

Attachment 1

Job Descriptions, Qualifications and Requirements

The following descriptions and qualifications contain the minimum job requirements. The Contractor shall be responsible for ensuring that each candidate possesses all the required licenses and certifications associated with each job title (e.g. a lawyer must have a license to practice law). An Authorized User reserves the right to request candidates with additional qualifications. The information below is presented numerically by lot, then alphabetically within each lot. Some lots also have lot specific requirements in addition to the Job Descriptions and Qualifications.

Lot 1 - "Clerical Occupations"**Bookkeeping, Accounting, and Auditing Clerks**

Must have knowledge of basic bookkeeping, accounting and financial record keeping procedures. Some knowledge of financial terminology, payroll procedures, and budget preparation is also required; ability to compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. May also perform a variety of analysis.

Computer Operators

Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. Follow and understand instructions for development of final copy materials on word processing/computer equipment. Proofread and correct documents. Must have knowledge of business English, spelling, grammar, punctuation and arithmetic, knowledge of Office Suite software packages and ability to learn within a reasonable time. May develop graphs, spreadsheets, charts, web pages, etc.

Computer Support Specialists

Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. May enter commands at a computer terminal and set controls on computer and peripheral devices. Monitor and respond to operating and error messages. Must have advanced computer and software skill/knowledge beyond those defined in Computer Operator including skills in multiple software.

Data Entry and Word Processing

Operate data entry equipment with alphabetic and numeric keyboard; enter, verify, update, correct and retrieve information; enter information with speed and accuracy. Use word processor/computer or typewriter to prepare letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. Review and correct drafts for compliance with originals. Edit using knowledge of grammar, punctuation and spelling. Enter and retrieve data on computer terminals. Duties may include verifying data and preparing materials for printing. May perform other clerical duties as assigned.

Dispatchers - Police, Fire, and Ambulance

Receive reports from public concerning crimes and police emergencies. Broadcast orders to patrol units in vicinity of report to investigate. Operate radio, telephone, or computer equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials.

Executive Secretaries and Administrative Assistants

Must provide high-level administrative support by conducting research, preparing statistical reports and handling information requests in addition to performing clerical functions such as preparing

correspondence, receiving visitors, arranging conference calls and scheduling meetings. May also train and supervise lower-level clerical staff. Knowledge of office administration and management; proper grammar, punctuation and spelling; business communications and ability to take notes is necessary. May act as immediate supervisor's personal representative in dealing with public and in routine contacts with other State executives; perform special assignments, studies and routine administrative functions as specifically directed; screen incoming correspondence, refer to appropriate staff, and follow up to assure timely response. Perform related duties as required.

Executive Secretaries and Administrative Assistants Bi-Lingual Spanish/English

Must have full fluency in both English and Spanish language including reading, writing and speaking. Must provide high-level administrative support by conducting research, preparing statistical reports and handling information requests in addition to performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. May also train and supervise lower-level clerical staff. Knowledge of office administration and management; proper grammar, punctuation and spelling; business communications and ability to take notes is necessary. May act as immediate supervisor's personal representative in dealing with public and in routine contacts with other State executives; perform special assignments, studies and routine administrative functions as specifically directed; screen incoming correspondence, refer to appropriate staff, and follow up to assure timely response. Perform related duties as required.

File Clerks

File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested. Must be able to follow oral and written instructions.

Food Preparation Workers

Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.

Freight, Stock, and Material Movers, Hand

Load, unload and move materials at plant, yard, or other work site.

Legal Secretaries

Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers, complex legal reports and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research. Must have knowledge of: legal terminology; business communications, and general clerical skills.

Mail Clerks, Except Mail Machine Operators and Postal Service

Prepare incoming and outgoing mail for distribution. Duties include time stamping, opening, reading, sorting, and routing incoming mail; sealing, stamping, and affixing postage to outgoing mail or packages; and keeping necessary records and completed forms.

Medical Secretaries

Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports and correspondence. The Authorized User may also require the ability to take and transcribe complex medical dictation. Knowledge of business communications including proper English usage and general clerical skills.

Personnel Recruiter

Seek out, interview, and screen applicants to fill existing and future job openings and promote career opportunities within an organization.

Public Relations Manager/Public Information Officer

Plan and direct public relations programs designed to create and maintain a favorable public image for employer or client; or if engaged in fundraising, plan and direct activities to solicit and maintain funds for special projects and nonprofit organizations. Establish and maintain effective working relationships with government officials and media representatives and use these relationships to develop new business opportunities. Write interesting and effective press releases, prepare information for media kits and develop and maintain company internet or intranet web pages. Develop and maintain the company's corporate image and identity, which includes the use of logos and signage. Respond to requests for information about employers' activities or status. Draft speeches for government officials, and arrange interviews and other forms of contact for them. Evaluate advertising and promotion programs for compatibility with public relations efforts.

Receptionists/ Secretaries, Except Legal, Medical, and Executive

Provide administrative support to program areas as well as perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, providing information to callers, receiving visitors, and arranging conference calls. Answer inquiries and obtain information for general public, customers, visitors, and other interested parties.

Stock Clerks, Stockroom, Warehouse, or Storage Yard

Receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard. Keep records and compile stock reports.

Switchboard Operators, Including Answering Service

Operate telephone business systems equipment or switchboards to relay incoming, outgoing, and interoffice calls. May supply information to callers and record messages.

Lot 2 - "Hearing Reporter Service"**Hearing Reporter Service**

Provide proceeding, session or meeting reporting either stenographically or electronically. For proceedings that are stenographically recorded, and transcribed, recording shall be mechanical or electronic keyboard-operated typing devices. Backup electronic verbal recording equipment shall be operating at all times while proceedings are being reported, unless prohibited by the Hearing Officer. For proceedings that are electronically recorded, and transcribed, the hearing reporter shall obtain an accurate verbatim electronic sound record of the entire proceeding session or meetings. No part of the proceedings shall be excluded from the verbatim transcript for any reason unless the Hearing Officer so directs. Electronic recording of proceedings under this Contract shall be performed by a Hearing Reporter using four track electronic recording equipment or using an equivalent system of microphones, mixer, and electronic recorder. Backup taping is required.

