

CONTRACT
FOR SERVICES UNDER \$50,000

ANY ALTERATIONS OF CONTRACT LANGUAGE WILL RESULT IN REVOCATION OF CITY ATTORNEY APPROVAL.

This Contract for language interpretation is entered into by and between Access 2 Interpreters, LLC (herein referred to as “Contractor”), and the City of Columbus, Department of Health (herein referred to as “City”).

WITNESSETH

WHEREAS, the City has a need for language interpretation services; and

WHEREAS, the Contractor has the necessary experience and expertise to provide said service; and

NOW, THEREFORE, in consideration of the mutual promises as hereinafter set forth, the parties agree as follows:

ENTIRE AGREEMENT

This Contract sets forth the entire agreement between the parties with respect to the subject matter hereof. Understandings, agreements, representations, or warranties not contained in this Contract, or as written amendment hereto, shall not be binding on either party. Except as provided herein, no alteration of any terms, conditions, delivery, price, quality, or specifications of this Contract shall be binding on either party without the written consent of both parties. This Contract is subject to the Ohio Public Records Act.

1. Contract Term

The term of this Contract shall be from 10/1/2025 to 9/30/2026. This Contract shall not automatically renew.

2. Maximum Obligation

The maximum amount to be paid under any purchase order associated with this Contract shall not exceed \$50,000 unless additional funds are appropriated and authorized.

3. Pricing and Scope of Services

The Contractor agrees to perform and invoice the Scope of Services as set forth **ON ATTACHED EXHIBIT A*** and as contained in the bid specifications, which are expressly incorporated herein.

*Contract is NOT valid if the Scope of Services is NOT attached.

No other costs, rates, or fees shall be payable to the Contractor for services performed hereunder. The terms and conditions specified in this Contract constitute the entire contract governing the purchase of services by the City from the Contractor, and shall supersede any terms and conditions which may accompany Contractor’s invoice/bid/estimate. Any and all verbal representations are superseded by this Contract. The terms of this Contract shall prevail over any conflicting or deficient terms or conditions listed in any attachments from Contractor.

4. Equal Opportunity Clause

Contractor agrees to abide by all of the terms, conditions and requirements set forth in Columbus City Code Section 3906.02, Equal Opportunity Clause. Failure or refusal of a Contractor or Subcontractor to comply with the provisions of Title 39 may result in cancellation of this Contract.

5. Taxes

Federal or State taxes are not to be included on invoices for the described services. Contractor will be provided an exemption certificate, if needed.

6. City's Contract Administrator/Contract Administration

Erin Stoops, WIC Office Manager will manage the Contract on behalf of the City and will be the principal point of contact for the City concerning the Contractor's performance under this Contract. Any notice or demand or other communication required or permitted to be given under this Contract or applicable law shall only be effective if it is in writing, properly addressed, and either delivered in person, or by a recognized courier service, or deposited with the United States Postal Services as first-class certified mail, postage prepaid and return receipt requested, to the parties at the following addresses:

(List names and addresses of City and Contractor contact persons below.)

Erin Stoops, WIC Office Manager, 240 Parsons Avenue, Columbus, Ohio 43215

Yana Schottenstein, Access 2 Interpreters, LLC, 492 S High Street, Ste #200, Columbus, Ohio 43215

7. Contractor as an Independent Contractor

The Contractor shall be and shall remain an Independent Contractor with respect to all services performed hereunder and neither Contractor nor its employees shall be considered "public employees" for purposes of OPERS membership. Contractor agrees to and does hereby accept full and exclusive liability for the payment of any and all contributions or taxes for Social Security, unemployment insurance or old age retirement benefits, pensions or annuities now or hereafter imposed under any state or federal law which are measured by the wages, salaries or other remunerations paid to the Contractor or persons employed by the Contractor for work performed under the terms of this Agreement and further agrees to obey all lawful rules and regulations and to meet all lawful requirements which are now, or hereafter may be, issued or promulgated under said respective laws.

