

This and the following 4 pages comprise Schedule 2 to the Framework Agreement between the Scottish Ministers and [REDACTED]

## SCHEDULE 2 - PRICING SCHEDULE

Face to Face Interpreting Services - DPSI & Equivalent Rate/Hour	
	£ excl. VAT
In Office Hours (8am – 6pm) - Pre Booked - Price per Hour	[REDACTED]
In Office Hours 8am-6pm - Booked less than 24 hours prior to the appointment time - Price per Hour	[REDACTED]
Weekday Evening (6-12pm) - Price per Hour	[REDACTED]
Weekday Night (12pm-8am) – Price per hour	[REDACTED]
Weekend/Holidays (12pm Friday – 8am Monday) – Price per hour	[REDACTED]
Cancellation Fee* - Single Day Assignments - (less than 24 hours' notice)	2 hours x £ hourly DPSI & Equivalent rate. See also clause 10 and 12 below)
Cancellation Fee* - Block Bookings/Floating Trials – (less than 48 hours notice prior to the first day of the booking) – See Annex A of Schedule 2 - Pricing Schedule - for further details and examples.  NOTE : Cancellation Fees will also apply where a booking is cancelled part way through. – See Annex A of Schedule 2 – Pricing Schedule – for further details and examples.	3.5 hours x £ hourly DPSI & Equivalent rate for each day booked - capped at maximum of 5 days or the duration of the booking as detailed on the order form (whichever is the lesser). See also clause 11 and 12 below)
Floating Trials – Allowance paid daily during the floating trial period that the interpreters services are not required - See Annex A of Schedule 2 - Pricing Schedule - for further details and examples.	3.5 x £ hourly DPSI & Equivalent rate
* Cancellation fees will only apply where an interpreter is unable to book alternative jobs via the original booking supplier. Please refer to Annex A of this Schedule 2 – Pricing Schedule. This will be managed by the framework suppliers.	
Face to Face Interpreting Services – Standard Interpreter Rate/Hour	
	£ excl. VAT
In Office Hours (8am – 6pm) – Pre Booked - Price per Hour	[REDACTED]
In Office Hours 8am-6pm - Booked less than 24 hours prior to the appointment time - Price per Hour	[REDACTED]
Weekday Evening (6-12pm) – Price per Hour	[REDACTED]
Weekday Night (12pm-8am) – Price per Hour	[REDACTED]
Weekend/Holidays (12pm Friday – 8am Monday) – Price per Hour	[REDACTED]
Cancellation Fee* - Single Day Assignments - (less than 24 hours' notice)	2 hours x £ hourly fee Standard Interpreter rate. See also clause 10 and 12 below)
Cancellation Fee* - Block Bookings/Floating Trials – (less than 48 hours notice) – See Annex A of Schedule 2 – Pricing Schedule - for further details and examples.  NOTE : Cancellation Fees will also apply where a booking is cancelled part way through. – See Annex A of Schedule 2 – Pricing Schedule – for further details and examples.	3.5 hours x £ hourly Standard Interpreter rate for each day booked - capped at maximum of 5 days or the duration of the booking as detailed on the order form (whichever is the lesser)

	See also clause 11 and 12 below)
Floating Trials – Allowance paid daily during the floating trial period that the interpreters services are not required – See Annex A of Schedule 2 – Pricing Schedule – for further details and examples.	3.5 x £ hourly Standard Interpreter rate
* Cancellation fees will only apply where an interpreter is unable to book alternative jobs via the original booking supplier. Please refer to Annex A of this Schedule 2 – Pricing Schedule. This will be managed by the framework suppliers.	
<b>Remote Video Interpreting/Minute</b>	
	<b>£ excl VAT</b>
Price per Minute using Framework Public Body Systems	██████
Price per Minute using Supplier Systems	██████
<b>Telephone Interpreting Services/Minute</b>	
	<b>£ excl VAT</b>
Price Per Minute Pre Booked	██████
Price Per Minute On Demand	██████
<b>Translation Services/Word</b>	
	<b>£ excl VAT</b>
Price Per Word Primary Translations (against the submitted document word count)	██████
Price Per Word Secondary Proof Reading	██████
<b>Transcription/Hour</b>	
	<b>£excl VAT</b>
Price Per Hour	██████

### Pricing and Price Variations

1. The Prices contained within the Pricing Schedule are firm from commencement until the first anniversary of the Framework commencement date.
2. Accordingly, the Contractor may not unilaterally increase the prices in the Pricing Schedule. But nothing in this Framework Agreement prevents the Contractor from improving on the prices in the Pricing Schedule for the purposes of a Call-off Contract.
3. Pricing for the second, third and fourth years of the framework will be linked to the CPI index. Prices may be varied, up or down, on the anniversary of the Framework commencement date. Increases to prices will not exceed the average percentage movement of the CPI during the preceeding 12 month period.
4. The Contractor will provide written request, including full justification, for any variation to prices not less than two months after the anniversary of the commencement date. Scottish Ministers will only accept any variation to prices where it is deemed the variation represents value for money.

