



ISSUED TO MISTY REID DIRECTOR, STUDENT ACCOMMODATIONS TEMPLE COLLEGE 2600 S. FIRST STREET TEMPLE, TX 76504 MISTY.REID@TEMPLEJC.EDU	CONTRACTOR INFORMATION FEDERAL TAX ID 76-0393601 DUNS NUMBER 933378242 BUSINESS SIZE CLASSIFICATION OTHER THAN SMALL BUSINESS WOMAN-OWNED BUSINESS	QUOTATION NUMBER QUOTATION DATE JANUARY 12, 2026 ESTIMATED TOTAL * \$212,989.52
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Dear Misty,

Thank you for allowing MasterWord Services, Inc. ("MasterWord") the opportunity to earn your business. The following is an estimate for providing American Sign Language Interpreting services for Temple College ("Client") for Spring 2026 and at Temple College, in Temple, Texas. The pricing is based on Omnia Region 4 ESC – TX Contract #R210608.

SCOPE OF WORK:

This Service Quotation is based on the following scope of work:

- **Two (2) AMERICAN SIGN LANGUAGE Interpreter, On-Site, from 11a to 12:15p (Scheduled) for 16 weeks**
- **Two (2) AMERICAN SIGN LANGUAGE Interpreter, On-Site, from 12:30p to 1:45p (Scheduled) for 16 weeks**
- **Two (2) AMERICAN SIGN LANGUAGE Interpreter, On-Site, from 1p to 3:45p (Scheduled) for 16 weeks**
- **Two (2) AMERICAN SIGN LANGUAGE Interpreter, On-Site, from 2p to 3p (Scheduled) for 16 weeks**
- **Two (2) AMERICAN SIGN LANGUAGE Interpreter, On-Site, from 9:30a to 10:45a (Scheduled) for 8 weeks**

***ALL COURSES ARE ON MONDAYS AND WEDNESDAYS**

SERVICE RATES ESTIMATE:

Date	Description	Unit	Requested Number of Hours	Number of Meetings per week	Hourly Rate	Administrative Fee	Number of Interpreters	Amount
Jan 21 – May 15, 2026 16 weeks	Two (2) ASL Interpreters On Site: Temple, TX Time: 11a – 12:15p CST Type: Scheduled Course: SPCH-1315	Hour	1.25	2 Mon/Wed	\$81.41	1.5	2	\$ 14,328.16
Jan 21 – May 15, 2026 16 weeks	Two (2) ASL Interpreters On Site: Temple, TX Time: 12:30p – 1:45p CST Type: Scheduled Course: Show Choir	Hour	1.25	2 Mon/Wed	\$81.41	1.5	2	\$ 14,328.16
Jan 21 – May 15, 2026 16 weeks	Two (2) ASL Interpreters On Site: Temple, TX Time: 1p – 3:45p CST Type: Scheduled Course: Painting 1	Hour	2.75	2 Mon/Wed	\$81.41	1.5	2	\$ 22,143.52
Jan 21 – May 15, 2026 16 weeks	Two (2) ASL Interpreters On Site: Temple, TX Time: 2p – 3p CST Type: Scheduled Course: Theatre Practicum	Hour	1	2 Mon/Wed	\$81.41	1.5	2	\$ 13,025.60
Mar 23 – May 15, 2026 8 weeks	Two (2) ASL Interpreters On Site: Temple, TX Time: 9:30a – 10:45a CST Type: Scheduled Course: History of Theatre	Hour	1.25	2 Mon/Wed	\$81.41	1.5	2	\$ 7,164.08
Summer 2026	Ten (10) ASL Interpreters On Site: Temple, TX Time: Varies Type: Scheduled Course: Various	Hour	200		\$81.41	1.5		\$71,000.00

CONFIDENTIALITY OF UNIT PRICING: While the Texas Public Information Act generally provides that public information is available to the public, the Act also provides specific exceptions to the availability requirement, protecting "information related to competition or bidding", "trade secrets", and other "commercial or financial information". MasterWord's unit pricing submitted below constitutes MasterWord's protected "information related to competition or bidding" and "commercial or financial information", and, if disclosed, may provide our competitors with an unfair advantage, and may allow them to underbid MasterWord in future competitive bidding processes. MasterWord requests that its unit pricing information remains confidential and is protected from disclosure to any 3rd parties.

