



Office of State Courts Administrator  
P.O. Box 104480  
2112 Industrial Drive  
Jefferson City, Missouri 65110-4480

RFP NO. OSCA 21-01228  
TITLE: Foreign Language Interpreters - Verbal  
ISSUE DATE: June 15, 2021

CONTACT: Russell Rottmann  
PHONE NO.: (573)522-6766  
E-MAIL: [osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov)

PROPOSAL: July 8, 2021

**DUE DATE:** Proposals will also be accepted on an ongoing basis. Qualifying proposals will be reviewed and awarded to those considered to meet the requirements of this RFP.

Return proposal either electronically to [osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov) or to:

(U.S. Mail)  
Office of State Courts Administrator  
P.O. Box 104480  
Jefferson City, MO 65110 - 4480

(Courier Service)  
Office of State Courts Administrator  
2112 Industrial Drive  
Jefferson City, MO 65109

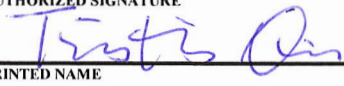
**CONTRACT PERIOD:** Date of Award through One year

**DELIVER SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:**



**Various Locations: Throughout the State of Missouri**

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions of the Request for Proposal. The offeror further agrees the language of this RFP shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of this RFP when countersigned by an authorized official of the Office of State Courts Administrator, a binding contract shall exist between the offeror and the Office of State Courts Administrator.

**SIGNATURE REQUIRED**

AUTHORIZED SIGNATURE 		DATE 7/7/2021
PRINTED NAME Tingting Qin		TITLE Owner, Interpreter
COMPANY NAME Tingbridge LLC		
MAILING ADDRESS 4226 Wyoming St		
CITY, STATE, ZIP Kansas City, MO 64111		
CONTACT PERSON Tingting Qin		TITLE: Owner, Interpreter
PHONE NO. (417) 861-5057	FAX NO.	E-MAIL ADDRESS tq@tingbridge.com

**NOTICE OF AWARD (OSCA USE ONLY)**

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: In its entirety as submitted		
CONTRACT NO. OSCA 21-01228-08		CONTRACT PERIOD August 6, 2021 through July 31, 2022
CONTRACTS SECTION 	DATE 08/06/2021	DEPUTY STATE COURTSADMINISTRATOR 

## PRICING PAGE

LANGUAGE SPECIALTY: Mandarin

CERTIFICATION ID NUMBER (if applicable): 20843

REGISTERED INTERPRETER WITH OSCA: (YES OR NO) Yes

STATEWIDE: (Yes or No): Yes

If No, please indicate which county or counties and the hourly rate you are willing to provide interpretation services.

STATEWIDE HOURLY RATE: \$80/hour for Kansas City metro area (including Jackson County, Clay County, and Platte County) in-person. \$120/hour for in-person for all other counties in Missouri. \$80/hour via phone or video conferencing for all areas and counties in Missouri.

County	Circuit		Hourly rate for the county I will provide services in person	Hourly rate for the county I will provide services via telephone	Hourly rate for the county I will provide services via video conference
Adair	2		\$120	\$80	\$80
Andrew	5		\$120	\$80	\$80
Atchison	4		\$120	\$80	\$80
Audrain	12		\$120	\$80	\$80
Barry	39		\$120	\$80	\$80
Barton	28		\$120	\$80	\$80
Bates	27		\$120	\$80	\$80
Benton	30		\$120	\$80	\$80
Bollinger	32		\$120	\$80	\$80
Boone	13		\$120	\$80	\$80
Buchanan	5		\$120	\$80	\$80
Butler	36		\$120	\$80	\$80
Caldwell	43		\$120	\$80	\$80
Callaway	13		\$120	\$80	\$80
Camden	26		\$120	\$80	\$80

<b>County</b>	<b>Circuit</b>		<b>Hourly rate for the county I will provide services in person</b>	<b>Hourly rate for the county I will provide services via telephone</b>	<b>Hourly rate for the county I will provide services via video conference</b>
Cape Girardeau	32		\$120	\$80	\$80
Carroll	5		\$120	\$80	\$80
Carter	37		\$120	\$80	\$80
Cass	17		\$120	\$80	\$80
Cedar	28		\$120	\$80	\$80
Chariton	9		\$120	\$80	\$80
Christian	38		\$120	\$80	\$80
Clark	1		\$120	\$80	\$80
Clay	7		\$80	\$80	\$80
Clinton	43		\$120	\$80	\$80
Cole	19		\$120	\$80	\$80
Cooper	18		\$120	\$80	\$80
Crawford	42		\$120	\$80	\$80
Dade	28		\$120	\$80	\$80
Dallas	30		\$120	\$80	\$80
Daviess	43		\$120	\$80	\$80
Dekalb	43		\$120	\$80	\$80
Dent	42		\$120	\$80	\$80
Douglas	44		\$120	\$80	\$80
Dunklin	35		\$120	\$80	\$80
Franklin	20		\$120	\$80	\$80
Gasconade	20		\$120	\$80	\$80
Gentry	4		\$120	\$80	\$80
Greene	31		\$120	\$80	\$80



