



## Marshalllese Educational Initiative, Inc.

November 26, 2024

Ian Cunningham  
Office of Procurement  
AR Dept. of Human Services

Dear Mr. Cunningham,

Please find attached our application to bid on 710-25-040 Marshalllese Language Interpretation and Translation Services for the Arkansas Department of Human Services.

Established in 2013, the Marshalllese Educational Initiative is a 501c3 nonprofit organization based in Springdale, Arkansas, where the highest concentration of Marshalllese reside outside of the home islands. Since our founding, MEI has been committed to follow the standardized spelling of the Marshalllese language as identified in the Marshalllese-English Dictionary (1977) and by decree of the Marshall Islands' government.

Since 2021, MEI has collaborated with Partners for Inclusive Communities at the University of Arkansas to offer the Marshalllese Interpreting for Communities of Inclusion (MICI) interpreter training course, the first exclusive Marshalllese interpreter training course in Arkansas. Funded by the Governor's Council on Developmental Disabilities, the course specializes in interpreting in an education setting to assist families with children with disabilities. Carlis Jerry, who is listed in this application as one of our interpreters and translators, has served as a facilitator to the instructor for the past three years, and will take over as the primary facilitator for the course in 2024. This fall our organization offered the first culturally-specific interpreter training course for Marshalllese interpreters in the nation. Our first training, which is for those interpreting in medical and community/education settings, was a 40-hour basic training offered in Dubuque, Iowa, in Oct. 14-18. Ms. Carlis Jerry received a credential for completing the course – scoring the highest on the final test – and also served as language coach to help other class participants. We will offer the same course in Arkansas in April, 2025, and include a 20-hour test prep component for advanced students to take the national medical interpreters' certification exam.

We have also been collaborating with the Marshall Islands' Customary Law and Language Commission—the language authority in the Marshall Islands—to develop a new certification program for interpreters to ensure language proficiency, and in translation, which will also be the first of its kind for Marshalllese translators. Finally, our organization recently contracted with FEMA to offer interpreter services this summer to those affected by the tornadoes in Northwest Arkansas in May. We were able to make available 8 trained Marshalllese interpreters, as well as Spanish, Hmong, and Vietnamese interpreters.

Please feel free to reach out to me, or our Executive Director, Benetick Kabua Maddison, if you have any questions.

Respectfully,

April L. Brown, Ph.D.  
MEI Chief Operating Officer  
[albrown@mei.ngo](mailto:albrown@mei.ngo) or [benetick@mei.ngo](mailto:benetick@mei.ngo)  
479-365-7019 MEI office



**Arkansas Secretary of State  
John Thurston**

State Capitol Building ♦ Little Rock, Arkansas 72201-1094 ♦ 501-682-3409

**Certificate of Good Standing**

I, John Thurston, Secretary of State of the State of Arkansas, and as such, keeper of the records of domestic and foreign corporations, do hereby certify that the records of this office show


**MARSHALLESE EDUCATIONAL INITIATIVE, INC.**

authorized to transact business in the State of Arkansas as a Non-Profit Corporation, filed Articles of Incorporation in this office July 10, 2013.

Our records reflect that said entity, having complied with all statutory requirements in the State of Arkansas, is qualified to transact business in this State.



**In Testimony Whereof**, I have hereunto set my hand and affixed my official Seal. Done at my office in the City of Little Rock, this 2nd day of October 2024.

  
**John Thurston**  
Secretary of State  
Online Certificate Authorization Code: 130633e03282f01  
To verify the Authorization Code, visit [sos.arkansas.gov](http://sos.arkansas.gov)



# CARLNIS JERRY

614 E. Emma Ave., Ste 203, Springdale, AR 72764  
Carlnis@mei.ngo, 479.365.7019 office

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## EXPERIENCE

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### **Marshallese Translator, Interpreter**

#### **\*\*Credentialed interpreter, translator for Marshallese/English language, 2012-2024**

Credentialed in community, education, and medical settings (ABICE (2020), MEI Language Access Program (2024), Marshallese Interpreting for Genetics (2024)

Four years of experience as facilitator in Interpreter Training courses (MICI) and Coach (MEI LAP)

