



## Waiver Request for Language Interpretation and Translation Services Contracts

**Instructions:** A waiver is required when an Agency is unable to obtain services from any of the Contracted vendors on the mandatory Language and Interpretation Services contracts and the situation requires immediate action. The agency may proceed, using best judgement, to obtain services. This waiver request will need to be completed, after the fact, and submitted to DOA within 3 business days of obtaining services from a non-contracted vendor. The Agency must keep documentation that justifies the waiver.

Which contract are you requesting a waiver from?		
<input type="checkbox"/>	505ENT-M18-WRITFORLANG-00	Written Foreign Language Translation Services
<input type="checkbox"/>	505ENT-M18-TELEINTERP-00	Telephone Interpretation Services
<input type="checkbox"/>	505ENT-M18-VRIFORASL-00	Video Remote Interpreting (VRI) Services for ASL
<input type="checkbox"/>	505ENT-M18-ASLINTERP-00	In-Person ASL Interpretation Services
<input type="checkbox"/>	505ENT-M18-FORINTERP-00	In-Person Foreign Language Services

For questions on the Language Interpretation and Translation Services Contracts, refer to User Guide information on VendorNet, contact your agency purchasing office, or contact the DOA Contract Manager, Rob Penfield at 608-266-0817 or via e-mail at [robert.penfield@wisconsin.gov](mailto:robert.penfield@wisconsin.gov).

Complete all Sections of the form and send to the DOA Contract Manager at [robert.penfield@wisconsin.gov](mailto:robert.penfield@wisconsin.gov).

Section 1- Agency Information		
Agency and Work Unit:	Agency/Work Unit Address:	Date:
Name:	Telephone Number:	Email address:
Date(s) of services received:		
Name, Address of Vendor:		
How was the Vendor paid? (P-card or Invoice):		

Check all that apply	Section 2-Agency Purchasing Situation
<input type="checkbox"/>	This was an <b>emergency</b> situation and none of the Contracted Vendors were able to provide an Interpreter immediately.
<input type="checkbox"/>	This was a <b>non-emergency</b> situation and none of the Contracted Vendors were able to provide services due to capacity or resources (staff).
<input type="checkbox"/>	Other reason (must provide details below in Section 3 - Justification)

Section 3 – Justification for the Waiver
Provide a detailed description of the situation and the total cost for the services obtained. In addition to providing the total cost, the agency must show the unit price (per hour/per minute/per word) and any other fees/costs paid (i.e. travel time, WI Court Certified, less than 24-hour notice, etc.).

**FOR STATE BUREAU OF PROCUREMENT USE ONLY**

Waiver Granted with Release Number:		Date:
Waiver Not Granted with given reason:		Date:
Signature of Authority: DOA Contract Manager, Rob Penfield		
Additional Notes:		