil, Mental Health or Chemical Dependency hearings at many counties of East Texas. Attached also is a list of three (3) references from bilingual professionals that Tyler Interpreters, Inc., has worked with the last twenty five (25) years. Their contacts' name, telephone and/or fax and email address are provided when possible. We provide also a list of three (3) references from district judges that Tyler Interpreters, Inc., works with and the contacts' names, telephone and/or fax and email address are also provided when possible.



### **3. Proposed Fee Structure: (\$150hr.)**

The First Master or Basic Foreign Language Licensed Court Interpreter will accrue one hundred fifty dollars **(\$150) per hour with a two (2) hours minimum fee, portal to portal, in addition of \$.60 per mile** in travel expenses. When and if a **per diem** charge is necessary for trials then that will be added per interpreter per day of service. Any additional interpreters fees, in any foreign language of the thirty-two (32) that we offer (including sign language,) will accrue the same; one hundred fifty dollars **(\$150) per hour with a two (2) hours minimum fee, portal to portal, for any additional interpreters needed. After the two (2) hour block of minimum fees have accrued, then any and all additional hours will accrue at the hourly rate of one hundred fifty dollars (\$150) per hour, two hours minimum fee, portal to portal after fifteen minutes of real court time fees have accrued from the first block of two (2) hours minimum, portal to portal, per interpreter.**

After hours and weekend hourly rates accrued the same as regular 8am-5pm working hours: one hundred fifty dollars **(\$150) an hour with a two (2) hours minimum fee, portal to portal, in addition of \$.60 per mile** for travel expenses per assigned interpreter.

If and when a cancellation notice of at least forty eight (48) hours in advance is not given to Tyler Interpreters, Inc., showing up in court then the fee is one hundred fifty dollars **(\$150) an hour with a two (2) hours minimum fee, portal to portal, in addition of \$.60 per mile. If and when a notice of cancellation forty-eight (48) hours is given when a prior appointment was on schedule then the cancelation flat fee is in the amount of one hundred fifty (\$150).**

**4. Proof of Insurance:** A certificate of insurance is attached for coverage of general liability for all interpreters for services to the County. These coverages show higher limits than those requested in your proposal. Policy number UDC-1562907-EO-20 for professional insurance provided by Hiscox. Janay Grant is your agent at Threlkeld and Company Insurance in Tyler, Texas, Phone 903 534 7531. Workman's compensation and unemployment insurance is not necessary when subcontractors carry their own insurance.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/02/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022	<b>CONTACT NAME:</b> PHONE (A/C No. Ext): (888) 202-3007      FAX (A/C No): E-MAIL ADDRESS: contact@hiscox.com	
	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC # INSURER A: Hiscox Insurance Company Inc      10200 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
<b>INSURED</b> The Haze Ventures 809 E. Erwin St. Tyler TX 75702		

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		UDC-4319882-EO-19	11/02/2019	11/02/2020	Each Claim: \$ 1,000,000 Aggregate: \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE

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**5. Financials and Litigation:** Neither Dallas Interpreters, Inc., nor Tyler Interpreters, Inc., have been involved in and have never been a party of a civil or criminal case including bankruptcy litigation. Please check EIN#800895964. Tyler Interpreters, Inc., (Regions Bank in Tyler) and Dallas Interpreters, Inc., (Texas Bank and Trust in Lindale, Texas) both use local Banks. A Certified Public Accountant from Tyler, Texas takes care of administration and Tax returns. Balance sheets available upon request, please contact Toby Reed via email: [eaone@earthlink.net](mailto:eaone@earthlink.net). You may also call Toby Reed's office by phone number: 903 533 1443.



**6. Required Forms:** Completed forms with originals signatures attached.

**RFP Forms** #2020-05  
Interpreter services



**REQUIRED FORM**

**VENDOR REFERENCES – BILINGUAL PROFESSIONALS**

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this Bid. **THIS FORM MUST BE RETURNED WITH YOUR BID.**

**REFERENCE ONE:**

<b>COMPANY NAME:</b> SMITH COUNTY COURT HOUSE, COUNTY COURT AT LAW
<b>ADDRESS/CITY/STATE/ZIP:</b> 100 NORTH BROADWAY, TYLER, TX 75702
<b>CONTACT NAME/TITLE:</b> Judge JASON ELLIS
<b>BUSINESS PHONE/FAX:</b> 903 590 1651 jwich@smith-county.com / judgejasonellis@smith-county.com
<b>SCOPE OF WORK:</b> SPANISH-ENGLISH LANGUAGE COURT INTERPRETER (25 years)

**REFERENCE TWO:**

<b>COMPANY NAME:</b> NICANDR PESINA JR @ ROBERTS & ROBERTS
<b>ADDRESS/CITY/STATE/ZIP:</b> 118 W 4th ST. TYLER, TX 75701
<b>CONTACT NAME/TITLE:</b> NICANDR PESINA
<b>BUSINESS PHONE/FAX:</b> 903 251 2773 / 903 920 7042 / nick.pesina@gmail.com
<b>SCOPE OF WORK:</b> SPANISH-ENGLISH LANGUAGE COURT INTERPRETER (25 years)

**REFERENCE THREE:**

<b>COMPANY NAME:</b> TYLER MUNICIPAL COURT
<b>ADDRESS/CITY/STATE/ZIP:</b> 813 N. BROADWAY AVE. TYLER, TX 75702
<b>CONTACT NAME/TITLE:</b> GLORIA GODOY
<b>BUSINESS PHONE/FAX:</b> 903 595 7101 / 903 531 1369 / ggodoy@tylertexas.com
<b>SCOPE OF WORK:</b> SPANISH-ENGLISH LANGUAGE COURT INTERPRETER (25 years)