Lot Specific Requirements

Proceedings are to be stenographically or electronically recorded, and transcribed as specified by the Authorized User.

The Contractor shall furnish all labor and materials required to provide proceeding, session or meeting reporting at Authorized User designated locations within the region of the Contract. A Hearing Reporter shall be at the scheduled proceeding, session, or meeting a minimum of ten (10) minutes prior to start time, and expected to stay until told they are able to leave.

Completion Requirements

Completion requirements will be agreed upon by the Authorized User and Contractor at the time of job scheduling and can only be changed with the consent of both parties.

A. Normal Completion:

The Contractor shall deliver transcripts to the Authorized User within seven (7) business days after the recorded proceeding, excluding Saturday, Sunday, and New York State designated holidays. Additional copies of public hearing proceeding transcripts shall be delivered to all ordering parties within seven (7) business days after purchase order from the ordering parties is received by the Contractor, excluding Saturday, Sunday, and New York State designated holidays.

B. Priority Completion:

The Contractor shall deliver transcripts, electronically or in hard copy as specified by the Authorized User, to the Authorized User within three (3) business days after the recorded proceeding, excluding Saturday, Sunday, and New York State designated holidays. Additional copies of public hearing proceeding transcript shall be delivered to all ordering parties within three (3) business days after purchase order for those additional copies is received by the Contractor, excluding Saturday, Sunday, and New York State designated holidays.

C. Overnight Completion:

The Contractor shall deliver transcripts to the Authorized User no later than 1:00 p.m. on the business day following the proceeding. Additional copies of proceeding transcripts shall be delivered to all ordering parties no later than 1:00 p.m. on the business day after receipt of purchase order by the Contractor.

D. Immediate Completion:

The Contractor shall deliver transcripts no later than 9:00 p.m. on the date of the proceeding. Additional copies of public hearing proceeding transcripts shall be delivered to all ordering parties no later than 9:00 p.m. on date of the receipt of the purchase order by the Contractor.

E. Proceeding Cancellation:

The Authorized User shall provide the Contractor with a minimum of 24 (twenty-four) hours written notice of cancellation of any proceeding. In the event of proceeding cancellation without specific notification, the Contractor shall be entitled to minimum payment as noted below.

Minimum Fees:

Contractor shall be entitled to a minimum payment equal to the value of 20 pages at the normal delivery rate. (i.e., applies per hearing scheduled or per facility visit).

Late Completion Payment Reductions

The following payment reductions shall be assessed by an Authorized User for late completion of transcription work:

- a. One day late: Ten (10) percent per page rate reduction.
- b. Two to five days late: Fifteen (15) percent per page rate reduction.
- c. More than five days late: Thirty (30) percent per page rate reduction.

More than fifteen (15) percent of transcripts are returned late in any calendar month to any Authorized User may result in a Contractor Deficiency Report.

In the event that volume-based discounts and/or tenure discounts are applied to transaction that includes late completion payment reductions, the late completion payment reductions shall be the last price reduction applied to services billed.

Recording Requirements

All instructions by the Hearing Officer to the Hearing Reporter with respect to the Hearing Reporter's conduct and participation in proceedings shall be followed without discussion. Except where inconsistent with general or specific instructions issued by the Authorized User, every word spoken during a proceeding, session or meeting shall be transcribed by the Hearing Reporter, unless designated specifically as "off the record" by the Hearing Officer. With specific permission of the Hearing Officer, certain "off the record" statements may be recorded.

Instructions from anyone other than the Hearing Officer, concerning what shall or shall not be included in the record, shall be ignored.

The Contractor shall furnish transcript proofread with all words correctly spelled, properly hyphenated and properly punctuated. Any corrections to spelling, hyphenation or punctuation requested by the Hearing Officer shall be made without additional cost.

All original notes or other records taken in connection with any proceeding shall be held in security by the contractor for a period of time as designated by the Authorized User, not to exceed one year. Proceedings are to be stenographically or electronically recorded and transcribed. Backup electronic verbal recording equipment shall be operating at all times while proceedings are being reported, unless prohibited by the Hearing Officer.

Stenographic recording shall be mechanical or electronic keyboard-operated typing devices, and shall meet the requirements of the State Administrative Procedure Act.

Transcribed Page Requirements

Paper: Shall be white 20 LB cotton bond, 8-1/2 inch wide by 11 inches long or Authorized User may designate recycled content paper with the same specifications as noted above. Either paper shall be furnished at no additional cost.

Type: Shall be black, ten letters to the inch size and reproducible by standard office copy equipment.

Type Spacing: Shall be 25 lines minimum double spaced between lines with ruled margin of 3/8 inch on right and 1-3/4 inches on left or not to exceed 2-1/8 inches in total.

Punches: Paper shall be un-punched unless designated by the Authorized User as punched, with punch specifications. There will be no additional charge for punched paper.

Format: All transcripts shall be formatted as noted below: If Authorized User format requirements deviate from below, the Authorized User shall furnish Contractor with a sample format.

Desktop publishing is excluded from the scope of the Contract.

All pages shall be paginated in consecutive order for each proceeding report and sequential from the first to the last volume. Page numbers shall be located in the upper right hand corner of each page. Pagination will not be considered a transcribed line unless located on a line with other transcribed material.

At the opening of each proceeding and as directed by the hearing officer, the Hearing Reporter shall record and insert, in a location as directed by the Authorized User, the names and addresses of persons representing parties and participants in the proceeding.

When directed by the hearing officer, after an extended recess, the Hearing Reporter shall place in the appropriate place in the transcript on the days preceding the cumulative list of appearances up to and including that day.

Each transcript for a proceeding shall include a table of contents or index indicating page numbers of opening statements and closing arguments by counsel, lists of witnesses testifying at the hearing and all persons making statements. The table of contents or index shall also include a tabulation consisting of the number and description of each exhibit marked for identification with the page number on which the exhibit is marked for identification, and in due course, the page on which it is either received in evidence, withdrawn or rejected. The index shall also include separate tabulations consisting of a description of each document offered in reference, public documents and matters to be officially noted, and the page on which each item or document was marked for identification or received in evidence. The table of contents or index shall note the page where offers of proof were made and such other matters as the presiding officer directs.

