
BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

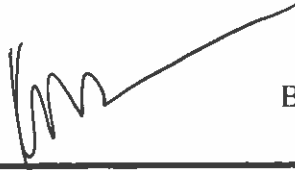
Action X

Item: Agreement with LaFuente Consulting LLC

Submitted by: Sara Larkin

Date: October 12, 2026

Recommended by: Kirsten Myers



Board Meeting Date: October 21, 2026

RECOMMENDATION:

It is recommended that the Kent ISD School Board approve the renewal of the agreement with La Fuente Consulting LLC for language translation and interpretation services for the 2026-2027 school year at an estimated total cost not to exceed \$100,000.

Contracted rates range from \$65 to \$75 per page for translation services, with additional charges of \$0.24 to \$0.34 per word exceeding 300 words per page; \$67 to \$108 per hour for in-person spoken-language interpretation; and \$98 to \$135 per hour for in-person American Sign Language (ASL) interpretation. Additional service rates and applicable fees are outlined in the agreement.

BACKGROUND:

La Fuente Consulting LLC has historically provided language translation and interpretation services to Kent ISD on an as-needed basis. These services facilitate communication between Kent ISD staff, students, and families in support of educational programs and services.

Services will be provided throughout Kent ISD based on student and family needs. The estimated annual cost of \$100,000 reflects anticipated usage across multiple programs and locations, with actual expenditures dependent on the type and volume of services required.

Requisition	Description	Estimated Amount	Departments
270578	Language Services	\$100,000	Center Programs and DHH



**KENT ISD
LANGUAGE SERVICES
ESTIMATE AND TERMS & CONDITIONS
STRICTLY CONFIDENTIAL**

NEW SCHOOL YEAR 2026 – 2027

Date: August 17, 2026

Client: Sara Larkin,
Director of Special Education
Kent ISD
2390 Knapp St. NE
Grand Rapids, MI 49525

Client Primary Contact: Sara Larkin
616.363.8059
saralarkin@kentisd.org

Agreement: La Fuente Consulting, LLC (LFC) in response to Kent ISD (KISD) request for language translation and interpretation services, is providing KISD with those services as outlined in this estimate and corresponding terms and conditions.

Agreement Term: LFC will provide translation and interpretation services on a contract basis for a period of one (1) year. This contract can be renewed on an annual basis with the provision that LFC can renegotiate its terms and conditions based upon changes in needs and requests of KISD.

Translation Services: LFC will provide translation services to KISD, as needed, in the following languages: Romance Languages – primarily Spanish; Asian - Vietnamese, Chinese, Korean, and Japanese; Middle Eastern – Arabic; Slavic - Bosnian; African/Sub Sahara - Somali, Burmese, Karin; and other languages as required.

KISD's communication department, on an as needed basis, will present LFC documents for translation; these documents can consist of letters, forms, and collateral materials including legal documents.

All documents provided by KISD will be in final and approved form for translation. Documents will be provided to LFC via email and in MS Word or PDF format (with source file). LFC will confirm receipt of all documents, review all documents and if questions arise will contact the client prior commencement of translation.

All documents will be delivered to KISD via email in MS Word or PDF format at their direction.

Translation Pricing:

All estimates are based on a per word cost basis. Given the differences in language usage, alphabets, and terminology, all document word counts are increased 15% to account for those differences from the source English document. The following is the KISD estimated cost schedule and estimated delivery times.

Language	Document Size < than 300 wds. Page Rate	Per Word Cost* > than 300 wds. Per wd. cost	Standard Delivery 4 days**	Per Word Rush = Less than 24-hour notice
Spanish	\$65	24¢	SD	28¢
Arabic	\$75	34¢	SD	40¢
Chinese, Japanese, Korean	\$75	34¢	SD	40¢
East Asian	\$75	34¢	SD	40¢
African and Sub-Saharan	\$75	34¢	SD	40¢

*Pricing is only for standard documents including Individual Education Plans. Does NOT include legal contracts.

** Depending on volume.

LFC makes known, and it should be understood, that there is seldom a word-for-word translation from one language to another and that there is usually more than one way to express a given word or phrase in another language. LFC will do its best, based on its professional experience to utilize the most appropriate terminology. However, if client would like to provide LFC with a glossary of terms that KISD would like LFC to utilize for all of their translations, KISD is requested to provide such a glossary of terms at the onset of each project.