**REQUIRED FORM**

**VENDOR REFERENCES - DISTRICT JUDGES**

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this Bid. **THIS FORM MUST BE RETURNED WITH YOUR BID.**

**REFERENCE ONE:**

<b>COMPANY NAME:</b> SMITH COUNTY COURT HOUSE, 7 <sup>TH</sup> DISTRICT COURT
<b>ADDRESS/CITY/STATE/ZIP:</b> 100 N. BROADWAY, TYLER, TX 75702
<b>CONTACT NAME/TITLE:</b> Judge KERRY ROSSELL
<b>BUSINESS PHONE/FAX:</b> 903 590 1640 / 903 590 1641 / judgekerryrossell@smith-county.com
<b>SCOPE OF WORK:</b> SPANISH - ENGLISH LANGUAGE COURT INTERPRETER (25 years)

**REFERENCE TWO:**

<b>COMPANY NAME:</b> VAN ZANDT COUNTY COURT HOUSE, 29 <sup>TH</sup> DISTRICT COURT
<b>ADDRESS/CITY/STATE/ZIP:</b> 121 E. DALLAS ST. Suite 206 CANTON TX 75103
<b>CONTACT NAME/TITLE:</b> Judge CHRIS MARTIN
<b>BUSINESS PHONE/FAX:</b> 903 567 7216 / 903 567 4071 / w.banker@vanzandtcounty.org
<b>SCOPE OF WORK:</b> SPANISH - ENGLISH LANGUAGE COURT INTERPRETER (25 years)

**REFERENCE THREE:**

<b>COMPANY NAME:</b> ROSK COUNTY COURT HOUSE, DISTRICT COURT
<b>ADDRESS/CITY/STATE/ZIP:</b> 115 N. MAIN ST. Suite 303, HENDERSON TX 75652
<b>CONTACT NAME/TITLE:</b> JACK J. CLAY GOSSETT
<b>BUSINESS PHONE/FAX:</b> 903 657 0353 / 903 655 1250 / j.gossett@co.rosk.tx.us
<b>SCOPE OF WORK:</b> SPANISH - ENGLISH LANGUAGE COURT INTERPRETER (25 years)



**REQUIRED FORM**

**COMPLIANCE WITH FEDERAL AND STATE LAWS**

**CERTIFICATION OF ELIGIBILITY**

By submitting a RFP in response to this solicitation, the Proposer certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on list between the time of RFP submission and time of award, the Respondent will notify Titus County Auditor immediately. Failure to do so may result in terminating this contract for default.

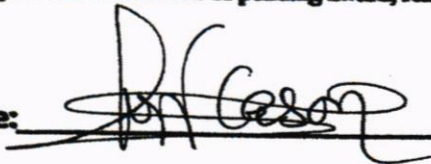
**RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY OTHER FOREIGN TERRORIST ORGANIZATIONS.**

Effective September 1, 2017, Respondent verifies that they do not boycott Israel and will not boycott Israel during the term of this contract. The term "boycott Israel" is defined by Texas Government Code Section 808.001, effective September 1, 2017. Respondent further verifies that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

**DISCLOSURE OF INTERESTED PARTIES**

The law states that a governmental entity may not enter into certain contracts with a non-exempt business entity unless the business submits a disclosure of interested parties to the governmental entity. By submitting a RFP in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Titus County Auditor's Office, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within ten (10) business days from notification of pending award, renewal, amended or extended contract.

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

Sept 3, 2020

Printed Name: \_\_\_\_\_

ANNA A. CARSON

**REQUIRED FORM**

**RFP SIGNATURE FORM**

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this RFP becomes the property of Titus County after the official opening.

The Respondent affirms that he/she understands the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a RFP.

The undersigned agrees, on behalf of Respondent, that if this RFP is accepted, to furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this RFP will be (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this RFP has not been prepared in collusion with any other Respondent, nor any employee of Titus County, and that the contents of this RFP have not been communicated to any other Respondent, any member of the evaluation committee or to any employee of Titus County prior to the official opening of this RFP.

Respondent hereby assigns to Titus County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this solicitation. *Failure to sign and return this form will result in the rejection of the entire RFP.*

Signature:  Date: September 3, 2020

**LEGAL NAME AND ADDRESS OF RESPONDENT:**

Name ANNA A. CARSON Title LICENSED COURT INTERPRETER

Tel. No. 905 882 8000 Email: tylerinterpreters@gmail.com

Address: 211 Treetop Lane Hideaway Tx 75771

**COMPANY IS:**

Business included in a Corporate Income Tax Return?  YES  NO

Corporation organized & existing under the laws of the State of Texas

Partnership consisting of 100% sole owner (female owned)

Individual trading as TYLER INTERPRETERS (ANNA A. CARSON)

Principal offices are in the city of LINDALE, TX (HIDEAWAY)



**REQUIRED FORM**

***Conflict of Interest Form (CIQ)***

Below, please find link below to a Conflict of Interest Questionnaire. Please complete this form if you have a conflict of interest with any Titus County Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. If you have any questions regarding compliance with Chapter 176 of the Texas Local Government Code, please consult your legal representative. Compliance is the responsibility of each individual, business, agent or representative who is subject to the law's filing requirements.  
<http://www.ethics.state.tx.us/forms/CIQ.pdf>

Original completed forms will be filed with the County Clerk's Office and a copy sent to the Titus County Auditor's Office. Please see contact information below.

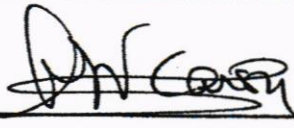
**Titus County Clerk**  
Titus County Courthouse  
100 W. 1<sup>st</sup> Street, Suite 204  
Mt. Pleasant, Texas 75455  
Phone: 903-577-6796  
Fax: 903-572-5078

**Titus County Auditor**  
Titus County Courthouse  
100 W. 1<sup>st</sup> Street, Suite 106  
Mt. Pleasant, Texas 75455  
Phone: 903-572-8101  
Fax: 903-572-1467

***Applicable Law***

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Titus County (County Clerk) no later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Texas Local Government Code.

