

## Working With DOE-Contracted Vendors To Obtain Additional Language Resources

The Translation and Interpretation Unit provides schools with resources to serve non-English speaking parents on as wide a scope as possible. However, the Unit is not the only resource schools have.

Every year, schools receive Title I, Title III and/or tax levy money that is specifically earmarked to address your school's translation and interpretation needs. Information on how much funding your school has and how to use these funds are detailed in School Allocation Memo #66 (SAM #66), which is available online at:

[http://schools.nyc.gov/offices/d\\_chanc\\_oper/budget/dbor/allocationmemo/fy07\\_08/fy08\\_pdf/sam66.pdf](http://schools.nyc.gov/offices/d_chanc_oper/budget/dbor/allocationmemo/fy07_08/fy08_pdf/sam66.pdf)

You may use these funds to contract one of the DOE's vendors to obtain translation and interpretation services, and/or interpretation equipment. All current DOE-contracted vendors are listed in the sidebar.

### DOE VENDOR CONTACT INFORMATION

*For Written Translation Services:*

- **LinguaLinx** (518) 388 9000  
Contract No.: 9601942 Vendor No.: 010749117

Sharon Corney  
scorney@lingualinx.com  
cc: nycdoe@lingualinx.com

Elizabeth Knightes  
eknightes@lingualinx.com

- **Eriksen Translations** (718) 802 9010  
Contract No.: 9102812 Vendor No.: 113067585

Kristi Gray  
kristi@erikseninc.com

Diana Peng  
diana@erikseninc.com

- **aLanguageBank** (212) 213 3336  
Contract No.: 9602491 Vendor No.: 134101052

Matthew Salinas  
matthews@alanguagebank.com  
cc: nycdoe@alanguagebank.com

*For Oral Interpretation Services:*

- **Legal Interpreting Services** (718) 237 8919  
Contract No.: 9601732 Vendor No.: 113245448

Rose Machuca  
rmachuca@lis-translations.com

Alex Shurchin  
ashurchin@lis-translations.com

*For Interpretation Equipment:*

- **Talk Technologies** (888) 811 9944  
Contract No.: 9871453 Vendor No.: TAL100000

Niki Valis  
niki@talktech.com

Rev. 3/08