### **Marshallese Educational Initiative (501c3 nonprofit), Springdale, Arkansas**

MREC Program Director/MEI Outreach Coordinator, July 2022-present

- Direct all Marshallese community-centered, direct outreach through the Marshallese Resource and Educational Center to assist Marshallese community members navigate life in Arkansas/U.S. and educate about available resources (public benefits, housing, educational access). Oversee programming with MEI's Women's Advocacy Program, including women's empowerment and awareness of domestic violence, sexual assault, and human trafficking; participate in outreach activities, assist with translation of materials, and advise on cultural appropriateness of materials provided by partner agencies. Lead collaborative efforts with partners in health areas, including programs with University of Arkansas for Medical Sciences and Heartland Genetics (food insecurity, newborn screening, health literacy, etc.). Assist with educational programming and support with K-12 and adult learners. Co-teach MEI's History and Culture Classes and Intercultural Competency trainings. Lead interpreter training sessions with Marshallese Interpreters for Communities of Inclusion (MICI). Language (Marshallese and English) proficiency assessor (pre-training) and Language Coach for MEI's Marshallese Interpreter Training in Medical and Community Settings (MEI's Language Access Program, LAP)

MEI Program Director, August 2019-2022

- Shape organizational goals and objectives; oversee full-time and part-time staff; cultivate partnerships with community organizations, government agencies, and NGO's; oversee program development for Marshallese youth and Women's Advocacy Programs; develop content for Marshallese History and Culture Class and for Intercultural Competency Training program and co-lead classes and trainings; represent the organization at community events and public functions; perform interpreter services and translations

Women's Advocacy Program Coordinator, June 2019-August 2019

- Coordinate women's programming under the STOP Violence Against Women Act grant. Lead outreach efforts in Marshallese churches to raise awareness of domestic violence, develop appropriate literature in Marshallese and English, serve as advocate for women survivors of violence

Project Specialist (part-time), January 2015-June 2019

Assist with development of class materials, instructional content, and co-teach 3-hour Marshallese History and Culture Course, lead language instruction



## **Springdale Public School District**

Community Liaison, 2012-2019 and Monitor Elementary, 2019-present (part-time)

- Provide translation and interpreter services, conduct home visits and outreach between school system and Marshallese families; organize and oversee Culture Day; work directly with families to schedule health appointments; educate families about school policies, procedures; determine excused/unexcused absences; assist with family literacy programs

## **Other employment, Honolulu, Hawai'i**

Hospitality and Tourism Industry, 2011-2012, 2004-2006

- Housekeeping services, Doubletree Hotel, Lima Condominium

Retail, Customer Service Industry, 1999-2001, 2006-2010

- Cashier for NEX Mall, Navy Exchange Mall and McDonald's Restaurant

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## **EDUCATION**

Honolulu Travel Institute, 2003-2004

Leeward Community College, 2000-2001

Marshall Islands High School, 1998, Earned Diploma

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## **INTERPRETATION / TRANSLATION SKILLS, CERTIFICATIONS**

Marshallese Translation, Interpretation, 12 years of experience, Standardized Marshallese spelling; interpreting in education, community, and medical settings for Springdale School District and MEI

Arkansas Bilingual Interpreter Credential in Education, pre-certified (interpretation), 2020 (completed 40-hour training)

Facilitator, Marshallese Interpreting for Communities of Inclusion, assist in teaching 40-hr basic interpreter training course for Marshallese interpreters, 2021-2024

Language Coach, Marshallese Interpreter Training for Medical and Community Interpretation, MEI and Dubuque Community Foundation, scheduled Oct. 14-18, 2024

Language Proficiency Assessor for Marshallese and English, Marshallese Interpreter Training for Medical and Community Interpretation, Dubuque, Iowa, 2024

PATHSAVES, Human Trafficking, Certificate of Completion

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## **BOARDS**

Arkansas Advocates for Children and Families, Budget Committee, 2022-

Community of Practice, Advisory Board, University of Arkansas for Medical Sciences (food insecurity), 2022-

Health Literacy (Our Healthy Alliance, REACH Grant), Advisory Board, Northwest Arkansas Council / University of Arkansas for Medical Sciences, 2021-

Continuum of Care, Advisory Board, Fayetteville, AR, (housing assistance) 2020-present

Community Advisory Board, University of Arkansas for Medical Sciences, 2019-present

Northwest Arkansas Marshallese Community Organization, 2019-present

Marshallese Educational Initiative, Community Advisory Board, 2015-2017





# Arkansas Bilingual Interpreter Credential in Education

\_\_\_\_\_  
**Carlunis Jerry**

Has successfully completed the training and requirements for the  
Arkansas Bilingual Interpreter Credential in Education (ABICE)

ABICE # 040

March 13, 2020

*Brenda Reynolds*

Brenda Reynolds

Welcome the Children Director  
University of Arkansas, Partners for Inclusive Communities

\_\_\_\_\_  
*Ana Soler*

Ana Soler  
ABICE Trainer  
Founder & CEO, SeSo Inc.