Individuals utilizing a personal social security number for tax identification purposes and business entities with four (4) or fewer employees must complete and submit, as Exhibit D, the OPERS independent contractor acknowledgment form. THIS FORM CAN BE FOUND AT WWW.OPERS.ORG

8. Applicable Law, Remedies

This Agreement shall be governed in accordance with the laws of the State of Ohio and the ordinances, statutes and provisions of the Columbus City Code and Charter; specifically including, but not limited to Charter Sections 159 and 161. All claims, counterclaims, disputes and other matters in question between the City, its agents and employees, and the Contractor arising out of or relating to this Agreement or its breach will be decided in a court of competent jurisdiction within the County of Franklin, State of Ohio.

Chapter 377 of the Columbus City Codes is hereby incorporated into the contract and Contractor is required to comply with said chapter. This includes, but is not limited to reporting requirements and the obligation to review the commission list of contractors and subcontractors that received an adverse determination. Penalties for failure to comply with the labor commission include suspension for three years, up to permanent disbarment.

9. Payment/Invoice Submittal

Fees shall be paid for services rendered following: (1) the City's receipt of a correct invoice, which designates the specific applicable charges, and (2) issuance of a certified purchase order. The City will not be subject to any late payment charges. Rates shall be firm during the term of this Contract. The

City will process correctly documented invoices for payment and Contractor should receive payment for such invoice within thirty (30) days from receipt and approval by the City.

Invoices: All invoices shall be submitted to the address listed on the Purchase Order.

10. Modifications

No modification, amendment, alteration, addition or waiver of any section or condition of this Contract shall be effective or binding unless it is in writing and signed by an authorized representative of the City and the Contractor and approved by the appropriate City authorities.

11. Contract Termination

If either the City or the Contractor violates any material term or condition of this Contract or fails to fulfill in a timely and proper manner its obligations under this Contract, then the aggrieved party shall give the other party (the “responsible party”) written notice of such failure or violation. The responsible party will correct the violation or failure within thirty (30) calendar days or as otherwise mutually agreed. If the failure or violation is not corrected, this Contract may be terminated immediately by written notice from the aggrieved party. The option to terminate shall be at the sole discretion of the aggrieved party.

When it is in the best interest of the City, the City may terminate this Contract, in whole or in part by providing seven (7) calendar days written notice to the Contractor prior to the effective date of termination. If this Contract is so terminated, the City is liable only for payments required by the terms of this Contract for services received and accepted by the City.

12. Nonexclusive Remedies

The remedies provided for in this Contract shall not be exclusive but are in addition to all other remedies available under the law.

13. Survivorship

All services executed pursuant to the authority of this Contract shall be bound by all of the terms, conditions, prices discounts and rates set forth herein, notwithstanding the expiration of the initial term of this Contract, or any extension thereof. Further, the terms, conditions, and warranties contained in this Contract that by their sense in context are intended to survive this completion of the performance, cancellation or termination of this Contract, shall so survive.

14. Save Harmless/Indemnification

Contractor shall protect, indemnify and save the City harmless from and against any damage, cost, or liability, including reasonable attorneys’ fees, resulting from claims for any or all injuries to persons or damage to property arising from intentional, willful or negligent acts or omissions of Contractor, its officers, employees, agents, or Subcontractors. The City will not indemnify the contractor and is prohibited from doing so.

15. Severability

If any term or condition of this Contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions for the Contract are declared severable.

16. Assignment

This Contract may not be assigned or otherwise transferred to others by the Contractor without the prior written consent of the City. If this Contract is so assigned, it shall inure to the benefit of and be binding

upon any respective successors and assigns (including successive, as well as immediate, successors and assignees) of the Contractor.

17. Authority to Bind

The signatories to this Contract represent that they have the authority to bind themselves and their respective organizations to this Contract.

18. Worker’s Compensation

The Contractor shall comply with all Workers’ Compensation laws of the State of Ohio. **Proof of coverage shall be attached to this Contract AS EXHIBIT B.**

19. Insurance

Contractor shall carry at least the minimum amounts listed below of Commercial Liability Insurance (Bodily Injury and Property Damage) naming the City as an additional insured. **Contractor must attach a copy of the Certificate of Insurance to this Contract AS EXHIBIT C:**

Bodily Injury Liability:

Each Person	\$500,000
Each Accident	\$1,000,000

Property Damage Liability:

Each Accident	\$500,000
All Accidents	\$1,000,000

20. Campaign Contributions

Contractor hereby certifies the following: that it is familiar with Ohio Revised Code (“O.R.C.”) Section 3517.13; that it is in full compliance with Divisions (I) and (J) of that Section; that it is eligible for this contract under the law and will remain in compliance with O.R.C. Section 3517.13 for the duration of this contract and for one year thereafter.