Upon Authorized User's request, the Contractor shall have rubber stamps manufactured, per Authorized User facsimile sample, to be used by the Hearing Reporter to stamp and date exhibits and copies as directed by the hearing officer for repetitive hearing requirements. Stamps will be provided at the expense of the Contractor.

The Contractor shall retain, safeguard or distribute, per instructions from the Hearing Officer, all exhibits. Additionally, the Contractor shall cause the reporter to collect appearance cards from all persons appearing on behalf of themselves or others. Hearing cards shall contain information as designated by the Hearing Officer, and the Contractor shall file all cards with the Authorized User at the close of the hearing day.

Electronic Mailing of Transcription

An electronic version of each transcript shall be electronically mailed to the Authorized User as an encrypted message, with encrypted document attached in addition to a hard copy if requested by the Authorized User.

The file shall be computer readable identical copy of original printed transcript including pagination, 100 percent equivalent upper/lower case text and matching page and line numbers in the same sequential order

Confidentiality Requirements

The Authorized User will communicate to the Employee if a hearing has been designated closed. All recorded and hard copy testimony and material will remain the property of the Authorized User. The Contractor shall maintain the confidentiality of all material, identity of any parties and content of any material related to the hearing.

Any requests for information on closed hearings from third parties shall be reported to the Authorized User in writing within twenty four hours of the request.

All original notes or other records taken in connection with any proceeding shall be held in security by the Contractor for a period of time as designated by the Authorized User, not to exceed one year.

Public Hearing (as designated by the Authorized User):

The Authorized User, or any other purchaser of transcript or document of any hearing, investigation, session, meeting, etc., may duplicate or otherwise reproduce any document for their own use, except for sale to other prospective purchasers, without compensation to the Contractor. Any transcript or documents received by the Authorized User are public documents accessible for public inspection and copying under the terms and provisions of NYS Public Officers Law §87.

Recording Medium

All transcripts shall be typewritten or mechanical reproduced if approved in writing by the Authorized User.

Transcript in Diskette or CD-ROM Format

The Contractor shall furnish computer diskette, CD-Rom or other media in addition to paper document original. Price additional shall include cost of diskette, CD, or other media.

The diskette shall be computer readable identical copy of original printed transcript including pagination, 100 percent equivalent upper/lower case text and matching page and line numbers in the same sequential order.

Each diskette or CD shall be clearly labeled on outside of cassette or CD per Authorized User instructions supplied with the purchase order and computer file identification shall be per Authorized User requirements.

Format shall be ASCII, or generic word processing ASCII.

Lot 3 - "Transcription Service"**Transcription Service**

Transcribe judicial, administrative and criminal proceedings, including meetings, from audio cassettes, tapes, digital files, CD-Rom or other media to transcribed copy on paper or other media. Transcript shall be in verbatim form, proofread with all words spelled correctly, properly punctuated and hyphenated and grammatically correct. Shall transcribe verbatim all audible portions of the recorded proceeding. If any inaudible portions are encountered, the Contractor shall re-play the inaudible portions and if portions are still inaudible, the Contractor shall identify in the transcription the section as inaudible, and identify the length in minutes and seconds. Multilingual transcription is included in the scope of this Lot and is included in the Transcription Service job title.

Lot Specific Requirements

The Contractor shall furnish all labor and materials required to transcribe judicial, administrative and criminal proceedings, including meetings, from audio cassettes, tapes, digital files, CD-Rom or other media to transcribed copy on media specified by Authorized User.

Transcript shall be in verbatim form, proofread with all words spelled correctly, properly punctuated and hyphenated and grammatically correct. Any corrections to spelling, hyphenation or punctuation requested by Authorized User shall be made without additional cost.

Work Pick Up and Delivery

After notification by the Authorized User, the material to be transcribed will be sent via postal mail, overnight, hand delivery, or other agreed-upon method by the Authorized User to the Contractor. Alternately, the Contractor shall take delivery of audio cassettes, tapes, digital files, CD-Rom or other media at the Authorized User's designated location and times or as specified by the Authorized User.

Completed transcripts shall be sent via electronic mail, within designated times.

An electronic version of each transcript shall be electronically mailed to the Authorized User as an encrypted message, with encrypted document attached.

The file shall be computer readable identical copy of original printed transcript including pagination, 100 percent equivalent upper/lower case text and matching page and line numbers in the same sequential order

Transcription Completion Requirements

- A. **Normal Completion:**
Work completion and delivery shall be required in seven (7) business days excluding Saturday, Sunday and New York State designated holidays.
- B. **Priority Completion:**
Work completion and delivery shall be required in three (3) business days excluding Saturday, Sunday, and New York State designated holidays.

The first business day shall commence on the first business day after work pick-up; and work completion shall be after delivery to the Authorized User by close of business on the third business day.

- C. **Overnight Completion:**
The Contractor shall deliver transcripts to the Authorized User no later than 1:00 p.m. on the business day following the proceeding. Additional copies of proceeding transcripts shall be delivered via electronic mail to all ordering parties no later than 1:00 p.m. on the business day after receipt of purchase order by the Contractor for those additional copies.

D. Immediate Completion:

The Contractor shall deliver transcripts no later than 9:00 p.m. on the date of the proceeding. Additional copies of public hearing proceeding transcripts shall be delivered to all ordering parties no later than 9:00 p.m. on date of the receipt of the purchase order by the Contractor for those additional copies.

Late Completion Payment Reductions

The following payment reductions shall be assessed by an Authorized User for late completion of transcription work:

- a. One day Late: Ten (10) percent per page rate reduction.
- b. Two to five days late: Fifteen (15) percent per page rate reduction.
- c. More than five days late: Thirty (30) percent per page rate reduction

More than fifteen (15) percent of transcripts returned late in any calendar month: The State may arrange to have transcription work completed by another vendor and the Contractor having returned the transcripts late shall be liable for costs incurred over contract costs as noted in Paragraph 63 of Appendix B – Remedies for Breach. More than fifteen (15) percent of transcripts returned late in any calendar month for an Authorized User is considered poor service and may result in a Contractor Deficiency Report.

In the event that volume-based discounts and/or tenure discounts are applied to transaction that includes late completion payment reductions, the late completion payment reductions shall be the last price reduction applied to services billed.

