**SCOPE OF WORK**

**ATTACHMENT A**

**Minimum Qualifications Certification**

Contractor certifies that all the interpreters, translators, and proofreaders who will be assigned to California Energy Commission (Energy Commission) work are certified, or qualified and experienced, meaning the interpreter and/or translator meets one or more of the minimum qualifications outlined here. At the commencement of this Agreement, Contractor shall provide a signed original Attachment A to CAM, indicating that all interpreters and translators who will be utilized to perform services under this Agreement meet the stated minimum qualifications. For each assignment given to the Contractor by the Energy Commission, the Contractor will also provide a verification sheet with each invoice, signed by the interpreter(s), translator(s) and proofreader(s) who rendered the respective services that indicates the person’s certification number or qualifications and credentials. The CAM may also seek the qualifications and credentials of the interpreter(s), translator(s) and proofreader(s) prior to or during the respective scheduled event or prior to the document due dates.

***Qualifications I***

a) All interpreters, translators and proofreaders, as applicable, have been tested and certified by the State of California, a professional organization or association recognized as qualified by the industry; and

b) All interpreters, translators and proofreaders, as applicable, possess a valid certification or license (expiration date has not elapsed) that specifies the language(s) and is appropriate to the service(s) to be performed (interpretation, translation and/or proofreading); and

c) The certification issued was as a result of the administration of a competency test to measure the interpreter, translator, or proofreader’s level of skill in the applicable language(s); and

d) Documentation is provided that shows the interpreter, translator, or proofreader has engaged in continuous education and professional development training that includes grammar, pronunciation, etymology, improvisation techniques, ethics and cultural awareness.

***OR Qualifications II***

a) When required by law, per Government Code Sections 11435.05 through 11435.65, all interpreters and translators shall possess the required qualifications as stated in the statutes pertaining to the service. All interpreters utilized in legal/court proceedings, state administrative and medical hearings must possess valid (expiration date has not elapsed) certification issued by CalHR or the Judicial Council. In instances where the Contractor cannot obtain a certified interpreter or translator, the Contractor shall demonstrate to the Energy Commission the attempts made to obtain a certified interpreter and the challenges faced in obtaining a certified interpreter. In these instances, the Energy Commission shall have discretionary authority to provisionally qualify and use a non-certified interpreter and/or administrative law judges can provisionally certify non-certified interpreters only when attempts to find certified interpreters have been unsuccessful.

b) Certification standards set forth by CalHR and Judicial Council which include the ability to meet minimum performance standards in consecutive and simultaneous interpretation plus the ability to perform sight translations of written and knowledge of correct usage of legal terminology.

***OR Qualifications III***

In instances where the Contractor cannot locate an interpreter or translator who has the qualifications listed in sections I or II above, the Contractor may use the services of someone who meets the following qualifications.

**Interpreters:**

For all interpreters, the Contractor certifies the following information, which must be substantiated upon the CAM’s request:

1. The attempts made and challenges faced to obtain a qualified interpreter; and
2. Information, which Contractor shall maintain on file, that specifies how the interpreter’s language fluency was verified; and
3. The date interpreter’s fluency was verified, which Contractor shall maintain on file; and
4. Documentation to identify the languages the interpreter is qualified to provide interpreting services; and
5. Documentation to identify the level of competency verified (e.g., general conversational, legal, medical or scientific); and
6. Documentation that certifies the interpreter has experience interpreting, such as contracting with state, local, or federal government entities; proof of attending ethics workshops; and proof of adequate continuing education and professional development that includes training, professional experience; and
7. Experience interpreting using a wide range of vocabulary, language skills that include grammar, pronunciation, etymology, improvisation techniques, code of ethics, and cultural awareness.

**Translators:**

For all translators, the Contractor certifies the following information, which must be substantiated upon the CAM’s request:

1. Information is maintained to verify translator’s knowledge of the written language, such as the education level of the translator (high school degree, baccalaureate level, American Translators Association certification etc.), continuous education training, experience working for government agencies or other professional entities, and experience rendering translations using a wide range of vocabulary, language skills that include grammar, pronunciation, etymology, improvisation techniques, code of ethics and cultural awareness; and
2. Information is maintained that specifies how the translator’s language fluency was verified; and
3. The date translator’s fluency was verified is maintained on file; and
4. Documentation to identify the non-English language the translator is qualified to provide translation services; and
5. Documentation to identify the level of competency verified (e.g., general conversational, legal, medical, or scientific).

**CONTRACTOR CERTIFICATION**:

I certify that all interpreters, translators, and proofreaders who will be utilized to perform services under this Agreement will meet one or more of the above minimum qualifications. I agree to maintain all required documentation stated in this certification and provide the required documentation, including signed verification sheets of qualifications and credentials to the Energy Commission with invoices, or in advance of the service, if the Energy Commission requests.

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_