To: ESL School District Administrators/TransPerfect Subscribers

From: Dr. Kelly A. Noyes
Program Director of Educational Support Services
K-12 ESL, Non-Public Schools Program, and Federal Programs

Date: November 6, 2023

Subject: Memorandum of Understanding Re: TransPerfect AI Portal Translation Services

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The K-12 English as a Second Language Department of the Allegheny Intermediate Unit has entered into a contractual agreement with TransPerfect Remote Interpreting to provide access to written translation through an AI portal to support non-English speaking parents and families in participating school districts.

Each school district that participates in this joint purchasing opportunity, establish, or renewed on or around January 10, 2024 (pending account set up by TransPerfect), agrees to the following:

- A one-time, annual fee of $500 (Invoice to follow)
- A single sign-on employee to act as the coordinator of usage of the system
- Unlimited usage, with an awareness that the consortium has purchased a "bank" of translation, therefore the system should be used judiciously so as not to waste the resources and to assure that each translation that is run through the system is going to be used. Further tips and guidelines will be provided when account logins are issued.

Please provide the contact information for the employee who will be set up to access the system. The account will be made with this individual's credentials.

☐ Please check box to indicate that the same person will continue to be the single sign on contact for the school/district.

Name: _____

Title: _____

Building: _____

Email Address: _____

The _____School/District:

□ is in agreement with the aforementioned terms and is choosing to participate in this opportunity.

□ is NOT in agreement with the aforementioned terms and chooses NOT to participate in this opportunity.

_____ _____
Signature Date

_____
Print Name

Invoice for payment should be sent to (name, title, address & email):

_____
_____
_____