21. City Income Taxes

Contractor hereby further agrees to withhold and pay all city income taxes due or payable under the provisions of Chapter 362, Columbus City Codes, for wages, salaries and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold and pay any such city income taxes due under said chapter for services performed under this Contract. If it has been determined by the Columbus Income Tax Division that Contractor, or any of its subcontractors, owes city income taxes, the Contractor agrees that the City may withhold the amount due to the City from any amount due to the Contractor for services performed under this Contract notwithstanding paragraph 9 hereinabove.

IN WITNESS WHEREOF, the parties have executed this Contract as of the day and year written below.

EXHIBITS A, B AND C MUST BE ATTACHED HERETO.

ANY ALTERATIONS OF CONTRACT LANGUAGE WILL RESULT IN REVOCATION OF CITY ATTORNEY APPROVAL.

CITY OF COLUMBUS

DocuSigned by:
MWR by Anita Clark 10/6/2025
5631545E188E46E
Mysheika W. Roberts, MD, MPH Date
Health Commissioner, Columbus Public Health
Federal Tax ID Number: 316400223

CONTRACTOR

[Signature] 09/22/2025
Signature Date
YANA SCHOTTENSTEIN, President/CEO
Printed Name and Title
Federal ID Number: 76-0803722

Please list remit address below:

492 S. High Street
Columbus OH 43215

Exhibit A: Pricing and Scope of Services

Scope of Services

The CONTRACTOR agrees to provide interpretation services for the WIC Program. The services shall be performed in accordance with terms and conditions agreed upon in RFP004221

The Contractor will perform all services in accordance with the privacy regulations [45 CFR §§ 164.502(e); 164.504(e)] issued pursuant to the Health Insurance Portability and Accountability Act [42 USC §§ 1320 -1320d-8] and the terms of the attached Columbus Health Department Privacy Agreement.

Linden Park WIC – 1350 Briarwood Ave

- 1 Spanish interpreter for
 - Tuesday from 3:15 pm – 6:15 pm – 3 hours per day

Westside Health Center - 2300 W Broad St

- 1 Spanish interpreter for
 - Monday from 1:15 pm to 4:45 pm – 3.5 hours per day
 - Tuesday from 9:30 am to 1:30 pm – 4 hours per day

Karl Rd WIC – 5770 Karl Rd Suite 400

- 1 Spanish interpreter for
 - Tuesday from 3:00 pm - 6:30 pm – 3.5 hours per day

Georgesville WIC - 1681 Holt Rd

- 1 Spanish interpreter for
 - Monday from 8:00 am to 12:30 pm - 4.5 hours per day

Outerbelt WIC – 79 Outerbelt St.

- 1 Spanish interpreter for
 - Tuesday from 3:30 pm – 6:30 pm – 3 hours per day

Maximum Amount of Contract: \$50,000.00

Compensation

For services to be performed under this Agreement, the BOARD will pay the CONTRACTOR according to the attached table, an amount not to exceed \$50,000.00

Please send invoices to Erin Stoops, Columbus Public Health, 240 Parsons Ave, Columbus Oh 43215