Transcription Requirements

The Contractor shall transcribe verbatim all audible portions of the recorded proceeding. If any inaudible portions are encountered, the Contractor shall re-play the inaudible portions and if portions are still inaudible, the Contractor shall identify in the transcription the section as inaudible, and identify the length in minutes and seconds.

Not more than one out of every ten transcriptions delivered to a single Authorized User should have repeated reports of inaudible sections. Greater frequency may result in a Contractor Deficiency Report.

Desktop publishing is excluded from the scope of the Contract.

Recording Medium

Contractor shall have equipment to transcribe from audio cassettes, tapes, digital files, CD-Rom or other media.

Transcription in Diskette or CD-ROM Format

The Contractor shall furnish computer diskette, CD-Rom or other media in addition to paper document original.

The diskette shall be computer readable identical copy of original printed transcript including pagination, 100 percent equivalent upper/lower case text and matching page and line numbers in the same sequential order.

Each diskette or CD shall be clearly labeled on outside of cassette or CD per Authorized User instructions supplied with the purchase order and computer file identification shall be per Authorized User requirements.

Format shall be ASCII, or generic word processing ASCII.

Lot 4 - "Financial Occupations"**Accountant 1**

Knowledge of Generally Accepted Accounting Principles (GAAP) is necessary. Knowledge of automated accounting systems is expected. Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards. Report to management regarding the finances of establishment. Establish tables of accounts and assign entries to proper accounts. Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology. Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements. Maintain or examine the records of government agencies. Advise clients in areas such as compensation, employee health care benefits, the design of accounting or data processing systems, or long-range tax or estate plans. Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs. Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice. Requires 24 undergraduate and/or graduate semester credit hours in accounting and/or auditing and minimum of two years experience in accounting or finance. Experience in financial statement preparation and analysis, cash flow analysis, internal control policies and procedures, and consolidations is expected.

Accountant 2

In addition to Accountant 1 requirements, shall be responsible for helping to implement and maintain accounting control policies and procedures. Provide reports on operating performance; financial reporting policies; tax reporting; audit control; revenue and expense analysis; and forecasting (budgeting) of financial results and cost standards. Must have some knowledge of governmental accounting. Requires a B.S. or B.A. degree in accounting or finance, with a M.B.A. or C.P.A. /C.M.A. preferred. Minimum of four years experience in accounting or finance.

Auditors

Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data.

Statistical Assistants

Compile and compute data according to statistical formulas for use in statistical studies. May perform actuarial computations and compile charts and graphs for use by actuaries. Include actuarial clerks.

Lot 5 - "Legal Occupations"**Paralegals and Legal Assistants**

Assist lawyers by researching legal precedent, investigating facts or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action. Works under the direct supervision of an attorney. Must have knowledge of basic legal processes; legal terminology and legal forms; legal research techniques; ability to read, understand and interpret laws, legal documents and other written material. Paralegals must possess paralegal certification. Legal assistants must possess a minimum of an Associates' degree in legal assistance OR an Associate's degree and a certificate of completion of a Legal Assistant Certificate Program from an accredited college. Both titles should have a minimum of two years' of experience providing complex clerical level legal support services to an attorney OR on contested cases overseen by an attorney This category is intended to exclude attorneys.

Lawyers

Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, and manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law. Posses a valid degree, New York State bar admission and licensure is required.

Authorized Users are reminded that approval from the State of New York Office of the Attorney General is required prior to engaging the services of outside counsel. Please refer to "Attachment 11 – Outside Counsel Contracts Memorandum".

Lot 6 - "Translation Services and Interpretation"**Translation - American Sign Language Interpreters**

Must be able to effectively convey the messages being voiced by a hearing person in sign language to hearing impaired individuals and to voice to the hearing person what is being communicated in sign language by the hearing impaired individual. Shall ensure all interpretation is done accurately without embellishment or omission and ensure that the most accurate interpretation of each statement is used. Interpreted communication must be conveyed effectively, accurately, impartially and in a culturally competent manner. Interpreters must have received Registry of Interpreters for the Deaf (RID) certification (www.rid.org).

Translation - Consecutive Interpreters

The interpreter is physically present in the room and translates short utterances, normally a sentence or two at a time. Usually bi-directional between two languages, for example, interpreting French to a listener in English, and then translating the English back into French. This form of interpretation makes it possible for an interpreter to ask the speaker for an explanation if there is an understanding difficulty.

Translation - Simultaneous Interpreters

The interpreter speaks at the same time as the speaker, usually in a conference or meeting. The interpreter listens to one language and speaks in another. The voices overlap as they are speaking at the same time.

Translation - Over the Phone

Interpretation is done over the phone. Interpretation usually done consecutively or in some cases if the technology is available may be simultaneous.

Translation - Written Translation

To provide written conversions of source texts in one language into target texts written in another language, with the meaning and intent of the original source text retained.

Translation Services Requirements – Written Translation

The Contractor shall provide written conversions of source texts in one language into target texts written in another language, with the meaning and intent of the original source text (Translation). Contractor must be familiar with different variations and dialects of languages. Services shall include translation of documentation by technically qualified and experienced native-speaking language specialists, proofing, and editing and output in the required media format (i.e., hardcopy or electronic). Projects may include sending completed work to another party for review at the expense of the Authorized User. The Contractor must be able to provide documentation as to how accuracy is ensured and a quality product delivered. In addition, the Contractor shall provide comprehensive support services to Authorized Users by providing project management, consultation and deliverables. Required field of expertise includes, but not limited to, the translation of business, legal and technical documents, manuals and audio in multilingual translations that are accurate, clear and are culturally and politically sensitive to the social environment of the target reader/audience. The translation must be formatted to match the original version. A template may be provided by the Authorized User in English for conversion to requested language. Bidder must be able to provide versions that provide languages that include other characters such as Chinese, Japanese, and Cyrillic alphabet characters. Accuracy and consistency is critical in the published work. The document shall be translated in a format specified by the Authorized User and delivered via electronic mail over a secure server or provided on CD as specified by the Authorized User. The person designated by the Contractor to provide translation services must possess sufficient education, training, and experience to proficiently translate written communication from English to the Authorized User's requested language and Authorized User's requested language/target language to English. A single translator shall be used to complete each document to ensure continuity and consistency in terminology, ethnically sensitive tone, and appropriate marketing dialogue. In the event that an order is exceptionally large and requires the work of more than one translator to maintain timeliness it is acceptable for multiple translators to work on the order, but each individual document of

the order shall be assigned to a single translator. The Contractor shall translate documents at the same reading level as the source material. Although there may be times when it is appropriate to write in regional or class dialect, such as targeted advertising, business communications must always be written in Standard Language.