SIGNATURE: \_\_\_\_\_



DATE: \_\_\_\_\_

September 3, 2020

PRINTED NAME: \_\_\_\_\_

ANNA A CARSON

From: **Ciro Candelario** cirocandelario@yahoo.com  
Subject: **Certificate for Ciro Candelario**  
Date: **Sep 3, 2020 at 4:37:34 PM**

**JUDICIAL BRANCH CERTIFICATION COMMISSION**  
**This is to certify that**  
**CIRO CANDELARIO**  
**IS LICENSED AS A COURT INTERPRETER UNDER THE**  
**PROVISIONS, GOVERNMENT CODE, CHAPTER 157.**

LICENSE TYPE: BASIC SPANISH  
LICENSE NUMBER: LCI-2358  
EXPIRATION DATE: February 28, 2022

*Ciro Candelario*  
SIGNATURE

*David Slayton*  
David Slayton, Administrative Director  
Office of Court Administration



Dear LISA PENAFIEL

Thank you for using our online services.

- Your Application for Renewal of Court Interpreter with transaction number 259904 has been approved.

Below are your certification number and expiration date.

Certification Type	Certification #	Expiration Date	Language(s)
MASTER COURT INTERPRETER	LCI-1605	5/31/2022	SPANISH

- Your certification card will be mailed to the mailing address in our records.
- This is a system-generated message; please DO NOT reply to this email. Replies to this email will not be received by staff. If you have any questions, please contact Licensed Court Interpreter Services at: [courtinterpreters@txcourts.gov](mailto:courtinterpreters@txcourts.gov).

Thank you,

Judicial Branch Certification Commission (JBCC)  
Office of Court Administration (OCA)

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page



**Ciro Candelario-Pérez**  
2111 Glenfield Ave. Dallas, TX. 75224  
(903) 920-2884 - cirocandelario@yahoo.com

---

#### WORK EXPERIENCE

##### **Freelance Spanish Interpreter**

Jan. 2015 - Present

- Provide consecutive, simultaneous, and sight interpretation services for various language agencies throughout the state of Texas for depositions, government meetings, medical appointments, and criminal, juvenile, civil, probate, and administrative hearings.

##### **Child Protective Services**

Sept. 2013 - June 2014

Investigator

- Investigate reports of child abuse and neglect through various investigative tactics. Assess the situation, report findings and determine appropriate legal actions. Document all actions taken by Caseworker. Prepare proper court documents needed if case goes to court, and testify in court.  
- Work closely with other local government agencies when it comes to high-profile cases.  
- interpret for non-Spanish speaking colleagues.

#### EDUCATION

**University of Texas at Arlington, 2012**

B.A. (Summa Cum Laude) in Spanish and Political Science

#### CERTIFICATIONS

**Licensed Court Interpreter- Basics Spanish**

#### TRAINING

**Souther California School of Interpreting, 2019**

REFERENCES - Available upon request.

RFP #2020-05 18  
RFP

## LISA ANN PENAFIEL

8222 Kingsbrook Dr., #360  
Houston, TX 77024  
(903) 521-2213  
[lisapenafiel@yahoo.com](mailto:lisapenafiel@yahoo.com)

## SUMMARY OF SKILLS

Texas Licensed Court Interpreter - Spanish - Master Level - License #1605 (May 2011)  
SOSI approved Spanish Interpreter for Federal Immigration Courts (October 2017)  
Conference interpreting  
Medical Interpreter/Translator  
Spanish and English as a Second Language Instructor  
Legal, medical, business and literature translations  
Transcriptions  
Resided in Quito, Ecuador for more than 10 years  
Proficient in current operating systems - PC and MAC

## PROFESSIONAL EXPERIENCE

As a contract licensed court interpreter, I am available to provide language assistance services around East Texas

SPANISH COURT INTERPRETER (contract) - for Associate Judge Dena Fisher of 315<sup>th</sup> District Court of Harris County Texas  
January 2019 to Present

TEXAS LICENSED COURT INTERPRETER - SPANISH - Master Level - May 2011-Present  
Provide Spanish <> English interpretation for all courts - Civil, Criminal, Juvenile, Probable Cause, Immigration, Justice of the Peace, Municipal, Federal Court (at magistrate level) and depositions and mediations

TEXAS LICENSED COURT INTERPRETER - SPANISH - 2015 - 2016 for Dallas Interpreters, Inc., providing language assistance services to all Smith County courts, Tyler, TX

MEDICAL INTERPRETER/TRANSLATOR  
THE UNIVERSITY OF TEXAS MD ANDERSON CANCER CENTER  
April 2007-August 2010  
Provided interpretation and translation services in Spanish to all institutional departments for patient care

INTERPRETER/TRANSLATOR, SPANISH LANGUAGE INSTRUCTOR AND ESL INSTRUCTOR  
MASTERWORD SERVICES 2006-2007

CONTRACT SPANISH INTERPRETER/TRANSLATOR  
Clients included: MasterWord Services, TransPerfect Translations, Inc, New York, NY - United States Department of Justice - United States Treasury Department - Texas Children's Hospital - Memorial Hermann Healthcare System - Texas Department of Family and Protective Services - ConocoPhillips - El Paso Energy  
August 2010 - Present

INSURANCE MARKETING ASSISTANT - KILPATRICK COMPANIES, LTD  
(SMALL GROUP INSURANCE SPECIALISTS) 2004-2005  
Interpreted for enrollment presentations in Spanish - Translation of brochures and application information