Service Description	Minimum Increment	Year 1 & 2 15 Minute Rate	Year 1 & 2 Hourly Rate	Year 3, 4, & 5 15 Minute Rate	Year 3, 4, & 5 Hourly Rate
In Person Interpretation Services¹					
Scheduled Business Hours^{2,4} In-Person Interpretation Services – Spanish, Somali, and Arabic	One (1) hour	Eleven dollars and twenty-five cents (\$11.25)	Forty-Five dollars (\$45)	Twelve dollars and fifty cents (\$12.50)	Fifty dollars (\$50)
Scheduled Business Hours^{2,4} In-Person Interpretation Services – All Other Foreign Languages, including the languages listed in this RFQ	One (1) hour	Thirteen dollars and seventy-five cents (\$13.75)	Fifty-five dollars (\$55)	Fifteen dollars (\$15)	Sixty dollars (\$60)
Emergency, After Business Hours, and Weekend^{3,4} or Holiday In-Person Interpretation Services – Spanish, Somali, and Arabic	One (1) hour	Thirteen dollars and seventy-five cents (\$13.75)	Fifty-five dollars (\$55)	Fifteen dollars (\$15)	Sixty dollars (\$60)
Emergency, After Business Hours, and Weekend^{3,4} or Holiday In-Person Interpretation Services – All Other Foreign Languages, including the languages listed in this RFQ	One (1) hour	Sixteen dollars and twenty-five cents (\$16.25)	Sixty-five dollars (\$65)	Seventeen dollars and fifty cents (\$17.50)	Seventy dollars (\$70)
Additional Services					
Scheduled Business Hours^{1,2,4} In-Person Interpretation Services – American Sign Language	One (1) hour	Seventeen dollars and fifty cents (\$17.50)	Seventy dollars (\$70)	Eighteen dollars and seventy-five cents (\$18.75)	Seventy-five dollars (\$75)
Emergency, After Business Hours, and Weekend^{1,3,4} or Holiday In-Person Interpretation Services – American Sign Language	One (1) hour	Eighteen dollars and seventy-five cents (\$18.75)	Seventy-five dollars (\$75)	Twenty dollars (\$20)	Eighty dollars (\$80)
Scheduled Business Hours^{2,5} Telephone Interpretation Services – Spanish, Somali, and Arabic	Thirty (30) minutes	Eleven dollars and twenty-five cents (\$11.25)	Forty-Five dollars (\$45)	Twelve dollars and fifty cents (\$12.50)	Fifty dollars (\$50)
Scheduled Business Hours^{2,5} Telephone Interpretation Services – All Other Foreign Languages, including the languages listed in this RFQ	Thirty (30) minutes	Thirteen dollars and seventy-five cents (\$13.75)	Fifty-five dollars (\$55)	Fifteen dollars (\$15)	Sixty dollars (\$60)
Emergency, After Business Hours, and Weekend^{3,5} or Holiday Telephone Interpretation Services – Spanish, Somali, and Arabic	Thirty (30) minutes	Thirteen dollars and seventy-five cents (\$13.75)	Fifty-five dollars (\$55)	Fifteen dollars (\$15)	Sixty dollars (\$60)
Emergency, After Business Hours, and Weekend^{3,5} or Holiday Telephone Interpretation Services – All Other Foreign Languages, including the languages listed in this RFQ	Thirty (30) minutes	Sixteen dollars and twenty-five cents (\$16.25)	Sixty-five dollars (\$65)	Seventeen dollars and fifty cents (\$17.50)	Seventy dollars (\$70)

Response to RFQ022758: WIC In Person Interpretation Services

Attachment “B” – “Price Chart”