UNIVERSITY OF  
ARKANSAS  
COLLEGE OF EDUCATION  
& HEALTH PROFESSIONS



DIVISION OF ELEMENTARY  
& SECONDARY EDUCATION

*Tonya Williams*

Tonya Williams

Director, Division of Child Care & Early Childhood Education  
Arkansas Department of Human Services

\_\_\_\_\_  
*Tricia Kerr*

Tricia Kerr

ESOL Program Director / Title III Co-Coordinator  
Division of Elementary and Secondary Education, Learning Services  
Arkansas Department of Education





This certifies that

*Carlmiss Jerry*

has successfully completed

## Introduction to Interpreting in Marshallese

40 hours of training  
on interpreting in healthcare and educational venues  
through the Marshallese Educational Initiative.

Dubuque, IA

October 14–18, 2024

Cynthia E. Roat, MPH  
Instructor

***BID RESPONSE PACKET***  
***710-25-040***



# BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION			
<b>Company:</b>	Marshallese Educational Initiative, Inc.		
<b>Address:</b>	614 East Emma Ave., Suite 203		
<b>City:</b>	Springdale	<b>State:</b> AR	<b>Zip Code:</b> 72764
<b>Business Designation:</b>	<input type="checkbox"/> Individual	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Public Service Corp
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input checked="" type="checkbox"/> Nonprofit
<b>Minority and Women-Owned Designation*:</b>	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> American Indian	<input type="checkbox"/> Service-Disabled Veteran
	<input type="checkbox"/> African American	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Women-Owned
	<input type="checkbox"/> Asian American	<input checked="" type="checkbox"/> Pacific Islander American	
	AR Certification #: _____ * See <i>Minority and Women-Owned Business Policy</i>		
PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
Provide contact information to be used for bid solicitation related matters.			
<b>Contact Person:</b>	April L. Brown, PhD	<b>Title:</b>	Chief Operating Officer
<b>Phone:</b>	479-422-3284	<b>Alternate Phone:</b>	479-365-7019
<b>Email:</b>	albrown@mei.ngo		
CONFIRMATION OF REDACTED COPY			
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input checked="" type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.  <i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's Response Packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i>			
COMBINED CERTIFICATIONS FORM			
Prospective Contractor has included, in this submission packet, the signed <i>Attachment H-Combined Certifications for Contracting with the State of Arkansas</i> .			

**An official authorized to bind the Prospective Contractor to a resultant contract must sign below.**


The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be disqualified:

**Authorized Signature:** 
**Title:** Chief Operating Officer  
**Printed/Typed Name:** April L. Brown, PhD
**Date:** 11/26/2024

## **SECTIONS 1 - 4 VENDOR AGREEMENT AND COMPLIANCE**

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all requirements as shown in the bid solicitation.

<b>Vendor Name:</b>	Marshallese Educational Initiative, Inc.	<b>Date:</b>	11/24/2024
<b>Signature:</b>		<b>Title:</b>	COO
<b>Printed Name:</b>	April L. Brown, PhD		



## PROPOSED SUBCONTRACTORS FORM

- **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.

**PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.**

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP
NA		

☒ **PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.**

## MINIMUM QUALIFICATIONS

- 2.3.C provide the name(s) of the qualified interpreter and translator that may provide services under any resulting contract from this IFB:

Name	Name
Carlins Jerry	Carlins Jerry

- 2.3.D Provide the telephone number to access all services: 479-365-7019



# DOCUMENTATION CHECKLIST

*As outlined in section 2.3 Minimum Qualifications in the solicitation document, please provide the following:*

- Active registration from the Arkansas Secretary of State's Office, or other state approved documentation
- Resume of each interpreter and translator
- *Official Bid Price Sheet*
- All documents provided in the *Bid Response Packet*
- Copy of Vendor's Equal Opportunity Policy
- Signed Addenda, if applicable
- EO 98-04 Disclosure Form (Attachment A)
- Combined Certifications (Attachment B)

## OFFICIAL BID PRICE SHEET

### 710-25-040 Marshallese Interpreter and Translation Services

All costs **must** be included in the unit price. Costs not included in the unit price below are not billable under a contract established from this solicitation. Bidder must submit a printed copy of the completed official bid price sheet with bid submission.