### Face to Face Interpreting

5. Prices are fixed hourly rates for delivery of interpreting services in accordance with the minimum standards specified in the Statement of Requirements
6. Hourly rates are inclusive of all costs associated with delivery of interpreting services in accordance with the minimum standards specified in the Statement of Requirements at Schedule including, but not necessarily limited to, all management fees, all travel and other normal out of pocket expenses
7. A minimum fee of 2 hours x the agreed fixed hourly rate will be payable to the Interpreter where the duration of an attendance at a face to face interpreting assignment lasts less than 2 hours.
8. Hourly rates are fixed i.e. not subject to variation for the complete duration of the first year of the framework, and exclusive of VAT.
9. Cancellation fees will only apply where an interpreter is unable to book alternative jobs via the original booking supplier. Please refer to Annex A of this Schedule 2 – Pricing Schedule for further information and examples. This will be managed by the framework suppliers.
10. For Single Bookings of one day or less in duration, where the Framework Public Body cancels an order with less than 24 hours' notice, a payment equivalent to 2 hours at the relevant framework hourly rate as detailed in the Pricing Schedule table above will be applicable.
11. Block Bookings/Floating Trials of more than one day in duration, where the Framework Public Body cancels an order with less than 48 hours' notice (before the first day of the booking), a payment at the relevant framework hourly rate as detailed in the Pricing Schedule table above will be applicable.
12. Where a Framework Public Body cancels an order as described in paragraph 10 and 11 above and the relevant cancellation fees are payable, the Framework Supplier will ensure payment of the equivalent number of hours is paid directly to the interpreter at a rate no less than the hourly rate agreed between the Contractor and the Interpreter for the specific job in question.

### **Remote Video Interpreting**

13. Prices are fixed rates for delivery of remote video interpreting for delivery of interpreting services in accordance with the minimum standards specified in the Statement of Requirements at Schedule 1.
14. The Framework Public Body shall only pay from the time connected to the Interpreter and shall be charged by the minute. There will be no minimum call duration charges.
15. Rates are inclusive of all costs associated with delivery of interpreting services in accordance with the minimum standards specified in the Statement of Requirements at Schedule 1 including, but not necessarily limited to all management fees.
16. Rates are fixed i.e. not subject to variation for the complete duration of the first year of the Framework, and exclusive of VAT.

### **Telephone Interpreting**

17. Prices are fixed rates for delivery of telephone interpreting services in accordance with the minimum standards specified in the Statement of Requirements at Schedule 1.
18. The Framework Public Body shall only pay from the time connected to the Interpreter and shall be charged by the minute. There will be no minimum call duration charges.
19. Rates are fixed i.e. not subject to variation for the complete duration of the first year of the Framework, and exclusive of VAT.

### **Translation**

20. Prices are fixed for delivery of translation services in accordance with the minimum standards specified in the Statement of Requirements at Schedule 1..
21. Prices are inclusive of all costs associated with delivery of translation services in accordance with the minimum standards specified in the Statement of Requirements at Schedule 1 including, but not necessarily limited to, all management fees, all travel and other normal out of pocket expenses
22. Prices are for translation into and out of English
23. Prices will be applied on a pro rata basis against the submitted document word count e.g. the price for a completed translation from a submitted document with 750 words will be:  
Rate per submitted word x 750
24. Prices are fixed i.e. not subject to variation for the complete duration of the first year of the Framework, and exclusive of VAT

### **Transcription**

25. Prices are fixed for delivery of transcription services in accordance with the minimum standards specified in the Statement of Requirements at Schedule 1.
26. Prices are inclusive of all costs associated with delivery of transcription services in accordance with the minimum standards specified in the Statement of Requirements at Schedule 1 including, but not necessarily limited to, all management fees, all travel and other normal out of pocket expenses
27. Prices are for transcription into and out of English
28. Prices will be applied on a pro rata basis against the length of the media to be transcribed e.g. the price for transcription of a CD comprising 1.5 hours of audio will be: Rate per hour x 1.5
29. Prices are fixed i.e. not subject to variation for the complete duration of the first year of the Framework, and exclusive of VAT

### **Travel & Subsistence Arrangements for Interpreters**

30. The Contractor will provide a face-to-face interpreter from within 45 miles of the location that the assignment is required. Where ever possible local interpreters will be provided.
31. The Authority recognises that in exceptional circumstances an interpreter may be sourced from more than 45 miles of the location of the assignment. In these circumstances the

Contractor will provide justification why that is the case for the Framework Public Body to review prior to confirming the order.