SPANISH TEACHER, HOUSTON CHRISTIAN HIGH SCHOOL 2003-2004  
Taught Advanced Spanish III - Prepared all lesson plans and exams

## EDUCATION

HOUSTON BAPTIST UNIVERSITY, HOUSTON, TEXAS  
B.A. BILINGUAL EDUCATION, SPANISH, ENGLISH

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**Anna A. Carson**  
211 Treetop Lane  
Hideaway Texas 75771  
(903) 882 8000  
[tylerinterpreters@gmail.com](mailto:tylerinterpreters@gmail.com)

## **SUMMARY OF SKILLS**

State of Texas program director and instructor Foreign Languages License Renewal for Court Interpreters  
Texas Licensed Court Interpreter - Spanish - Master Level – License #396  
University of Vic, Barcelona PHD in Translation and Interpretation course work 2000  
M.A. English at UTT 1998  
Language proficient approved Spanish Interpreter for Federal Courts  
Conference interpreting  
Medical Interpreter/Translator  
Legal, medical, business and literature translator  
Transcriptions  
Spanish Instructor at TJC Main and West Campus  
and English as a Second Language Instructor at TISD

## **PROFESSIONAL EXPERIENCE**

STATE OF TEXAS INSTRUCTOR FOR RENEWAL of LICENSE for Licensed Court Interpreters All Languages State of Texas Approved provider through TJC (Tyler Junior College West Campus) for Interpreters License Renewal Program.

SCCH CONTRACT COURT INTERPRETER THROUGH TYLER INTERPRETERS, INC., and DALLAS INTERPRETERS, INC. for 25 years.

TEXAS LICENSED COURT INTERPRETER - SPANISH - Master Level. Provided Spanish < > English interpretation for district and county courts - Civil, Criminal, Juvenile, Probable Cause, Immigration, Justice of the Peace, Municipal, Federal Court (at magistrate level) and depositions and mediations providing language assistance services to clients and all Smith County Courts, Tyler, TX, Van Zandt County and Rusk County from 1988-2020.

MEDICAL INTERPRETER/TRANSLATOR AT Longview and Tyler under contract providing interpretation and translation services in Spanish to all institutional departments for patient care.

SPANISH AS A FOREIGN LANGUAGE INSTRUCTOR TJC and West Campus.

## **EDUCATION**

University of Vic, Barcelona PHD in Translation and Interpretation course work 2000  
M.A. English at UTT 1998

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Judicial Branch Certification Commission  
P.O. Box 12066  
Austin, Texas 78711-2066

You are certified as a court interpreter by the  
Judicial Branch Certification Commission. We are  
pleased to mail your personal license card.

ANNA CARSON  
211 TREETOP LN  
HIDEAWAY, TX 75771-5041

**JUDICIAL BRANCH CERTIFICATION COMMISSION**

This is to certify that

**ANNA CARSON**

IS LICENSED AS A COURT INTERPRETER UNDER THE PROVISIONS  
GOVERNMENT CODE, SECTION 157.

LICENSE TYPE: MASTER COURT INTERPF SPANISH  
LICENSE NUMBER: LCI-396  
EXPIRATION DATE: January 31, 2022

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# LEO

# Express

RT 457  
FZ-B02  
6  
16:30  
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3557  
09.10

TO TITUS COUNTY AUDITOR  
TITUS COUNTY COURTHOUSE  
100 W 1ST ST STE 106

MOUNT PLEASANT TX 75455

(111) 111-1111 REF: INU: PD: DEPT:

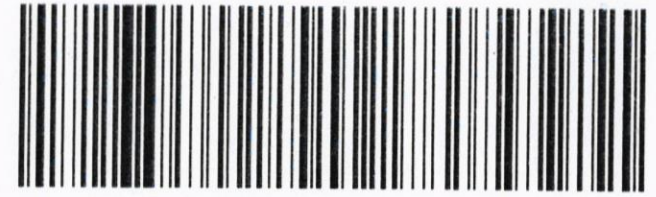


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0201

FRI - 11 SEP 4:30  
\*\* 2DAY \*\*

## 46 TXKA

DSF  
75455  
TX-US SHV



Jon Kregel

Number One  
SEP 10 11  
12:47  
JMK

Proposal by Jon Kregel, Master License Spanish Interpreter  
License # 545

Titus County RFP 2020-05 Interpreter Services Proposal

Submitted To:

Titus County Auditor's Office  
100 W. 1<sup>st</sup> Street, Suite 106  
Mount Pleasant, TX 75455



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Financial / Litigation	Pg 14
RFP Section	Pg 15

# Qualifications & Experience:

## INTERPRETING AND TRANSLATING

- 1988 – 1998      Interpreting Pastor Conferences in Guatemala and other Central American Countries.
- 1995 - 2001      Worked and Ultimately Managed the Interpreting service in Smith County.
- 2001-Current      Free Lance Interpreter for East Texas and the Federal System. Locations Worked over the last 18 years include the following:
- 2012-2016      Board member for TAJIT – Texas Association of Judicial Interpreters.
- Smith County -      1995 – 2001
- Responsible for scheduling interpreters in all District and County Courts, Interpreting all Criminal trials, all civil suits As well as juvenile proceedings, traffic court, Witness Interviews for D.A.'s office, Family court hearings, family Adoptions, Divorces, and all hearings where an interpreter Was needed.
- Titus County -      2003 to Current
- Interpret all Civil and Criminal Matters, including trials, Criminal Pleas, Probation hearings, Juvenile hearings, Civil Trials, Jail visits, CPS court and AG's court, Civil and Criminal Dockets for District Court, Translating Criminal Plea paperwork and any Court documents needed. District Court and County Court hearings, Probate hearings and guardianship issues Mediate Family law cases at the courts request. Help wherever help was Needed in order for court business to operate smoothly.