Service Description ¹	Minimum Increment	Year 1 & 2 15 Minute Rate	Year 1 & 2 Hourly Rate	Year 3, 4, & 5 15 Minute Rate	Year 3, 4, & 5 Hourly Rate
Additional Services, Continued					
Scheduled Business Hours^{2,5} Video Remote Interpretation Services – Spanish, Somali, and Arabic	Thirty (30) minutes	Thirteen dollars and seventy-five cents (\$13.75)	Fifty-five dollars (\$55)	Fifteen dollars (\$15)	Sixty dollars (\$60)
Scheduled Business Hours^{2,5} Video Remote Interpretation Services – All Other Foreign Languages, including the languages listed in this RFQ	Thirty (30) minutes	Sixteen dollars and twenty-five cents (\$16.25)	Sixty-five dollars (\$65)	Seventeen dollars and fifty cents (\$17.50)	Seventy dollars (\$70)
Scheduled Business Hours^{2,5} Video Remote Interpretation Services – American Sign Language	Thirty (30) minutes	Twenty dollars (\$20)	Eighty dollars (\$80)	Twenty-one dollars and twenty-five cents (\$21.25)	Eighty-five dollars (\$85)
Emergency, After Business Hours, and Weekend^{3,5} or Holiday Video Remote Interpretation Services – Spanish, Somali, and Arabic	Thirty (30) minutes	Sixteen dollars and twenty-five cents (\$16.25)	Sixty-five dollars (\$65)	Seventeen dollars and fifty cents (\$17.50)	Seventy dollars (\$70)
Emergency, After Business Hours, and Weekend^{3,5} or Holiday Video Remote Interpretation Services – All Other Foreign Languages, including the languages listed in this RFQ	Thirty (30) minutes	Eighteen dollars and seventy-five cents (\$18.75)	Seventy-five dollars (\$75)	Twenty dollars (\$20)	Eighty dollars (\$80)
Emergency, After Business Hours, and Weekend^{3,5} or Holiday Video Remote Interpretation Services – American Sign Language	Thirty (30) minutes	Twenty-two dollars and fifty cents (\$22.50)	Ninety dollars (\$90)	Twenty-three dollars and seventy-five cents (\$23.75)	Ninety-five dollars (\$95)
Instantaneous Telephone Interpretation Services⁶ – All Foreign Languages	Fifteen (15) minutes	Sixteen dollars and fifty cents (\$16.50)	Sixty-six dollars (\$66)	Sixteen dollars and fifty cents (\$16.50)	Sixty-six dollars (\$66)
Instantaneous Video Remote Interpretation Services⁶ – All Foreign Languages	Fifteen (15) minutes	Thirty-three dollars and seventy-five cents (\$33.75)	One hundred thirty-five dollars (\$135)	Thirty-three dollars and seventy-five cents (\$33.75)	One hundred thirty-five dollars (\$135)
Instantaneous Video Remote Interpretation Services⁶ – American Sign Language	Fifteen (15) minutes	Forty-eight dollars and seventy-five cents (\$48.75)	One hundred ninety-five dollars (\$195)	Forty-eight dollars and seventy-five cents (\$48.75)	One hundred ninety-five dollars (\$195)
Provider Training Seminars – CPH Staff training seminars as needed					
Price will vary based on requested seminar specifics.					



Response to RFQ022758: WIC In Person Interpretation Services

Attachment “B” – “Price Chart”

Service Description	Minimum Charge	Billing Rate
Document Translation Services^{7,8}		
Document Translations – Spanish	Sixty-five dollars (\$65)	Eighteen cents (\$0.18) per word
Document Translations – Somali	Eighty-five dollars (\$85)	Twenty-seven cents (\$0.27) per word
Document Translations – for the majority of written languages	Eighty-five dollars (\$85) per language	Twenty-five cents or more (\$0.25) per word
Complex Formatting (if necessary)	N/A	Forty dollars (\$40) per hour
Desktop Publishing (if necessary)	N/A	Eighty dollars (\$80) per hour
Matching Discounts		
Match Type		
Insufficient Matches (Segments with 0-79% similarity to Translation Memory)	100% of Regular Rate per Word	
Fuzzy Matches (Segments with 80-99% similarity to Translation Memory)	80% of Regular Rate per Word (20% discount)	
Complete Matches (Segments with 100% similarity to Translation Memory)	25% of Regular Rate per Word (75% discount)	
Repetitions (Segments with 100% similarity to text within the source document)	50% of Regular Rate per Word (50% discount)	
Auxiliary Services		
Voiceover Services	Pricing for Voiceover services depends on the original source file format, length, complexity, and language.	
Transcription Services	Pricing for Transcription services depends on the original source file format, length, complexity, and language.	

References

¹ Scheduled and Emergency In-Person Interpretation Services will be billed in a minimum increment of one (1) hour [including no show or waiting period up to one (1) hour]. Time in excess of the minimum increment will be billed in fifteen (15) minute increments. Services are exclusive to Franklin County, Ohio. Appointments requested for locations outside Franklin County will be subject to Access’s standard travel charges.

² Scheduled services are defined as requests placed more than eight (8) hours prior to the appointment time. Business Hours are defined as weekdays, 8:00am to 5:00pm EST.

³ Emergency services are defined as requests placed eight (8) or less hours prior to the time of the appointment. Services are exclusive to Franklin County, Ohio. After Business Hours are defined as 5:00 p.m. to 8:00 a.m. EST, Monday through Friday. Weekend is defined as 5:00 p.m. Friday to 8:00 a.m. Monday, EST.