32. In circumstances where the Contractor can only provide an interpreter from more than 45 miles of the location of the assignment the Framework Public Body has sole discretion to accept or refuse services from the interpreter proposed.
33. Where the Framework Public Body accepts such an interpreter, the Framework Public Body will pay travel and subsistence costs.
34. Once it has been established and agreed that the journey is unavoidable, and prior to the journey being undertaken, the Framework Public Body must be content that that the most effective method of travel is selected from the following:
  - public transport (including bus, rail, air and ferry)
  - official allocated car if available
  - hired car
  - taxi hire
  - privately owned motor vehicle

The aim is to use the most efficient, economic and environmentally sound means of travel, whilst minimising chargeable time. The Contractor must consider the range of fare options available. This should include special fare promotions, day returns, saver and season tickets and any other fares offers where their use does not impair the efficiency of the journey being undertaken. Low carbon transport is favoured.

35. The Framework Public Body must satisfy themselves that journey and means of travel are fair and reasonable before the journey is undertaken. If the journey is undertaken without prior approval from the Framework Public Body, or the means of travel used are different from what is agreed then travel and subsistence is unlikely to be paid.

### **Travel expenses**

36. Travel and subsistence rates payable for journeys that meet the criteria below reflect the rates payable to public servants. Our expectation is that interpreters should receive the maximum of these rates where possible. This will be agreed in advance with the Framework Public Body.
37. Travel by public transport is encouraged and will be paid at cost and on presentation of properly receipted invoices only.
38. Only rail travel by Standard class will be paid, only air travel by Economy class will be paid.
39. Where travel by car is unavoidable, motor mileage rates will be paid consistent with the following rates:

Mileage Type	Rate
Motor Mileage Rate	£0.45 per mile
Passenger Supplement	£0.05 per passenger
Equipment Supplement	£0.02 per mile

40. Mileage will be paid for the total distance of the journey less the 45 miles each way (90 miles return).

41. Travel by air will be restricted to exceptional circumstances and must be agreed in advance with the Framework Public Body
42. Travel Time will only be paid in the following circumstances and must be agreed in advance with the Framework Public Body:
  - Where the Contractor is required to source an interpreter from outwith the 45 miles each way maximum distance **and** travel to and from that assignment exceeds 90 minutes each way
  - Where an overnight stay is required to fulfil an assignment (travel time will be paid on the day of travel)
43. In both circumstances detailed at clause 39 above, travel time will be paid at 50% of the applicable hourly rate for the assignment and will be limited to the actual time spent travelling.
44. For the purposes of travel time, the point of origin for the journey will be the closest to the place of the assignment from either;
  - the place of business of the Contractor
  - the home of the interpreter

#### **Subsistence**

45. 24 hour subsistence will only be paid where all three of the following circumstances apply and must be agreed in advance with the Framework Public Body:
  - Where an interpreter incurs costs for overnight accommodation
  - Where the Contractor is required to source an interpreter from outwith the 45 miles each way maximum distance; and
  - Where travel to and from that assignment exceeds 90 minutes each way
46. 24 hour subsistence comprises the receipted cost of bed, breakfast and dinner up to a capped limit. The current capped limit is:
  - £75.00 for Bed and breakfast
  - £23.50 for dinner
47. Expenditure incurred on alcoholic drinks will not be reimbursed.
48. Claims for 24 hour subsistence must be supported by an original itemised receipt attached to the invoice. Claims that are not supported by an itemised original receipt attached to the invoice will not be reimbursed unless a satisfactory explanation is provided to the Framework Public Body in writing.
49. The Authority recognises that in exceptional circumstances an interpreter may be unable to secure bed and breakfast costs within the capped limits. The interpreter involved must have made reasonable efforts to find suitable accommodation at the business venue within the capped limits. This includes having attempted to secure accommodation using the services of the Framework Public Bodies travel booking agent. In each instance where subsistence is likely to be incurred over the capped limits then prior approval of the Framework Public Body must be requested and obtained in advance. In these circumstances the Contractor will provide justification why that is the case for the Framework Public Body to review prior to confirming the order. In such circumstances the Framework Public Body has sole discretion to accept or refuse services from the interpreter proposed.