Quantities are estimated for bidding purposes only. Quantities may increase or decrease.

Award will be made to the lowest responsible, responsive (up to 3) bidder(s) based on the *Annual Grand Total* in *Table 1*. Items in the *Fixed Fees* section will not be considered in the low cost determination.

Awarded Contractors will be listed by the lowest-priced Contractor. The lowest priced Contractor shall be listed as the first contact. DHS may contact Contractors in ascending order from lowest price to highest price based on availability and ability to meet turn around times and the requirements of this IFB. See Section 1.17 of the *Bid Solicitation* for more information on the award process.

**Table 1**

Instructions: Enter the unit price, in U.S. dollars and cents, for each line item. Consideration will only be given to those that bid all line items. The extended amounts and grand total will automatically calculate.

ITEM	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	UNIT OF MEASURE	UNIT PRICE	EXTENDED AMOUNT
1	Interpreter Services	124,800	Minutes	\$0.80	\$99,840.00
2	Written Marshallese Translation Services	40000	Words	\$0.35	\$14,000.00
3	Quality Assurance of Translated Materials	40000	Words	\$0.15	\$6,000.00
				<b>ANNUAL GRAND TOTAL</b>	<b>\$119,840.00</b>

#### Fixed Fees

These items are situational and will not be considered as part of the low cost determination.

Enter the set fee for **expedited services** as described in Section 2.4.G.4 of the solicitation: \$1.20/min (I), .60/word (T)

Enter the fixed **cancellation fee** as described in Section 2.4.G.5 of the solicitation: \$75

#### AUTHORIZED SIGNATURE:

By my signature below, I certify that the I am authorized by the respondent to submit this bid on his/her behalf.

Vendor Name: Marshallese Educational Initiative

Date: 12/03/2024

Signature: 

Title: COO

Printed Name: April L. Brown, PhD





# Marshallese Educational Initiative, Inc.

## Pricing Justification

Marshallese Educational Initiative has been engaged in translation and interpreter services work since 2020. In 2021 our organization began working with Partners for Inclusive Communities at the University of Arkansas to offer the Marshallese Interpreting for Communities of Inclusion (MICI) course, the first course in the state geared toward Marshallese interpreters. MICI is funded by the Governor's Council on Developmental Disabilities.

Currently, there are few mechanisms for Marshallese interpreters to be certified. In the state of Arkansas, the state courts created a certification program for court interpreters, but no one with language knowledge was available to actually test the language proficiency of the interpreters. In addition to the courts, interpreters are needed in the medical and education fields.

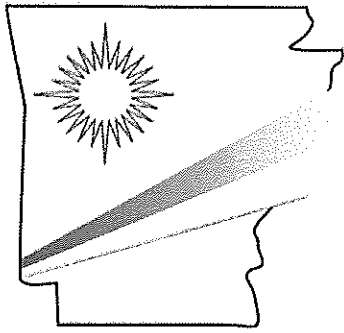
This is why in 2024, MEI launched its own an interpreter training program. A pilot program for medical interpreters was offered in October 2024 with 17 students and led by Cindy Roat, a nationally known trainer for interpretation services who developed our course with Marshallese interpreters in mind. Nearly 25% of the course time is spent doing language exercises in Marshallese. Again, this course is the first of its kind in the nation. We will build off of it next spring by providing a second class with a 40-hour basic interpreter training – the same course offered in Iowa – and a second, 20 hour course that will help prepare graduates to take the national certification test.

We are also working closely with the Marshall Islands Customary Law and Language Commission (the nation's language authority) to offer a language component to the certification process. We are collaborating with them to offer a certification in translation as well. Both have never been offered before, but will lend credibility to Marshallese interpreters as well as the much needed language component.

Carlins Jerry, who will be our primary interpreter and translator, has been doing this work for more than a decade. In interpretation, she has taken the Partners course, MEI's interpreter training course, and a genetic interpreter training course. All of the interpreters we will use for services for the state will all be trained (credentialed) and will be graduates of the MICI or MEI's training program.

In July and August, we fielded trained interpreters in the Marshallese language for FEMA. We were also able to provide interpreters in Spanish, Vietnamese, and Hmong interpreters at FEMA's request.