⁴ All Scheduled and Emergency In-Person Interpretation appointments that are cancelled less than one (1) hour before the scheduled start time will be charged at the corresponding Scheduled or Emergency In-Person Interpretation Rate for one (1) hour.

⁵ All Scheduled and Emergency Telephone and Video Interpretation appointments that are cancelled less than one (1) hour before the scheduled start time will be charged at the corresponding Scheduled or Emergency Telephone Interpretation Rate for thirty (30) minutes. Time in excess of the minimum increment will be billed in fifteen (15) minute increments.

⁶ Time in excess of the minimum increment for Instantaneous Telephone and Instantaneous Video Remote Interpretation Services will be billed in one (1) minute increments.

⁷ All Document Translation requests will have an estimate provided for approval prior to commencement of work.

⁸ All Document Translation requests that are requested to be delivered faster than Access’s Standard Turnaround Time, as stated in the RFQ response, will be assessed a 15% Rush Fee.



Bureau of Workers' Compensation

30 W. Spring St.
Columbus, OH 43215

Certificate of Ohio Workers' Compensation

This certifies that the employer listed below participates in the Ohio State Insurance Fund as required by law. Therefore, the employer is entitled to the rights and benefits of the fund for the period specified. This certificate is only valid if premiums and assessments, including installments, are paid by the applicable due date. To verify coverage, visit www.bwc.ohio.gov, or call 1-800-644-6292.

This certificate must be conspicuously posted.

Policy number and employer
01505669

Period Specified Below
07/01/2025 to 07/01/2026

ACCESS 2 INTERPRETERS LLC
492 S HIGH ST
COLUMBUS OH 43215-5685



www.bwc.ohio.gov
Issued by: BWC

Stephanie McClaugh

Administrator/CEO

You can reproduce this certificate as needed.

Ohio Bureau of Workers' Compensation

Required Posting

Section 4123.54 of the Ohio Revised Code requires notice of rebuttable presumption. Rebuttable presumption means an employee may dispute or prove untrue the presumption (or belief) that alcohol, marihuana or a controlled substance not prescribed by the employee's physician is the proximate cause (main reason) of the work-related injury.

The burden of proof is on the employee to prove the presence of alcohol, marihuana or a controlled substance was not the proximate cause of the work-related injury. An employee who tests positive or refuses to submit to chemical testing may be disqualified for compensation and benefits under the Workers' Compensation Act.



Bureau of Workers' Compensation

You must post this language with the Certificate of Ohio Workers' Compensation.

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VENDOR DETERMINATION FORM

Vendor Name: Access 2 Interpreters, LLC

Grant Name and number: 2025-2026 WIC G502537

Contract Description: Language interpretation

Contract Amount: \$50,000.00 PO number: TBD

Section 1 – SUBRECIPIENT (FEDERAL FUNDS ONLY)

Description: A subaward is for the purpose of carrying out a portion of the city’s Federal award and creates a Federal assistance relationship between the city and the outside entity. Outside entities that include one or more of these characteristics are responsible for adherence to applicable Federal program requirements specified in the Federal award.

Characteristics which support the classifications of the outside entity as a subrecipient include when the outside entity:

- Determines who is eligible to receive what Federal assistance;**
- Has its performance measured in relation to whether objectives of a Federal program were met; (example, CPH will rely on subrecipient’s data to submit it’s own data)**
- Has responsibility for programmatic decision making;**
- In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.**

For profit agency- Use standard contract, under/over 50K (over 50K must be legislated)

Not for profit agency-Use Subrecipient Agreement- Not For Profit Service Contract. Object class: 03/63920. Do not complete page 2.

