Webpage Guidance


Procurement and
Contracts

## Bid Board

BPVI Agenda Items
Contract Library
Doing Business with DBM
eMaryland Marketplace


## Procurement \& Contracts

Contract Library
A repository for information associated with awards made by the Department, including the documents associated with the conduct of the procurement, copies of executed contracts, and other related contract material.

## Doing Business with DBM

Contacts within the Department, Department Directives and Policies, and general information on the Departments methods of conducting procurements.

How to Create a DBM BPW Agenda Item Information regarding DBM approval of new contracts, renewals, and modifications and submissions to the board ot Hujlic Works.

## How to Create a Procurement Agency Activity Report

 (PAAR)Information regarding agency delegated approvals over

BID BOARD / PROCUREMENTS IN PROGRESS
 Templates

> Vehicle Leasing/Rental Policy and Procedures

## Quick Reference

[^0]\#4: Click "Statewide Visual Communication Services"


Procurement and Contracts

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> BPW Agenda Items
> Contract Library
> Doing Business with DBM
> eMaryland Marketplace
> MBE/SBR Information
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> Statewide Contracl.
STATEWIDE CONTRACTS

| Contract Name and Description | All MD <br> State <br> Agencies | MD Local Governments | MD Non-Profit Organizations | Fed / Other State \& Local Governments |
| :---: | :---: | :---: | :---: | :---: |
| Statewide Visual Communication Services (Sign Language) <br> PTOVIUEs wiry yine otate agencies (as well as Maryland's other non-State government entities such as the local governments, counties, municipalities, etc. and Maryland Not-for-Profits) with competent, continuously available visual communication services to in four <br> (4) Service Category Areas: <br> 1. On-Site Interpretation <br> 2. On-Site CART <br> 3. Visual Remote Interpretation <br> 4. Remote CART | YES | YES | YES | YES, adjoining States for Categories 1 and 2 , including Wash DC and all States for Categories 3 and 4 |

## You should arrive at the VISUAL COMMUNICATION SERVICES webpage

\#5: Select the TYPE OF SERVICE you require from four options:

1. On-Site Interpretation (in-person sign language interpreter)
2. On-Site CART (Computer Assisted Real-Time Transcription)
3. Visual Remote Interpretation (sign language interpretation by video)
4. Remote CART (Computer Assisted Real-Time Transcription)


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VCS Contract Links
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> VCS Ordering Procedures
> ADPICS Proc
> ADPICS Proc
> Contract Awa

## Visual Communication Services

This contract provides Maryland State agencies (as well as Maryland's other non-State government entities such as the local governments, counties, municipalities, etc. and Maryland Not-for-Profits) with competent, continuously available visual communication services to in four (4) Service Category Areas: (See terms and conditions for an explanation of the services)


## Questions?

Please direct questions about this contract to:
Visual Communication Services (VCS) Contract Administrator
Joy Epstein
Email: joy.epstein@maryland.gov Telephone: $\mathbf{4 1 0 . 2 6 0 . 7 5 7 0}$

For an additional resource for Visual Communication Services please contact Kelby Brick, Director for the Governor's Office of the Deaf and Hard of Hearing (ODHH)
kelby.brick@maryland.gov

## \#6: Select the REGION

NOTE: Identify the Region by the location where the meeting will be held, not by the billing address. The Contractors vary by Region.


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$>$ Contract Home Payr
$>$ Terms and Definitic
> VCS Ordering Procedures
> ADPICS Procedures
$>$ RFP As Amended
$>$ Contract Award Information

## Category I - On-Site Visual Language Interpretation

Real-time, in-person visual language interpretation, such as American Sign Language, Pidgin Signed English, Signed Exact English (I and II), Oral, Tactile and/or Cued Speech.

BPO \#050B3400001 (see ADPICS Procedures)

Please select a Region for the requested assignment location:

Region:

Questions?

Please direct questions about this contract to
Visual Communication Services (VCS)
Contract Administrator
Joy Epstein
Email: joy.epstein@maryland.gov Telephone: 410.260.7570

For an additional resource for Visual Communication Services please contact Kelby Brick, Director for the Governor's Office of the Deaf and Hard of Hearing (ODHH)
kelby.brick@maryland.gov

Select a Region
Washington)

Region II - Central (Anne Arundel, Baltimore City, Baltimore, Carroll, Harford, Howard)
Region III - Eastern (Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, Worceste
Region IV - Capital (Montgomery, Prince George's)

## EXAMPLE

For Region II, the \#1 ranked Contractor is "TCS Interpreting, Inc."
Note: The Contractor(s) must be contacted for services in ranking order, starting with the \#1 ranked Contractor. Remember, the Contractors vary by Region.


## Category I - On-Site Visual Language Interpretation

Real-time, in-person visual language interpretation, such as American Sign Language, Pidgin Signed English, Signed Exact English (I and II), Oral, Tactile and/or Cued Speech

BPO \#050B3400001 (see ADPICS Procedures)

Please select a Region for the requested assignment location:

| Region: | Region II - Central (Anne v |
| :---: | :---: |
| \#1-Ranked Contractor: | TCS Interpreting, Inc. |
| Contact Info: | Contact: Anne Tomkinson <br> E-mail: <br> Anne.Tomkinson@tcsinterpreting.com <br> Work: 240-428-1835 <br> Fax: 240-428-1830 <br> E-mail: |

## Questions?

Please direct questions about this contract to:
Visual Communication Services (VCS)
Contract Administrator
Joy Epstein
Email: joy.epstein@maryland.gov Telephone: 410.260 .7570

For an additional resource for Visual Communication Services please contact Kelby Brick, Director for the Governor's Office of the Deaf and Hard of Hearing (ODHH)
kelby.brick@maryland.gov
If the \#1 ranked Contractor is unable to provide Visual Communication Services or does not respond within the required time frame, select "NO" and the \#2 ranked Contractor will appear.
Contact the \#2 ranked Contractor to request Visual Communication Services.
fulfilling your request within the acceptable timeframe?
(Contractors must confirm within: 5 days for requests
made 30 days or more in advance, 2 days for requests
made 6-29 days in advance, and 1 day for requests made
3-5 days in advance.)

agency's records as proof that the highest ranked vendor was not selected, and is required for audit purposes.)

| \#2-Ranked <br> Contractor: | Birnbaum Interpreting Services |
| :--- | :--- |
| Contact Info: | Contact: Christian Webster |
|  | Toll-free: $800-471-6441$ <br> Fax: 301-565-0366 <br> E-mail: biscoord@bisworld.com <br> Or, for general questions, call <br> Customer Service: $301-587-8885$ <br> Website for Online Registration: <br> www.bisscheduling.com |


[^0]:    > DBIA BPW Agenda Item Submission Schedule (CY 2015)
    > Audit Services Contract
    $>$ Contact the DBM Procurement