**Project
Management
Pricing:**

Project management cost will consist of managing all aspects of the project:

- Managing communication between LFC and KISD
- Preparing files for translation including reviewing, clarifying content questions
- Making revisions as requested by the client
- Preparing files for delivery to client

Project management charges, as appropriate and when necessary, will be at the rate of \$75 per hour. LFC will provide KISD with a project log, upon request, of all hours billed to the project. All hours billed to the project will be outlined in a detailed project report attached to the project invoice. LFC will inform and receive approval from KISD when a project may take longer based on the requirements.

**In-Person
Interpretation
Service Rates:**

LFC will provide KISD, on an as needed basis, interpreters to assist KISD in educational-related activities enabling them to bridge communication between KISD staff, parents, and students. LFC interpreters will provide interpretation services and will assume the role of a conduit of information to facilitate communication; any other type of services, support or role must be approved prior to confirming an assignment.

Languages to be provided and with corresponding rates:

<u>Romance languages, i.e., Spanish</u>	<u>Consecutive</u>	<u>Simultaneous*</u>
• Day Rate (8:00 a.m.-5:00 p.m.)	\$67/hour	\$93/hour*
• Evening Rate (5:00 p.m.-9:00 p.m.)	\$77/hour	\$108/hour*
<u>Asian and East Asian languages, i.e., Vietnamese, Karin, and Burmese</u>		
• Day Rate (8:00 a.m.-5:00 p.m.)	\$77/hour	\$93/hour*
• Evening Rate (5:00 p.m. - 9:00 p.m.)	\$87/hour	\$108/hour*
<u>African and Sub-Saharan languages i.e., Somali, Kinyarwanda, Swahili.**</u>		
• Day Rate (8:00 a.m. – 5:00 p.m.)	\$77/hour	\$93/hour*
• Evening Rate (5:00 p.m. – 9:00 p.m.)	\$87/hour	\$108/hour*

**For African and languages of low diffusion (LLD) such as Amharic, Rohingya, Tigrinya, Tamil, Pashto, Dari, Tedim and others, LFC will notify client of rate however it will not exceed \$108/hr.

Additional Requirements:

*For simultaneous interpreting, a minimum of two (2) hours will be charged for any simultaneous interpreting assignment. Should the interpreting assignment exceed the scheduled time, billing will be accrued in 15-minute increments to the half and full hour

- A minimum of one (1) hour will be charged for any consecutive interpreting assignment. Should the interpreting assignment exceed the scheduled time, billing will be accrued in 15-minute increments to the half and full hour
- All "client no shows" and same day cancellations will be billed at the consecutive language rate for the scheduled time
- Cancellation notice must be received within a minimum of 24 hours to avoid cancellation charges
- Mileage will be charged to and from the appointment when the appointment exceeds 10 miles round trip. Mileage will be billed at the prevailing standard federal IRS rate.

Interpreter Scheduling

- KISD will provide LFC with a minimum of one-week (1) advance notice to schedule; LFC highly recommends two (2) weeks' notice to ensure availability of interpreters
- Cancellation must be received 48 hours prior to the interpreting assignment to avoid charges

**Telephone
Interpreting Services
Rates:**

Available on Demand	365/27/7
Over the Phone (OPI)	
Per minute rate:	
Spanish	\$1.55/min. ***
Other languages	\$1.75/min. ***
***nonprofit discount	
Video Remote Interpreting (VRI) (LFC APP.)	
Per min rate:	
Spanish	\$1.75/min. ***
Other languages	\$2.00/min. ***
***nonprofit discount	
American Sign Language (ASL)	\$2.85/min.
Account Setup Fee (<i>fee waived</i>)	
LFC to provide detailed usage report by language (<i>fee waived</i>)	

**In-Person
ASL Interpreting
Rates:**

ASL Interpreter services follow a very specific set of rules, specifications and applied certifications according to the type of assignment to be serviced. All ASL requests require that all information regarding the assignment be provided at the time of the request.