Services may be performed at any location mutually agreed to by the Contractor and the Authorized User. The Authorized User shall determine the format and specific requirements for the written translations. Every major language has regional and class variations which must be correctly included in the translation for accuracy. Completion time and estimated total cost based on the number of words and the speed of translation will be agreed upon between the Authorized User and the Contractor prior to each assignment.

Desktop publishing is excluded from the scope of the Contract.

After notification by the Authorized User, the Contractor shall take delivery of written translation as specified by the Authorized User. Completed transcripts shall be delivered to the Authorized User within designated times. Written translation shall be billed by the word.

Translated documents needed quicker than three days will be considered rush delivery, and an additional rush charge may apply. Contractor must be willing to provide the percentage amount or dollar amount for the request to rush in this document.

Contractor will be paid for any performance completed at their proposed per word rate for:

- Any assignment canceled by the Authorized User prior to completion by the Contractor provided the Contractor is performing within the stated parameters of the assignment.
- Any assignment modified by the Authorized User prior to completion by the Contractor.
- Other unusual circumstances approved by the requesting Authorized User.

A Bidder must provide documentation to indicate how translations are determined to be accurate. Examples included back translation and a written explanation of Bidder's internal review process. An Authorized User may ask for this information at its discretion. The documents should be translated at the same grade or literacy level.

Translation Services Requirements – Over the Phone Translation

The Contractor shall provide support services to an Authorized User by providing oral multilingual interpretation (Simultaneous and/or Consecutive as specified) services over the phone for meetings, conferences, or other forms of over the phone voice communication from a source language to the target language. Bidder must be familiar with different variations and dialects of all languages bid. Services shall be performed by professional and experienced interpreters that possess demonstrated proficiency levels that range from the ability to speak the language with sufficient structural accuracy and vocabulary, to effective participation in most formal and informal conversations on practical, social and professional topics. The maximum proficiency level will demonstrate that of a highly articulate well-educated native speaker which reflects the cultural standards of the country where the language is natively spoken.

The requesting Authorized User will specify in writing the language requirement, dates and times and any required certifications or accreditation necessary. Services may be performed on any phone line mutually agreed to by the Contractor and the Authorized User.

Authorized User testing may be required to determine qualified proficiency level for some tasks. The Contractor shall provide consultation and planning assistance to an Authorized User for conference interpretation services to determine interpretation requirements, when necessary.

Contractor shall provide qualified Candidate(s) for interpretation services for any and all languages requested by the Authorized User within a one week time frame. Failure to do so more than twice in a month will count as a service level failure and may result in a Contractor Deficiency Report.

Arriving at Scheduled Location for Performance – An Interpreter is required to be present on the line at the start of the scheduled appointment. The Contractor is responsible for taking all necessary actions to maintain accurate times, locations, directions, telephone numbers, contact person(s) and any other information or actions to ensure that they are present at the proper location and on time.

Interpretation Services Requirements – Simultaneous and Consecutive

The Contractor shall provide support services to an Authorized User by providing oral multilingual interpretation (Simultaneous and/or Consecutive as specified) services for meetings, conferences, seminars, litigation proceedings, briefings, training, escort and other forms of voice communication requirements from a source language to the target language. A Bidder must be familiar with different variations and dialects of all languages bid. Services shall be performed by professional and experienced interpreters that possess demonstrated proficiency levels that range from the ability to speak the language with sufficient structural accuracy and vocabulary, to effective participation in most formal and informal conversations on practical, social and professional topics. The maximum proficiency level will demonstrate that of a highly articulate well-educated native speaker which reflects the cultural standards of the country where the language is natively spoken.

The requesting Authorized User will specify in writing the language requirement, location, dates and times and any required certifications or accreditation necessary.

Authorized User testing may be required to determine qualified proficiency level for some tasks. The Contractor shall provide consultation and planning assistance to an Authorized User for conference interpretation services to determine interpretation requirements, when necessary.

Contractor shall provide qualified Candidate(s) for interpretation services for any and all languages requested by the Authorized User within a one week time frame. Failure to do so more than twice in a month will count as a service level failure and may result in a Contractor Deficiency Report.

Interpretation Services will be performed “on-site” at the location indicated by the Authorized User and may be required at virtually any time and in any location within a region.

Arriving at Scheduled Location for Performance – Unless an Authorized User has specified a longer period, an Interpreter is required to arrive at least fifteen (15) minutes prior to the scheduled time of on-site performance to receive any instructions from the Authorized User. The Contractor is responsible for taking all necessary actions to obtain adequate transportation, accurate times, locations, directions, telephone numbers, contact person(s) and any other information or actions to ensure that they are present at the proper location and on time. Contractor must be aware of and adhere to any security clearances if applicable at Authorized User’s location, which may include providing photo identification.

Late Arrival Payment Reductions

Late Arrival Payment Reductions – Lateness is defined as late arrival to the scheduled engagement that does not result in the cancellation of the event. For Consecutive and Simultaneous Interpretation, Employees must arrive 15 minutes prior to the scheduled event and any time after is considered a late arrival. For Over the Phone Interpretation, interpreters must be present on the line at the start of the scheduled appointment and any time after is considered a late arrival. An Authorized User shall not pay for any time for the period the Employee was late from the total period scheduled. More than three late arrivals in a one month period by the same Employee may result in removal from a position based on the discretion of the Authorized User. In addition, more than seven late arrivals by multiple employees from a

single Contractor provided to a single Authorized User may be considered a failure to meet the Required Service Level and may result in a Contractor Deficiency Report.