Tex. Gov't Code § 552.104; Tex. Gov't Code § 552.110



Date	Description	Unit	Requested Number of Hours	Number of Meetings per week	Hourly Rate	Administrative Fee	Number of Interpreters	Amount
Fall 2026 Projected	Ten (10) ASL Interpreters On Site: Temple, TX Time: Varies Type: Scheduled Course: Various	Hour	200		\$ 81.41	1.5		\$71,000.00

Subtotal: \$212,989.52

***ESTIMATED PROJECT TOTAL.** This estimated project total is based on the information supplied by the Client. Should the requirements change, the estimated project charges will change accordingly. Due to the possibility of a discrepancy with the information provided when obtaining an estimated cost and the actual information determined at the time of service order confirmation, the estimated charges provided are not binding until service order is confirmed. Actual charges are subject to the below Terms of Service.

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TERMS OF SERVICES:

Billing:

Each assignment is billed based on the requested number of hours (estimated duration of the assignment) or a **1-hour minimum** (whichever is greater), in addition to the applicable administrative fee. Time worked in excess of the requested number of hours will be billed in 15-minute increments thereafter at the applicable hourly rate.

Any request in excess of eight (8) hours may be split into multiple requests based on the length and complexity of the request. The rate per hour applied to the assignment is based on the start time of the assignment.

Encounters, at the discretion of MasterWord, may be combined in instances where a request which exceeds an eight (8) hour period can be services by a single interpreter without compromising the accuracy or quality of service.

Overlapping Coverage:

- During an encounter a transition between interpreters can occur.
- Any overlapping coverage during an interpreter transition in excess of 30-minutes will be reviewed by MasterWord to ensure accurate billing.

Extensions:

As a courtesy, MasterWord allows same day extensions, under a current request, so long as the current assigned interpreter is available, and the requested extension does not exceed two (2) additional hours.

If the current assigned interpreter is unavailable to work the extended period of time or the extension exceeds two (2) hours an emergency request will be submitted.

Parking and Administrative Fee:

Parking is billed at cost (where applicable).

Each ASL interpreting service is assessed a daily administrative fee of 1.5 hr per interpreter requested in addition to the charges for requested interpreting services. Additional travel time charges may apply to assignments greater than thirty (30) miles one-way (sixty (60) miles round trip) of the interpreter's travel start point. In this case, additional fees are billed at an applicable hourly rate in thirty (30) minute increments per interpreter for every fifteen (15) mile increment outside of the original thirty (30) miles and will require pre-approval by Client.

Cancellation:

If cancellation occurs or the Language Professional services is no longer needed within 24 hours or less of the scheduled start time of the assignment, scheduled services will be billed at the requested number of hours of the assignment or a two-hour minimum, (whichever is greater), per interpreter. If the Language Professional is en route to the assignment or has arrived at the location to perform services an administrative fee will be applied to the cancellation.

Availability of Interpreters:

Availability of interpreters for any ASL interpreting services is based on location and advance notice.

Services Outside of Service Area:

Rates and terms for services outside of defined service area can be quoted upon request.

***Specialty**

Specialty sign languages are defined as CDI (CERTIFIED DEAF INTERPRETER), LSM (MEXICAN SIGN LANGUAGE), and TACTILE SERVICES

Certified Deaf Interpreters (CDI):

If applicable, in the event a CDI is unavailable, a qualified deaf interpreter will be assigned. Due to a moratorium on Certified Deaf Interpreter examinations by the Registry of Interpreters for the Deaf, candidates who are eligible provisional deaf interpreters will be assigned.

Additional Fees May Apply:

In addition to the fees to be paid to MasterWord for the services provided, MasterWord shall be reimbursed for reasonable and necessary business travel, subsistence, and related expenses when traveling at the direction of Client. Any and all such additional reimbursable business expenses shall be discussed with and pre-approved by Client before such expenses are incurred. Per diem, travel, accommodations are billed, where applicable, in accordance with IRS and JTR guidelines (<https://www.gsa.gov/travel/plan-book/per-diem-rates> and <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>).

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THANK YOU!

We at MasterWord appreciate the opportunity to support **Temple College** with your communication access needs and look forward to working with you. Our goal is to help our clients by providing the most professional, cost-effective and convenient language support possible.

Sincerely,
Israel Rivera, Strategic Solutions Manager
MasterWord Services, Inc.
irivera@MASTERWORD.COM
Office: 281.589.0810 EXT. 8860
Mobile: 903.330.8969

Have questions regarding this service quotation?
Please call us at 281.589.0810 or email masterword@masterword.com.

For more information about the services offered under MasterWord's,
please visit our website at www.masterword.com.

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