Camp County - 2003 to Current

All Civil and Criminal Matters, including trials, Criminal Pleas, Probation hearings, Juvenile hearings, Civil Trials, Jail visits, CPS court and AG's court, Civil and Criminal Dockets, Translating Criminal Plea paperwork and any Court documents needed. Help wherever help was needed.

Morris County- 2003 to Current

All Civil and Criminal Matters, including trials, Criminal Pleas, Probation hearings, Civil Trials, Jail visits, CPS court, Civil and Criminal Dockets, Translating Criminal Plea paperwork and any Court documents needed.

Upshur County- 2010 to Current

All Civil and Criminal Matters, including trials, Criminal Pleas, Probation hearings, Juvenile hearings, Civil Trials, Jail visits, Civil and Criminal Dockets, Translating Criminal Plea paperwork and any Court documents Needed. Traveled with D.A. and Investigator to El Salvador for a Murder Investigation. Aiding P.D. in Video Transcription, and interpreting lie detector exams.

Shelby County- Current

Interpreting Civil Matters and Civil trials and depositions Leading up to trial. Interpreting several personal injury Cases, Civil Investigations.

Hopkins County- Current

All Civil and Criminal Matters, including trials, Criminal Pleas, Probation hearings, Juvenile hearings, Civil Trials, Jail visits, Civil and Criminal Dockets, Translating Criminal Plea paperwork and any court documents needed, as well As witness impact statements on several sexual assault And pornography cases.

Rusk County -	Current	Criminal Arraignments, Docket calls, Criminal trials, Criminal Pleas, Witness Impact Statements and Translate Criminal Plea Paperwork, AG court cases.
Hunt County-	Current	CPS court and CPS trials, Attorney General Court, Criminal Arraignments, Criminal Trials, Jail visits, Translate Criminal Documents, Criminal Investigations. Help the DA's office with Client interviews.
Harrison County-	Current	AG court pre court agreements, Court hearings for Child Support issues, Personal Injury Prove ups, and criminal Pleas.
Wood County -	Current	Criminal Docket calls, Criminal Pleas, Criminal Investigations for attorney's with impending criminal trials, Civil trials, Civil and Docket calls, Jail Interviews and client Preparation for trials as well translation of written Documents and audio transcriptions.
Cass County-	Current	Criminal Arraignments, Criminal Docket calls, Translation Of Plea paperwork, Probation interviews with defendants, Criminal Pleas, Jail visits and translation of Plea Papers For defendants.
Gregg County -	Current	Interpret Criminal Trials as well as Criminal Pleas, Interpret Probation Dept. Interviews, Interpret Civil Law suits and Court hearings associated with the same.
Kaufman County -	2014	Interpret Criminal and Civil Matters for County and District Court. Stopped going to Kaufman after the violence of Shootings of Court and Police Personnel.



Federal Courts for  
Tyler, Texarkana and  
Shreveport, La.

Along with all the above mentioned State Courts I have also been involved with the Federal Court System. The Majority of my Federal Court work has been completed in Above mentioned courts and this includes, Arraignments, Criminal Pleas and Status Hearings as well as other Pre-Trial hearings for the defendants.

Along with all my court experience I have also translated international Conferences for Companies in Tyler, Texas as well Interpreted for a Christian Non-Profit Organization extensively in Guatemala for meetings Before Mayors, Presidents of Banks and Large Companies and other Governmental agencies. I also am an interpreter for church groups who desire to have Their services interpreted simultaneously every Sunday.

I have also been hired by Courts such as Titus and Camp, Hunt Co. and Cass County for Spanish Family Mediations, as I am Licensed Family Mediator, and thus am able to help the Parties resolve their issues upon divorce with some semblance of respect And decency as well as save the Courts time and money resolving these cases In an orderly fashion and manner.

As you can see, I have carried myself professionally over the last 20 plus years And this is why so many courts continue to hire me for their interpretation Needs. I have never NOT shown up for an assignment and have never had Any complaints filed against me in my years of interpreting proceedings.

I close my experience and qualifications section with two thoughts:

1. If I agree to attend to your interpretation needs – whatever that need may Be – I will be there as I have promised. This has been true throughout my Interpreting career and I will continue to fulfill this duty responsibly.
2. My desire is that you feel secure , and that if I am present – you truly will Not have ANY language issues. My goal is that whenever our hearings Have been completed, you can say as others have said – We hardly knew there was a translator in our midst. Then I have done my job well.

# JUDICIAL BRANCH CERTIFICATION COMMISSION

**This is to certify that**

**JON H KREGEL**

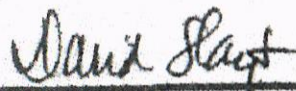
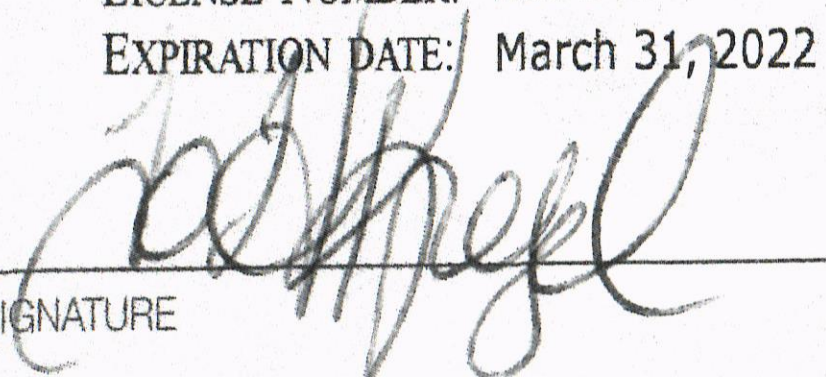
**IS LICENSED AS A COURT INTERPRETER UNDER THE  
PROVISIONS, GOVERNMENT CODE, CHAPTER 157.**

**LICENSE TYPE: MASTER SPANISH**

**LICENSE NUMBER: LCI-545**

**EXPIRATION DATE: March 31, 2022**

SIGNATURE



David Slayton, Administrative Director  
Office of Court Administration

COPY OF CURRENT LICENSE



## REFERENCES

Please see the attached reference letters. The required dates of service, names and contact information, including email and telephone, are below.