Late Arrival Payment Reductions that results in the cancellation of the event – Some projects require interpretation as a critical step in serving the project's mission. For these projects the late arrival of an interpreter may result in the cancellation of the event. An Authorized User is required to notify the Contractor if late arrival of an interpreter will result in the cancellation of the event and with the duration of lateness that results in service cancellation. Such notice shall be in writing to the Contractor with a copy to the purchasing officer for this Contract. That notification results in higher penalties for late arrivals which cause an event cancellation. Late arrivals which force the event being interpreted to be cancelled are not acceptable. Two or more occurrences of late arrivals resulting in cancellation for the same Authorized User may result in a Contractor Deficiency Report.

In the event that volume-based discounts and/or tenure discounts are applied to transaction that includes late completion payment reductions, the late completion payment reductions shall be the last price reduction applied to services billed.

Performance Time – Performance time for Consecutive and Simultaneous Interpretation shall consist of the total time the Interpreter is on-site performing services under the Contract. This time shall include the fifteen (15) minutes preceding the scheduled time for performance or any longer time requested by the Authorized User until the time the Authorized User expressly tells the Interpreter that they are finished for the day and should leave, inclusive of any waiting time by the Interpreter. Performance time for Over the Phone Interpretation shall consist of the total time the Interpreter is on the line performing services under the Contract. This time shall begin at the start of the scheduled time for performance until the time the Authorized User expressly tells the Interpreter that they are finished and may disconnect from the line, inclusive of any waiting time by the Interpreter.

Repeated instances (3 in a quarter) of early departure by the same interpreter shall result in that interpreter being disqualified from serving the State. More than five early departures in a one month period by interpreters from the same Contractor shall be result in a Contractor Deficiency Report.

At any time following interpretation services the Contractor may be required by the Authorized User to answer questions or receive additional instructions. The Contractor must keep an accurate record of all performance time. The Authorized User, upon the completion of performance, will verify this record.

In person translation services shall be billed in thirty minute increments based on the Contractor's hourly rates. Payment will be made for the total time rounded to the next thirty minute increment.

Over the phone translation shall be billed by the minute.

Minimum Fees:

A Contractor will be paid a minimum of one hour of their proposed rate for the following:

- Any appointment canceled with less than a twenty-four (24) hour notice from the scheduled appointment time.
- Any appointment where performance time for services is for less than one full hour.
- Other unusual circumstances approved by the Authorized User.

Contractor will be paid for a minimum of one hour for on-site work, unless Contractor is late for the scheduled appointment. For unplanned services requested outside an Authorized User's normal operating hours (8am to 5 pm, Monday through Friday), an interpreter may be compensated one additional hour. This requirement applies to all in-person interpretation services.

Translating and Interpreting Event Cancellation:

In the event of proceeding cancellation without specific notification, the Contractor shall be entitled to minimum payment as noted above. As long as on-time, Contractor will be paid for any performance completed at their proposed per word rate for:

- Any assignment canceled by the Authorized User prior to completion by the Contractor provided the Contractor is performing within the stated parameters of the assignment.
- Any assignment modified by the Authorized User prior to completion by the Contractor.
- Other unusual circumstances approved by the requesting Authorized User.

Lot 7 - "Miscellaneous Health Occupations"**Audiologists**

Assess and treat persons with hearing and related disorders. May fit hearing aids and provide auditory training. May perform research related to hearing problems. May also complete medical necessity reviews for requests for hearing aids.

Dietitians & Nutritionists

Plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease. May supervise activities of a department providing quantity food services, counsel individuals, or conduct nutritional research.

Home Health Aides

Provide routine, personal healthcare, such as bathing, dressing, or grooming, to elderly, convalescent, or disabled persons in the home of patients or in a residential care facility.

Medical and Clinical Laboratory Technicians

Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.

Mental Health & Substance Abuse Social worker

Assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education.

Occupational Therapist Assistants

Assist occupational therapists in providing occupational therapy treatments and procedures. May, in accordance with State laws, assist in development of treatment plans; carry out routine functions, direct activity programs, and document the progress of treatments. Generally requires formal training.

Occupational Therapists

Assess, plan, organize, and participate in rehabilitative programs that help restore vocational, homemaking, and daily living skills, as well as general independence, to disabled persons. May also complete medical necessity reviews for requests for highly complex durable medical equipment, supplies and OT services. Possess a valid degree and New York State licensure.

Pharmacist

Compound and dispense medications following prescriptions issued by physicians, dentists, or other authorized medical practitioners. Possess a valid degree and New York State licensure.

Physical Therapist Assistants

Assist physical therapists in providing physical therapy treatments and procedures. May, in accordance with State laws, assist in the development of treatment plans, carry out routine functions, document the progress of treatment, and modify specific treatments in accordance with patient status and within the scope of treatment plans established by a physical therapist. Generally requires formal training.

Physical Therapists

Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and decrease or prevent deformity of patients suffering from disease or injury. May also complete medical necessity reviews for requests for durable medical equipment and supplies as well as develop coverage criteria, maintain provider manuals and assist beneficiaries and providers in obtaining necessary services. Possess a valid degree and New York State licensure.

Physician Assistants

Provide healthcare services typically performed by a physician, under the supervision of a physician. Conduct complete physicals, provide treatment, and counsel patients. May, in some cases, prescribe medication. Must graduate from an accredited educational program for physician assistants.

Speech-Language Pathologists

Assess and treat persons with speech, language, voice, and fluency disorders. May select alternative communication systems and teach their use. May perform research related to speech and language problems.

Lot 8 - “Physicians and Nurses”**Family and General Practitioners**

Diagnose, treat, and help prevent diseases and injuries that commonly occur in the general population. Provide comprehensive medical services for members of family, regardless of age or sex, on continuing basis: Examine patients, using medical instruments and equipment. Elicit and record information about patient's medical history. Order or execute various tests, analyses, and diagnostic images to provide information on patient's condition. Analyze reports and findings of tests and examination, and diagnose condition of patient. Administer or prescribe treatments and medications. Promote health by advising patients concerning diet, hygiene, and methods for prevention of disease. Inoculate and vaccinate patients to immunize patients from communicable diseases. Provide prenatal care to pregnant women, deliver babies, and provides postnatal care to mothers and infants. Perform surgical procedures commensurate with surgical competency. Refer patients to medical specialist for consultant services when necessary for patient's well-being. Possess a valid license to practice medicine in the State of New York. Possess and maintain a valid Federal Narcotics Number.