<b>County</b>	<b>Circuit</b>		<b>Hourly rate for the county I will provide services in person</b>	<b>Hourly rate for the county I will provide services via telephone</b>	<b>Hourly rate for the county I will provide services via video conference</b>
Grundy	3		\$120	\$80	\$80
Harrison	3		\$120	\$80	\$80
Henry	27		\$120	\$80	\$80
Hickory	30		\$120	\$80	\$80
Holt	4		\$120	\$80	\$80
Howard	14		\$120	\$80	\$80
Howell	37		\$120	\$80	\$80
Iron	42		\$120	\$80	\$80
Jackson	16		\$80	\$80	\$80
Jasper	29		\$120	\$80	\$80
Jefferson	23		\$120	\$80	\$80
Johnson	17		\$120	\$80	\$80
Knox	2		\$120	\$80	\$80
Laclede	26		\$120	\$80	\$80
Lafayette	15		\$120	\$80	\$80
Lawrence	39		\$120	\$80	\$80
Lewis	2		\$120	\$80	\$80
Lincoln	45		\$120	\$80	\$80
Linn	9		\$120	\$80	\$80
Livingston	43		\$120	\$80	\$80
Macon	41		\$120	\$80	\$80
Madison	24		\$120	\$80	\$80
Maries	25		\$120	\$80	\$80
Marion	10		\$120	\$80	\$80

<b>County</b>	<b>Circuit</b>		<b>Hourly rate for the county I will provide services in person</b>	<b>Hourly rate for the county I will provide services via telephone</b>	<b>Hourly rate for the county I will provide services via video conference</b>
McDonald	40		\$120	\$80	\$80
Mercer	3		\$120	\$80	\$80
Miller	26		\$120	\$80	\$80
Mississippi	33		\$120	\$80	\$80
Moniteau	26		\$120	\$80	\$80
Monroe	10		\$120	\$80	\$80
Montgomery	12		\$120	\$80	\$80
Morgan	26		\$120	\$80	\$80
New Madrid	34		\$120	\$80	\$80
Newton	40		\$120	\$80	\$80
Nodaway	4		\$120	\$80	\$80
Oregon	37		\$120	\$80	\$80
Osage	20		\$120	\$80	\$80
Ozark	44		\$120	\$80	\$80
Pemiscot	34		\$120	\$80	\$80
Perry	32		\$120	\$80	\$80
Pettis	18		\$120	\$80	\$80
Phelps	25		\$120	\$80	\$80
Pike	45		\$120	\$80	\$80
Platte	6		\$80	\$80	\$80
Polk	30		\$120	\$80	\$80
Pulaski	25		\$120	\$80	\$80
Putnam	3		\$120	\$80	\$80
Ralls	10		\$120	\$80	\$80

<b>County</b>	<b>Circuit</b>		<b>Hourly rate for the county I will provide services in person</b>	<b>Hourly rate for the county I will provide services via telephone</b>	<b>Hourly rate for the county I will provide services via video conference</b>
Randolph	14		\$120	\$80	\$80
Ray	8		\$120	\$80	\$80
Reynolds	42		\$120	\$80	\$80
Ripley	36		\$120	\$80	\$80
Saline	15		\$120	\$80	\$80
Schuyler	1		\$120	\$80	\$80
Scotland	1		\$120	\$80	\$80
Scott	33		\$120	\$80	\$80
Shannon	37		\$120	\$80	\$80
Shelby	41		\$120	\$80	\$80
St. Charles	11		\$120	\$80	\$80
St. Clair	27		\$120	\$80	\$80
St. Francois	24		\$120	\$80	\$80
St. Louis	21		\$120	\$80	\$80
City of St. Louis	22		\$120	\$80	\$80
Ste. Genevieve	24		\$120	\$80	\$80
Stoddard	35		\$120	\$80	\$80
Stone	39		\$120	\$80	\$80
Sullivan	9		\$120	\$80	\$80
Taney	46		\$120	\$80	\$80
Texas	25		\$120	\$80	\$80
Vernon	28		\$120	\$80	\$80
Warren	12		\$120	\$80	\$80
Washington	24		\$120	\$80	\$80

<b>County</b>	<b>Circuit</b>		<b>Hourly rate for the county I will provide services in person</b>	<b>Hourly rate for the county I will provide services via telephone</b>	<b>Hourly rate for the county I will provide services via video conference</b>
Wayne	42		\$120	\$80	\$80
Webster	30		\$120	\$80	\$80
Worth	4		\$120	\$80	\$80
Wright	44		\$120	\$80	\$80



**EXHIBIT B**  
**BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,**  
**AND AFFIDAVIT OF WORK AUTHORIZATION**

**Business entity**, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities, out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

**BUSINESS ENTITY CERTIFICATION:**

The vendor must certify their current business status by completing either Box A or Box B below.

**BOX A – CURRENTLY NOT A BUSINESS ENTITY**

I certify that Tingbridge LLC (*Company/Individual Name*) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- ☒ I am a self-employed individual with no employees; **OR**  
☐ The company that I represent utilizes the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if Tingbridge LLC (*Company/Individual Name*) is awarded a contract for the services requested herein under OSCA 21-01228 (*RFP Number*) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then Tingbridge LLC (*Company/Individual Name*) shall, prior to the performance of any services as a business entity under the contract:

- (1) Enroll and participate in the E-Verify (see below for E-Verify contact information) federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- (2) Provide the documentation required herein affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program; AND
- (3) Submit a completed, notarized Affidavit of Work Authorization provided below.

Tingting Qin  
Authorized Representative's Name  
(Please Print)

  
Authorized Representative's Signature

Tingbridge LLC  
Company Name (if applicable)

7/7/2021  
Date