Weekdays (8:00 a.m. – 5:00 p.m.)	\$98 - \$125/hour
Evening Rate (5:00 p.m. – 9:00 p.m.)	\$128 - \$135/hour

- A minimum two-week notice is required to ensure the availability of interpreters
- A minimum of two (2) hours will be charged for any ASL interpreting assignment. Should the interpreting assignment exceed the scheduled time, billing will be accrued in 15-minute increments to the half and full hour
- All "client no shows" and same day cancellations will be billed at the minimum rate
- Cancellation notice must be received within a minimum of 48 hours' notice from the scheduled appointment time to avoid cancellation charges
- Mileage will be charged to and from the appointment and will be billed at the prevailing standard federal IRS rate.

Invoicing:

LFC will provide KISD with a detailed invoice for projects completed. Upon acceptance of this contract, LFC will provide KISD with samples of interpreter schedules, interpreter process protocols, detailed invoice report and other information that will enable LFC and KISD to work together effectively and efficiently.

**Payment
Terms:**

Payment terms are 30 days net upon issuance of invoice. Payment can be made electronically or by paper check. LFC can provide the necessary information to set up direct deposit.

**Estimate
Contract
Terms:**

The attached Estimate Terms and Conditions are incorporated by reference and are an integral part of the Estimate. Upon execution by both parties, this Estimate (together with the attached Estimate Terms and Conditions) shall become a binding and enforceable Agreement between the parties. When signed by both parties and dated below, LFC will proceed with the estimate and contract as planned. Any changes or variations to this estimate and contract after acceptance may affect the project cost, please be aware that all additional hours incurred will be billed.

Signature Sara M Larkin Date 8/28/24

Ms. Sara Larkin, Dir. Special Education, Kent ISD, appointed legal designee

La Fuente Consulting, LLC Ana Ramirez-Saenz Date 8/31/24
Ana Ramirez-Saenz, President

La Fuente Consulting, LLC is in the business of providing consulting, training, and language services. La Fuente Consulting, LLC is not in the business of providing legal advice or legal services. Please note that La Fuente Consulting does not take any responsibility for the content, meaning, context and intended purpose of the English source document(s). The information and materials provided by La Fuente Consulting, LLC are designed to be informative in regard to the subject matter. None of the information given should be construed as legal advice. We strongly encourage you to consult legal counsel of your choice on specific matters involving employment law and important personnel policies prior to adoption or implementation.

**La Fuente Consulting, LLC
Estimate Terms and Conditions**

The following terms and conditions ("Terms and Conditions") apply to any of the interpretation, localization, translation, file formatting and organization, graphic design, layout, review, editing, and other services (collectively "Service") provided by La Fuente Consulting, LLC ("LFC"), a Michigan limited liability company ("LFC"), to you and, along with the accompanying Estimate and any amendments or addenda thereto, constitutes the entire agreement ("Agreement") between LFC and you and supersedes all prior oral or written understandings or statements with respect to the subject matter of this Agreement. In the event of any inconsistency between these Terms and Conditions and any terms and conditions proposed by you, these Terms and Conditions will control.

1. Charges: Charges for the Service shall be as specified by LFC to you in writing in the Estimate. Estimates are based upon specifications and information originally submitted by you, and any change therein, including delivery requirements, shall entitle LFC to make reasonable adjustments to the fees, charges and deadlines in the Estimate unless otherwise renegotiated by the parties and set forth in a written amendment or addendum to the Estimate. For example, if the Estimate is based on non-representative sample pages, or an incomplete version of the source file, or any file other than the actual one for which Service is to be performed, or if specifications are changed or added, or if work not covered in the original quotation is required, or if you failed to provide complete, written specifications for the assignment, the Estimate may be adjusted by LFC as provided above. Unless and until signed by both parties, Estimates are only valid for thirty (30) days or as otherwise specified in the Estimate itself.

2. Orders: Orders authorized by you may only be canceled on terms that provide for payment for work commenced by LFC and necessary work-related obligations entered into pursuant to the order. Upon cancellation of any order prior to completion, LFC shall be reimbursed for all costs and expenses incurred with respect to the order prior to cancellation. Furthermore, if you change the original text, alter specifications, or add new specifications once you have authorized LFC to begin work, the changes, alterations, or additions may result in additional charges and adjustments of deadlines.

3. Terminology: Unless you provide terminological reference material like glossaries or terminology lists, LFC will use its best judgment in the selection of terms pertinent to a given field. You agree to pay reasonable additional charges for changes to such terms.