Nurses, Licensed Practical and Licensed Vocational

Provide nursing care under the direction of an RN, physician, or other authorized health care provider. Administer medications as directed. Provide bedside nursing care, including services requiring sterile techniques. Observe, measure, record, and report indications of patient health status. Perform more specialized tasks routinely, such as catheterizations and suctioning and others sparingly, such as IV therapy, with additional training. Administer blood and blood products. Licensing required. Licensed Practical Nurses and Licensed Vocational Nurses must have a minimum of one year work experience post licensure.

Nurses, Registered

Diagnose and treat a patient's health problems. Perform health assessments to identify new symptoms of possibly undiagnosed conditions or complications. Administer medication. Manage and deliver restorative or palliative care to the ill, disabled and dying. Teach and counsel patients about maintenance of health and prevention of illness or complications. Contribute as a member of an interdisciplinary health care team and as a consultant on health related committees to plan and implement the health care needs of consumers. Execute medical regimens as prescribed by licensed physicians, dentists, nurse practitioners, physician assistants, and podiatrists, and dentists. Includes advance practice nurses such as: clinical nurse specialists, certified nurse midwives, and certified registered nurse anesthetists. Advanced practice nursing is practiced by RNs who have specialized formal, post-basic education and who function in highly autonomous and specialized roles. Registered nurses must be licensed and have a minimum of one year work experience post licensure.

Nurses, Registered Bi-Lingual Spanish/English

Same requirements as for “Nurses, Registered” position. Must have full fluency in both English and Spanish language including reading, writing and speaking.

Nurse Practitioner

Perform physical examinations, diagnose illnesses and conditions and prescribe a plan of corrective care, exclusively within their specialty area of practice in collaboration with a licensed physician. Order, interpret and evaluate diagnostic tests to identify and assess patient's clinical problems and health care needs. Record physical findings, and formulates plan and prognosis, based on patient's condition. Discuss case with physician and other health professionals to prepare comprehensive patient care plan. Submit health care plan and goals of individual patients for periodic review and evaluation by physician. Prescribe or recommend drugs or other forms of treatment such as physical therapy, inhalation therapy, or related therapeutic procedures. May refer patients to physician for consultation or to specialized health resources for treatment. May be designated according to field of specialization as Pediatric Nurse Practitioner. Must have a New York State License to practice as a Registered Professional Nurse; and certification by the New York State Education Department in a specialty area to practice as a Nurse Practitioner.

Nursing Aides, Orderlies, and Attendants

Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens.

Lot 9 - "Dental Services"

Dental Assistants

Assist dentist, set up patient and equipment, and keep records.

Dental Hygienists

Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop X-rays, or apply fluoride or sealants. May also review requests for services and make recommendations to the staff dentists for final determination of prior authorization.

Dentists, General

Diagnose and treat diseases, injuries, and malformations of teeth and gums and related oral structures. May treat diseases of nerve, pulp, and other dental tissues affecting vitality of teeth. May also review complex requests and make clinical determinations for procedures and services which require prior authorization. Possess a valid dental degree and New York State licensure.

Lot 10 - "Psychiatric Services"**Psychiatrist**

Screen patients to determine need for psychiatric treatment/admission to program. Obtain medical information from the other treatment providers. Patient screening, evaluations, treatment planning, education management, consultation to staff, education and training for the staff and related duties. Order laboratory tests and other routine diagnostic procedures in coordination with treatment plan. Evaluate laboratory tests and history to determine if findings are within normal limits and, when necessary, refer cases to primary physicians, noting abnormalities, recommendations for additional diagnostic procedures, possible diagnosis and treatment recommendations and plans. Formulate diagnosis and treatment plans. Refer patients to other treatment providers based on diagnostic and treatment needs. Explain to and answer questions from patients, their caregivers and families about treatment plans, test procedures and psychiatric diagnosis. Comply with American Medical Association, Joint Commission, Federal, State and local standards relating to patient care and related activities. Prescribe medications in accordance with the guidelines of the program, OMH/Facility policy. Counsel and instruct patients and caregivers about their conditions and health issues, such as effects of nutrition, exercise, drugs, alcohol. Be board-certified or board-eligible Child and/or Adult psychiatrist by the American Board of Psychiatry and Neurology. Possess a valid license to practice medicine in the State of New York. Possess and maintain a valid Federal Narcotics Number.

Psychologists, Clinical

Diagnose or evaluate mental and emotional disorders of individuals through observation, interview, and psychological tests, and formulate and administer programs of treatment.

Lot 11 - "Light Industrial Occupations"**Asbestos Removal Worker**

Remove asbestos from ceilings, walls, beams, boilers, and other structures, following hazardous waste handling guidelines. Assemble scaffolding and seal off work area, using plastic sheeting and duct tape. Position mobile decontamination unit or portable showers at entrance of work area. Build connecting walkway between mobile unit or portable showers and work area, using hand tools, lumber, nails, plastic sheeting, and duct tape. Position portable air evacuation and filtration system inside work area. Spray chemical solution over asbestos covered surfaces, using tank with attached hose and nozzle, to soften asbestos. Cut and scrape asbestos from surfaces, using knife and scraper. Shovel asbestos into plastic disposal bags and seal bags, using duct tape. Clean work area of loose asbestos, using vacuum, broom, and dust pan. Place asbestos in disposal bags and seal bags, using duct tape. Dismantle scaffolding and temporary walkway, using hand tools, and place plastic sheeting and disposal bags into transport bags. Seal bags, using duct tape, and load bags into truck.

Boiler Makers

Construct, assemble, maintain, and repair stationary steam boilers and boiler house auxiliaries. Align structures or plate sections to assemble boiler frame tanks or vats, following blueprints. Work involves use of hand and power tools, plumb bobs, levels, wedges, dogs, or turnbuckles. Assist in testing assembled vessels. Direct cleaning of boilers and boiler furnaces. Inspect and repair boiler fittings, such as safety valves, regulators, automatic-control mechanisms, water columns, and auxiliary machines.

Carpenters

Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Include brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways to control the proper circulation of air through the passageways and to the working places.