## Annex A to Schedule 2 – Pricing Schedule

### Further Details of Cancellation Charges Including Examples

#### **Block Bookings Cancelled with less than 48 hours notice**

- Payment of 3.5 hours x £ hourly rate applicable is paid to the interpreter for each day booked, capped at a maximum of 5 days, or the duration of the booking as detailed on the order form (whichever is the lesser).
- Cancellation fees will also apply when a booking is cancelled part way through the booking, capped at a maximum of 5 days, or the duration of the booking as detailed on the order form (whichever is the lesser).

#### **Floating Trials**

- A floating trial allowance of 3.5 hours x £ hourly rate applicable, paid daily during the floating trial period that the interpreters services are not required. This allowance will be paid in addition to any cancellation (less than 48 hours) fees applicable after commencement of the booking.
- Cancellations of less than 48 hours notice prior to commencement of the booking or after commencement of the booking - Payment of 3.5 hours x £ hourly rate applicable is paid to the interpreter for each day booked, capped at a maximum of 5 days, or the duration of the booking as detailed on the order form (whichever is the lesser).

#### Examples of Block Booking Cancellations (less than 48 hours notice):

##### **Example Booking 1:** Block Booking for 5 days

Complete block booking cancelled with less than 48 hours notice = 3.5 x £ hourly rate x 5 days payable.

##### **Example Booking 2:** Block Booking for 5 days

First 2 days completed– full payment for 2 days payable. Remaining 3 days of the booking cancelled (with less than 48 hours notice) = 3.5 hours x £ hourly rate x 3 days payable.

##### **Example Booking 3:** Block Booking for 3 days

Complete block booking cancelled with less than 48 hours notice = 3.5 hours x £ hourly rate x 3 days payable

#### Examples of Floating Trials and Cancellations (less than 48 hours notice):

##### **Example Booking 1:** Floating trial booked for 5 days.

Requirements: First 2 days not required = 3.5 hours x £ hourly rate x 2 days payable.

Last 3 days cancelled with less than 48 hours' notice = 3.5 hours x £ hourly rate x 3 days payable.

##### **Example Booking 2:** Floating trial booked for 10 days.

Requirements: First 5 days not required = 3.5 hours x £ hourly rate x 5 days payable.

Last 5 days cancelled with less than 48 hours' notice = 3.5 hours x £ hourly rate x 5 days payable.

##### **Example Booking 3:** Floating trial booked for 10 days.

Interpreter advised on day 1,2 or 3 that the trial will be cancelled for the following week.

3.5 x £ hourly rate x 5 days payable

##### **Example Booking 4:** Floating trial booked for 5 days.

Requirements: First day not required = 3.5 hours x £ hourly rate x 1 day payable. Days 2 – 4 required – full payment for 3 days payable. Day 5 cancelled with less than 48 hours' notice = 3.5 hours x £ hourly rate x 1 day payable. However, if the court made the interpreter aware on days 1 or 2 that the trial would only run for 4 days no compensation would apply for day 5 (as 48hrs notice provided).

**Cancellation allowances (less than 48 hours) will only apply where an interpreter is unable to book alternative jobs via the original booking supplier. This will be managed by the framework suppliers.**

Examples of alternative jobs:

**Example 1:** Block/Floating Trial booking for 5 days – cancelled in full with less than 48 hours notice - (no alternative jobs booked via same framework supplier) = 3.5 hours x £ hourly rate x 5 days payable.

**Example 2:** Block/Floating Trial booking for 10 days – cancelled in full with less than 48 hours notice - (no alternative jobs booked via same framework supplier) = 3.5 hours x £ hourly rate x 5 days payable – capped at maximum 5 days.

**Example 3:** Block/Floating Trial booking for 5 days – cancelled in full with less than 48 hours' notice - (Interpreter is assigned only 2 days alternative work booked via same framework supplier) = 3.5 hours x £ hourly rate x 3 days payable (i.e. for the days that alternative work is not available).

**Example 4:** Block/Floating Trial booking for 10 days – cancelled in full with less than 48 hours notice – (Interpreter is assigned only 3 days alternative work booked via the same framework supplier) = 3.5 hours x £ hourly rate x 2 days applicable (i.e. for the days that alternative work is not available – capped at maximum 5 days).