Jorge Trevino – Co-worker at Smith Co Staff Interp.  
2200 Belvedere Blvd  
Tyler, TX 75702  
Telephone (903)-530-6416  
Email [jorgetrevino@reagan.com](mailto:jorgetrevino@reagan.com)

Gilbert Urbina – Urbina Support Services- Co-Worker  
2615 Sunnybrook Drive  
Tyler, TX 75701  
Office 903-597-5881  
Cell 903-521-0294  
Email [gurbina@juno.com](mailto:gurbina@juno.com)

Norma Meeks- Co-Worker  
P.O. Box 130433  
Tyler, TX 75713  
Office 903-566-7731  
Fax: 877-836-8072  
Email: [norma@interpret.pro](mailto:norma@interpret.pro)

Honorable Lauren Parish, Senior District Judge  
P.O. Box 375  
Gilmer, TX 75644  
Phone: 903-790-7728  
Email: [lparish@hotmail.com](mailto:lparish@hotmail.com)

Honorable Donald David Dowd, Cass County Judge  
604 State Hwy 8 North  
Linden, TX 75563  
Phone: 903-756-7514  
Email: [thamilton@casscountytexas.org](mailto:thamilton@casscountytexas.org)

Honorable Judge Ruth Grant, Attorney General District Judge  
600 Commerce Street, 3<sup>rd</sup> Floor  
Dallas, TX 75202  
Phone: 903-517-8227  
Email: [ruth.grant@txcourts.gov](mailto:ruth.grant@txcourts.gov)

**FEE STRUCTURE FOR INTERPRETING AND TRANSLATION SERVICES AND  
ALSO SPANISH FAMILY MEDIATION**

BASIC FEES- This will include but not limited to Criminal Pleas, Arraignments, Sentencing, Status hearings, Any and all Criminal Proceedings, CPS Hearings, A.G. Hearings, Jail visits, Client Prep meetings, Case Status Hearings, and any and All hearings related to the above mentioned topics.

Fee - \$125.00/per hour - 2.5 Hour Minimum

TRIAL FEES -Any and all Bench trials - - FEE - \$135/per hour – 4 Hour Minimum

JURY TRIAL FEES – Any and all Jury trials - - FEE - \$135/per hour - 4 Hour Minimum

Please note -1. All trials should be done using TWO CERTIFIED Interpreters- unless other Arrangements have been made between Interpreter and the court.

2 Once date for trial is scheduled- even though defendant pleas or trial is cancelled or postponed- court will still be billed for days reserved for said trial or event.

3 Cancellation Fees will also be incurred if event cancellations occur.

4 Contract may renew at a 10% increase on a yearly basis

SPANISH MEDIATION FEES- Both Sides will be assessed a fee of \$600.00 per side for a Half day mediation, and \$850.00 per side for a whole day.

Invoices will be turned in immediately after assignments or mailed Within 48 hrs. of completed assignments. After 30 days, if payment Has not been received, late fees will be added and will continue to Accrue until said invoice has been paid.



**PROOF OF INSURANCE**

Applicant is a self-employed independent contractor and does not carry insurance. If Insurance is required as a self- employed independent contractor please do not hesitate to let me know and I will take the necessary measures to acquire the needed plan so as to meet all the requirements needed. Thank you.

**FINANCIAL / LITIGATION**

For background investigation purposes my Name is Jon Kregel and my date of birth is 10/05/1952. My social security number is 373-64-3053. .

I hereby swear and affirm that I have no outstanding judgment and have never been involved in litigation related to my translating services.



**RFP FORM SECTION**

Please see attached to this letters of recommendations, and references.

August 2020; Tyler Texas

To Whom It May Concern: Judges and Commissioners:

My name is Jorge Trevino and I currently hold the position of staff interpreter of Smith County.

The reason for my letter is to promote a fellow interpreter whom I have known now for more than 15 years. I am speaking of Jon Kregel – a co-state Licensed Interpreter with whom I have had the privilege to work with on many occasions in numerous court trials and cases from Misdemeanors to Major Felony cases, as well as Civil Trials, CPS trials just to mention a few.

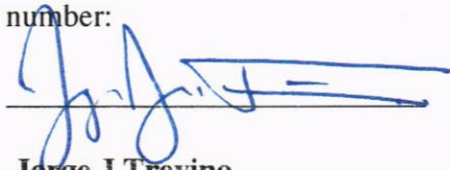
There are so many areas that I would sing his praises but allow me to just mention a few.

1. For many years I have known Jon, and as far as I know he has worked in the Mt Pleasant courts and surrounding courts, I also knew that he had many decisions as Judge White made him some good offers which helped him develop into the BEST interpreter in the East Texas. This had led me to believe that he was well loved for and highly respected in that area. Even in conversations with the local lawyers, all spoke very Highly of Mr. Kregel's skills, professionalism, punctuality, knowledge of his job and responsibilities and many other topics
2. From the point of a fellow interpreter I have to acknowledge that he is BETTER than all of the other interpreters in this area and I will tell you why – some interpreters have good English language skills but really poor Spanish or TexMex language skills. When they interpret, they are hard to understand due to the heavy accent carried by the interpreter. Then there are those interpreters that speak good Spanish, but they also carry such a Spanish draw that they are very hard to understand especially if they are interpreting testimony from the witness stand. In turn Jon speaks perfect English and Spanish with no accent in either language and also speaks a few other languages as well.

