



CONTRACT TITLE: Joan Locke Interpreting LLC

CONTRACT NUMBER: [26076](#)

OVERVIEW		
CONTRACTOR DETAIL		CONTRACT AND SOLICITATION DETAIL
Contractor Legal Name: Joan Locke Interpreting LLC Contractor dba (if applicable): N/A Commodity: American Sign Language (ASL) Interpreting Services Representative(s): Joan Locke 5940 Shiloh Lane, Cedar Rapids, IA 52411 joanlocke.interpreting@gmail.com (612) 702-5476 Website: n/a		Contract Type: - State of Iowa MA 26076 - Initial Term: 11/1/2025 – 10/31/2026 - The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to 5 annual extensions; renewal limit 10/31/2031 - Solicitation Details: RFB-1966-2026 Purchasing Contact: Linh Van Gundy Email: linh.vangundy@das.iowa.gov
CONTRACT DESCRIPTION		
American Sign Language (ASL) interpretation services includes on-site and video remote interpreting (VRI) services. Available to all State Agencies, Governmental Entities and Political Subdivisions.		
Purchasing: DO, PRC, Pcard		
Mobile App: ☐ Yes ☒ No		
Pricing: See MA 26076		
On-site ASL interpreting (Territory 1 & 2)	\$70/hr.	2-hour minimum billed in 15-min increments thereafter
VRI for all territories	\$1.25/minute	1-hour minimum billed in 15-min increments thereafter
Travel, local and non-local (scheduled and unscheduled)	\$0.70/mile	Portal to Portal (from office (company address) to the place of work and back to the office) Mileage reimbursement at State of Iowa reimbursement rate.
Cancellation Policy: No charges will be incurred by the client for work canceled prior to 24 hours before the date/time of the requested work. For work canceled less than 24 hours before the date/time of the requested work, the client will be charged for the entire length of time the work was originally scheduled for.		
Note, the client will be charged a minimum rate of 2hours for in-person work and 1-hour for VRI work even if the work is scheduled to last less than 2-hours or 1-hour respectively. Work in excess of the minimum times will be invoiced in 15-minute increments thereafter.		
Restrictions or Limitations (if applicable): N/A		
HOW TO USE THIS CONTRACT		
Scheduling: Contact Joan Locke @ (612) 702-5476 or joanlocke.interpreting@gmail.com		
Admin Fee: ☒ Yes ☐ No 1%; Paid quarterly		
Reporting: Quarterly sales		
Next review Date: July 2026		