Section 2 – BENEFICIARY (CARES/ARPA FUNDS) FISCAL MANAGER USE ONLY

Description: A benefit is granted for purpose of maintaining standard operations and may be used for operating costs including personnel, supplies, equipment, rent, etc. Characteristics indicative of a beneficiary relationship between the city and an outside entity are when the outside entity:

- Is facing reduced revenues and difficulty maintaining standard operations;**
- Requires assistance for operating costs including payroll, rent, supplies, etc;**
- Provides goods or services that are ancillary to the operation of the Federal program.**
- Is receiving funding from the American Recovery Plan Act**

Section 3 – CONTRACTOR

Description: A contract is for purpose of obtaining goods and services for the city’s own use and creates a procurement relationship with the outside entity. Characteristics indicative of a procurement relationship between the city and an outside entity are when the outside entity:

- Provides the goods and services within normal business operations; providing a service NOT provided by the city agency**
- Provides similar goods or services to many different purchasers;**
- Normally operates in a competitive environment;**
- Provides goods or services that are ancillary to the operation of the Federal program.**

For profit- Use standard service contract, under/over 50K (over 50K must be legislated)

Not for profit agency- Go to page 2 to determine template to use

FINAL DETERMINATION:

- SUBRECIPIENT**

 BENEFICIARY

 CONTRACTOR

NOT FOR PROFIT AGENCIES

Section 1 – GRANT AGREEMENT

Description: When financial assistance to a non-for-profit that provides general operating support to accomplish a particular **public purpose**. Characteristics which support the classifications of the outside entity as a grant agreement include when the outside entity:

- The recipient is planning on doing the work anyway;**
- The amount of funding is determined by the City, typically in a response to a request;**
- Agreements that include advance payments**
- Providing funds for the purpose of distributing all or a portion of funds to residents in the forms of stipends, incentives, vouchers or other direct payments.**

All Not-For-Profit agreements **over \$5,000 must be legislated** and must use the Grant Agreement Template. *insurance/workers comp not required*. Use Object Class 05 / 65026 (funds must be appropriated there)

Section 2 – NOT FOR PROFIT SERVICE CONTRACT

Description: Agreement for the delivery of services to the public, which are NOT currently preformed or provided by an existing city agency. Characteristics indicative of a procurement relationship between the city and an outside entity are when the outside entity:

- Obligation from the not for profit to provide a service or product to the public;**
- Work that is being done is provided solely on the result of being paid;**
- Funding is calculated off of fair market;**
- Organization will submit detailed invoices for services/products rendered.**

Not for profit service contracts use the not-for-profit standard services contract. Over \$50K has to be legislated. Under \$50K does not have to be legislated. Insurance and Workers Comp are required. Use Object class 03/63920

FINAL DETERMINATION:

Grant Agreement over \$5k Grant Agreement under \$5k Not-for-profit Service contract

Explanation of Determination if not clearly made by the criteria above:

FUNDING SOURCE OF CONTRACT

- CPH General fund
- Grant funded- State, private or local
- Grant funded- Federal -Query of findings from sam.gov and ohioauditor.gov attached

Signed by: *Charlie Yang*

10/2/2025

246FEE61503D4CE

Employee Signature

Date

Signed by: *Katie Pettiford*

10/2/2025

1E6349F794314E7...

Supervisor Signature

Date

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Thu Oct 02 2025

Entity#: 1574640
Filing Type: DOMESTIC LIMITED LIABILITY COMPANY
Original Filing Date: 10/15/2005
Location: ---
Business Name: ACCESS 2 INTERPRETERS, LLC

Status: Active
Exp. Date: -

Agent/Registrant Information

YANA SCHOTTENSTEIN
 2300 COMMONWEALTH PARK N.
 COLUMBUS OH 43209
 10/15/2005
 Active

Filings

Filing Type	Date of Filing	Document ID
DOMESTIC LLC - ARTICLES OF ORGANIZATION	10/15/2005	200528502820
OHIO LLC - AMENDMENT	01/09/2006	200601302644
TRADE NAME/ORIGINAL FILING	02/19/2008	200805800250

Prior Business Names

Prior Business Name	Effective Date
ACCESS INTERPRETERS, LLC	01/09/2006

Thu Oct 02 2025

UNITED STATES OF AMERICA
STATE OF OHIO
OFFICE OF SECRETARY OF STATE

I, Frank LaRose, Secretary of State of the State of Ohio, do hereby certify that this is a list of all records approved on this business entity and in the custody of the Secretary of State.



Witness my hand and the seal of the Secretary of State at Columbus, Ohio this 2nd of October, A.D. 2025

Ohio Secretary of State

A handwritten signature in blue ink that reads "Frank LaRose".