3. Another reason is when you employ Jon you actually get 3 for 1. Let me explain from an interpreter's point of view. First of all, Jon is a Very Good Interpreter, Second Jon is Very Good Translator (The difference is one is written documents and the other is oral interpretations. Many Interpreters their Spanish is bad that they do not dare translating court documents. And the third reason why are you getting 3 in 1 is because he can do Transcription/Translations which many interpreters cannot do. Not only does Jon have this very defined skill but he is only one of a few people in East Texas that has mastered this skill. This skill alone has the potential to save the county a lot of money over a not so short period of time.
  
4. Regarding Jon's character, Jon has proven for all the years that I have known him to be reliable, punctual and an honorable man and I have seen these traits demonstrated in many settings including his court interpreter job, as well as ministry work in Guatemala.

It is for this reason and probably many more that the BEST decision you would make regarding hiring a staff interpreter would be to hire Mr. Jon Kregel as your staff interpreter.

Should you have any questions, please feel free to contact at the following address or phone number:



**Jorge J Trevino,**

**Master Court Interpreter Lic: 448**

**Smith County Staff Court Interpreter**



# URBINA SUPPORT SERVICES

2615 Sunnybrook Drive  
Tyler, Texas 75701  
Office (903) 597-5881 Cell (903) 521-0294  
E-mail [gdurbina@juno.com](mailto:gdurbina@juno.com)

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August 24, 2020

Titus County Commissioners Court  
100 W. First Street, Room 200  
Mount Pleasant, TX 75455

Re: Recommendation of Jon Kregel, Licensed Court Interpreter

Dear Commissioners:

I hope that you are all doing well under the circumstances.

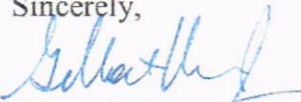
It is my honor to submit this recommendation on behalf of my colleague and friend Jon Kregel. Mr Kregel is a very attentive and competent court interpreter. We have worked together since 2001 and have attended continuing education classes together.

There are very few Master Spanish Certified Interpreters in our area and the need for capable interpreters has increased with the changing demographics in East Texas and Titus County. In 2001 we had about 17 interpreters in East Texas and we are now down to about 5 total. There are few bilingual people that are making an effort to study and pass the State certification test. There was a State legislative effort in 2019 to lower the testing standards but this would only adversely affect the community and the courts.

Mr. Kregel is very dedicated to our profession. I have a great deal of confidence and respect for Mr. Kregel and I would often refer law firms, courts, and organizations to use his services.

You should feel completely at ease if you grant Mr. Kregel the opportunity to handle your court interpretation services because the matters will be handled with the upmost care.

Sincerely,



Gilbert Urbina, Jr.  
Licensed Court Interpreter #552  
Master Spanish Certification

August 30, 2020

TO WHOM IT MAY CONCERN:

I have known of Jon Kregel for 20 years as a licensed Court Interpreter. He has participated in innumerable hearings and trials throughout the East Texas region. When the licensing requirements were re-designated, he achieved the Master Court Interpreter status.

He is an active member of the Texas Association of Judiciary Interpreters and Translators (TAJIT) and is a past Board Member of the association. I understand he is active on mission trips to Guatemala.

If you need additional information please contact me.

Kind regards,

  
President



**LAUREN PARISH**  
Senior District Judge

P.O. Box 375, Gilmer, TX 75644 • lparish@hotmail.com • Phone (903) 790-7728

August 27, 2020

Titus County Commissioners Court  
100 West First Street  
Mt. Pleasant, Texas 75455

Re: Mr. Jon Kregel

Dear Titus County Commissioners,

It is my honor to recommend Jon Kregel for the full-time interpreter position in Titus County.

I have known Mr. Kregel for many, many years. During my 24 year tenure as 115<sup>th</sup> District Judge I was fortunate enough to have had countless opportunities to work with Jon. He was, by far, the best and most reliable interpreter I ever used. His professionalism, integrity and quality of work are simply unsurpassed.

Mr. Kregel had my complete trust and that trust was shared by all attorneys who practiced in the 115<sup>th</sup> District Court. For example, when an occasion arose in a capital murder investigation that required the prosecutor to travel to a non-english speaking country, it was Jon Kregel who was selected to go along to assist as an interpreter in that investigation.

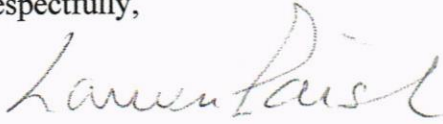
While I cannot say enough about his work and the benefit of having someone as skilled and reliable as Mr. Kregel, I must also mention his character. Jon is a good man in all ways. He is honest and kind and respectful of all people. He was always a joy to work with.

To sum this up in one sentence, if I had ever had the opportunity to hire a full time interpreter, there would have been only one person I would have considered for that job and it would have been Jon. You simply will never find anyone comparable.



If I might be of any further assistance or if you have any questions about Jon Kregel, feel free to call me at 903-790-7728.

Respectfully,

A handwritten signature in cursive script that reads "Lauren Parish". The signature is written in dark ink and is positioned below the word "Respectfully,".