Electrician

Plan layout, install, and repair wiring, electrical fixtures, apparatus, and control equipment. Plan new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and State and local electrical codes. Prepare sketches showing location of wiring and equipment, or follow diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring. Measure, cut, bend, thread, assemble, and install electrical conduit, using tools, such as hacksaw, pipethreader, and conduit bender. Pull wiring through conduit. Splice wires by stripping insulation from terminal leads, using knife or pliers, twisting or soldering wires together, and applying tape or terminal caps. Connect wiring to lighting fixtures and power equipment, using hand tools. Install control and distribution apparatus, such as switches, relays, and circuit-breaker panels, fastening in place with screws or bolts, using hand tools and power tools. Connect power cables to equipment, such as electric range or motor, and install grounding leads. Test continuity of circuit to ensure electrical compatibility and safety of components, using testing instruments, such as ohmmeter, battery and buzzer, and oscilloscope. Observe functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement. May repair faulty equipment or systems

Laborers

Perform tasks involving physical labor at building, highway, and heavy construction projects, tunnel and shaft excavations, and demolition sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, clean up rubble and debris, and remove asbestos, lead, and other hazardous waste materials. May assist other craft workers.

Masons

Smooth and finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs using a variety of hand and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; use saws to cut expansion joints.

Painter

Apply coats of paint, varnish, stain, enamel, or lacquer to decorate and protect interior or exterior surfaces, trimmings, and fixtures of buildings and other structures. Read work order or receive instructions from supervisor regarding painting. Smooth surfaces, using sandpaper, brushes, or steel wool, and remove old paint from surfaces, using paint remover, scraper, wire brush or blowtorch to prepare surfaces for painting. Fill nail holes, cracks, and joints with caulk, putty, plaster, or other filler, using caulking gun and putty knife. Select premixed paints or mixes required portions of pigment, oil, and thinning and drying substances to prepare paint that matches specified colors. Remove fixtures, such as pictures and electric switchcovers, from walls prior to painting, using screwdriver. Spread dropcloths over floors and room furnishings, and covers surfaces, such as baseboards, door frames, and windows with masking tape and paper to protect surfaces during painting. Paint surfaces, using brushes, spray gun, or paint rollers. Simulate wood grain, marble, brick, or tile effects. Apply paint with cloth, brush, sponge or fingers to create special effects. Erect scaffolding or set up ladders to perform tasks above ground level.

Plumber

Assemble, install and repair pipes, fittings, and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes: Study building plans and working drawings to determine work aids required and sequence of installations. Inspect structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locate and mark position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level, and plumb bob. Cut openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cut and thread pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bend pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assemble and install valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass, and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Join pipes by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints. Fill pipe system with water or air and read pressure gauges to determine whether system is leaking. Install and repair plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repair and maintain plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.

Roofers

Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, and related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.

Align roofing materials with edges of roofs. Apply alternate layers of hot asphalt or tar and roofing paper to roofs, according to specification.

Apply gravel or pebbles over top layers of roofs, using rakes or stiff-bristled brooms.

Apply plastic coatings and membranes, fiberglass, or felt over sloped roofs before applying shingles.

Cement or nail flashing-strips of metal or shingle over joints to make them watertight.

Cover exposed nailheads with roofing cement or caulking to prevent water leakage and rust.

Cover roofs and exterior walls of structures with slate, asphalt, aluminum, wood, gravel, gypsum, and/or related materials, using brushes, knives, punches, hammers and other tools.

Cut felt, shingles, and strips of flashing; and fit them into angles formed by walls, vents, and intersecting roof surfaces.

Cut roofing paper to size using knives; and nail or staple roofing paper to roofs in overlapping strips to form bases for other materials.

Glaze top layers to make a smooth finish, or embed gravel in the bitumen for rough surfaces

Sheet-Metal Worker

Plan, lays out, fabricate, assemble, install, and repair sheet metal parts, equipment, and products, utilizing knowledge of working characteristics of metallic and nonmetallic materials, machining, and layout techniques, using hand tools, power tools, machines, and equipment: Read and interprets blueprints, sketches, or product specifications to determine sequence and methods of fabricating, assembling, and installing sheet metal products. Select gauge and type of sheet metal, such as galvanized iron, copper, steel, or aluminum, or nonmetallic material, such as plastics or fiberglass, according to product specifications. Lay out and marks dimensions and reference lines on material, using scribes, dividers, squares, and rulers, applying knowledge of shop mathematics and layout techniques to develop and trace patterns of product.

Welder

Assembles and tack-welds steel frames and other component parts of machinery and equipment in preparation for final welding: Measures and marks locations for metal components on assembly table, following blueprints. Lifts and positions components on assembly table, using electric crane, jacks, and shims. Verifies position of metal components in assembly, using straightedge, combination square, calipers, and rule. Clamps metal components to assembly table for welding. Removes rough spots from castings, using portable powered grinder and hand file, to fit and assemble parts. Tack-welds parts in preparation for final welding. Moves assembly to storage area, using electric crane.

Lot Specific Requirements

All levels within a specific job title (i.e., Apprentice, Journeyman, Foreman) as outlined in "Attachment 10 – Prevailing Wage Schedule" are included in this Lot.

A Bidder shall bid a percentage above Prevailing Wage. The same percentage shall apply to all levels within a job title.

Work being bid in Lot 11 – Light Industrial Occupations is subject to the prevailing wage rate provisions of New York State Labor Law. The Prevailing Wage Schedule (Attachment 11 – Prevailing Wage Schedule, PRC # 2011007971) included in this RFP represent the Prevailing Wage Schedule in effect at the time of the RFP release.

A Contractor is reminded that workers for all tiles in this lot must be paid the current prevailing wage at the time work is performed. ALL PUBLIC WORKS AND BUILDING SERVICE CONTRACTS, REGARDLESS OF DOLLAR VALUE, REQUIRE THE PAYMENT OF PREVAILING WAGES AND SUPPLEMENTS AS ESTABLISHED BY LAW BY THE DEPARTMENT OF LABOR.

NOTE: CONTRACTORS AND SUBCONTRACTORS ARE FURTHER REQUIRED TO POST THE PREVAILING WAGE RATES IN A PROMINENT AND ACCESSIBLE PLACE AT THE WORK SITE. Contractor is solely responsible for confirming subsequent changes to the posted rates and for paying the prevailing rates at all times during the contract term.