Lauren Parish  
Senior District Judge  
115<sup>th</sup> District Court



**Donald W. Dowd**

Judge,  
Cass County  
Court at Law  
604 State Highway 8 North  
P.O. Box 510, Linden, TX 75563  
(903) 756-7514  
(903) 756-3033 fax

September 2, 2020


To: Titus County Judge and Commissioners' Court

Re: Jon Kregel

Dear Judge and Commissioners:

I am happy to recommend Mr. Jon Kregel as a language interpreter for your courts. Mr. Kregel has served my court in that capacity for over 10 years and I have found him to be a gifted, highly skilled and qualified interpreter. He also has an amiable personality that puts the litigants at ease, and this court has the greatest confidence in his ability. It is my desire that he continue to serve my court as needed. Thank you for your consideration in this matter.

Yours sincerely,

  
\_\_\_\_\_

Judge Donald Dowd



FIRST AND TENTH ADMINISTRATIVE JUDICIAL REGIONS OF TEXAS

**RUTH ELLEN GRANT**  
**ASSOCIATE JUDGE**

Theresa Shaw, Administrative Assistant  
Tel 214.653.6217  
Fax 214.653.7844

IV-D COURT NO. 3  
Court Suite 360, 3<sup>rd</sup> Floor  
George Allen Civil Courts Building  
600 Commerce Street  
Dallas, Texas 75202-4616

August 31, 2020

Honorable Brian P. Lee  
County Judge  
100 West First Street  
Suite 200  
Mount Pleasant, Texas 75455

Re: Spanish Interpreter-Titus County

Dear Judge Lee:

I am recommending Jon Kregel for the above referenced position. I have worked with Mr. Kregel since 2012. He has served as the Spanish interpreter for the monthly child support docket in Titus County.

Mr. Kregel does an excellent job translating court proceedings. He is extremely punctual. He arrives at the courthouse before me and is prepared when the docket begins.

I respectfully request your consideration of Jon Kregel for this position. If I can answer any questions, please contact me. My cell phone is: 903-517-8227.

Sincerely,

  
Ruth Ellen Grant



## REQUIRED FORM

### COMPLIANCE WITH FEDERAL AND STATE LAWS

#### CERTIFICATION OF ELIGIBILITY

By submitting a RFP in response to this solicitation, the Proposer certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on list between the time of RFP submission and time of award, the Respondent will notify Titus County Auditor immediately. Failure to do so may result in terminating this contract for default.

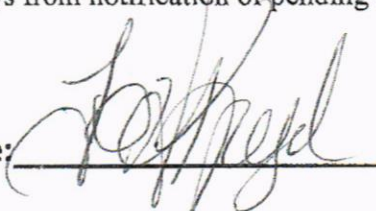
#### RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY OTHER FOREIGN TERRORIST ORGANIZATIONS.

Effective September 1, 2017, Respondent verifies that they do not boycott Israel and will not boycott Israel during the term of this contract. The term "boycott Israel" is defined by Texas Government Code Section 808.001, effective September 1, 2017. Respondent further verifies that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

#### DISCLOSURE OF INTERESTED PARTIES

The law states that a governmental entity may not enter into certain contracts with a non-exempt business entity unless the business submits a disclosure of interested parties to the governmental entity. By submitting a RFP in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Titus County Auditor's Office, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within ten (10) business days from notification of pending award, renewal, amended or extended contract.

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

9/8/2020

Printed Name: \_\_\_\_\_

John H. Keece

**REQUIRED FORM**

**RFP SIGNATURE FORM**

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this RFP becomes the property of Titus County after the official opening.

The Respondent affirms that he/she understands the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a RFP.

The undersigned agrees, on behalf of Respondent, that if this RFP is accepted, to furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this RFP will be (90) calendar days.

**The undersigned affirms that they are duly authorized to execute this contract, that this RFP has not been prepared in collusion with any other Respondent, nor any employee of Titus County, and that the contents of this RFP have not been communicated to any other Respondent, any member of the evaluation committee or to any employee of Titus County prior to the official opening of this RFP.**

Respondent hereby assigns to Titus County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this solicitation. **Failure to sign and return this form will result in the rejection of the entire RFP.**

Signature: [Handwritten Signature] Date: 9/8/2020

**LEGAL NAME AND ADDRESS OF RESPONDENT:**

Name JON H. KREGEL Title \_\_\_\_\_

Tel. No. 903-597-1995 Email: jkregel98@yahoo.com

Address: PO Box 131480, Tyler, TX 75713

**COMPANY IS:**

Business included in a Corporate Income Tax Return?  YES  NO

Corporation organized & existing under the laws of the State of TEXAS

Partnership consisting of \_\_\_\_\_

Individual trading as \_\_\_\_\_

Principal offices are in the city of Tyler, Texas



**REQUIRED FORM**

***Conflict of Interest Form (CIQ)***

Below, please find link below to a Conflict of Interest Questionnaire. Please complete this form if you have a conflict of interest with any Titus County Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. If you have any questions regarding compliance with Chapter 176 of the Texas Local Government Code, please consult your legal representative. Compliance is the responsibility of each individual, business, agent or representative who is subject to the law's filing requirements.

**<http://www.ethics.state.tx.us/forms/CIQ.pdf>**

Original completed forms will be filed with the County Clerk's Office **and** a copy sent to the Titus County Auditor's Office. Please see contact information below.

**Titus County Clerk**

Titus County Courthouse  
100 W. 1<sup>st</sup> Street, Suite 204  
Mt. Pleasant, Texas 75455  
Phone: 903-577-6796  
Fax: 903-572-5078

**Titus County Auditor**

Titus County Courthouse  
100 W. 1<sup>st</sup> Street, Suite 106  
Mt. Pleasant, Texas 75455  
Phone: 903-572-8101  
Fax: 903-572-1467

***Applicable Law***

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Titus County (County Clerk) no later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Texas Local Government Code.

SIGNATURE: \_\_\_\_\_

*Jon K. Kreloel*

DATE: \_\_\_\_\_

*9/8/2020*

PRINTED NAME: \_\_\_\_\_

*JON K. KRELOEL*