Trained interpreters, especially those who speak a language of lesser diffusion, generally command a high salary. FEMA offered \$50-\$75/hour for Marshallese interpreters. For our bid here, we are asking just under \$50/hour for interpreter services. Skilled translators and interpreters in Marshallese are hard to find, and guidelines on what pay is offered is unavailable. According to the Certification Commission for Healthcare Interpreters, only two Marshallese speakers are certified; one of the two is actually Marshallese and no language test was administered because it does not yet exist. We hope to certify more Marshallese in the coming months and years, and their certification process with us will include a language component with CLLC. Currently, we will be the only entity that is bidding who will guarantee that interpreters used will be trained and credentialed.



**MEI**

# **Marshallese Educational Initiative**

## **EMPLOYEE HANDBOOK**



## MEI EMPLOYEE HANDBOOK

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## **II. VOLUNTARY AT-WILL EMPLOYMENT**

Unless an employee has a written employment agreement with MEI, which provides differently, all employment at MEI is "at-will." That means that employees may be terminated from employment with MEI with or without cause, and employees are free to leave the employment of MEI with or without cause. Any representation by any MEI officer or employee contrary to this policy is not binding upon MEI unless it is in writing and is signed by the Executive Director with the approval of the Board of Directors.

## **III. EQUAL EMPLOYMENT OPPORTUNITY**

MEI shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Executive Director of MEI will not discriminate against any employee or applicant in a manner that violates the law.

MEI is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. MEI's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Executive Director shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

MEI will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of MEI may have violated the Equal Employment Opportunity Policy should report the possible violation to the Executive Director.

If MEI determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, MEI will inform the employee who made the complaint of the results of the investigation.

MEI is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at MEI for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on MEI. Employees who believe that they may require an accommodation should discuss these needs with the Executive Director.

If you have any questions regarding this policy, please contact the Executive Director.

#### **IV. POLICY AGAINST WORKPLACE HARASSMENT**

MEI is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

MEI's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, MEI has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events.

MEI's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. MEI's policy against harassment covers employees and other individuals who have a relationship with MEI which enables MEI to exercise some control over the individual's conduct in places and activities that relate to MEI's work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

*Prohibition of Sexual Harassment:* MEI's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances - whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or



Contract Number 710-25-040  
Attachment Number

Action Number

## CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR: SUBCONTRACTOR NAME:

☐ Yes ☒ No

IS THIS FOR:

TAXPAYER ID NAME: Marshallese Educational Initiative

Goods? ☐ Services? ☒ Both? ☐

YOUR LAST NAME: Brown

FIRST NAME April

M.I.: L

Address: 614 East Emma Ave., Suite 203

CITY: Springdale

STATE: AR

ZIP CODE: 72764

COUNTRY: USA

**AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:**

### FOR INDIVIDUALS \*

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held [Senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	Person's Name(s)	Relation
	Current	Former		From MM/YY	To MM/YY			
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

☒ None of the above applies

### FOR AN ENTITY (BUSINESS) \*

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held [Senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?	Person's Name(s)	Ownership Interest (%)	Position of Control
	Current	Former		From MM/YY	To MM/YY				
General Assembly									
Constitutional Officer									
State Board or Commission Member									
State Employee									

☒ None of the above applies

Contract Number 710-25-040  
Attachment Number \_\_\_\_\_

Action Number \_\_\_\_\_

## Contract and Grant Disclosure and Certification Form

**Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.**

**As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:**

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:  

*Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.*
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

**I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.**

Signature April L. Brown, PhD Digitally signed by April L. Brown, PhD  
Date: 2024.11.26 10:46:31 -0600 Title COO Date 11/26/2024

Vendor Contact Person April L. Brown, PhD Title COO Phone No. (479) 365-7019

Agency use only  
Agency Number 0710 Agency Name Department of Human Services Agency Contact Person \_\_\_\_\_ Contact Phone No. \_\_\_\_\_ or Grant No. \_\_\_\_\_



## Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskens

### COMBINED CERTIFICATIONS FOR CONTRACTING WITH THE STATE OF ARKANSAS

Pursuant to Arkansas law, a vendor must certify as specified below and as designated by the applicable laws.

1. **Israel Boycott Restriction:** For contracts valued at \$1,000 or greater.  
A public entity shall not contract with a person or company (the "Contractor") unless the Contractor certifies in writing that the Contractor is not currently engaged in a boycott of Israel. If at any time after signing this certification the Contractor decides to boycott Israel, the Contractor must notify the contracting public entity in writing. See Arkansas Code Annotated § 25-1-503.
2. **Illegal Immigrant Restriction:** For contracts valued at \$25,000 or greater.  
No state agency may contract for services with a Contractor who knowingly employs or contracts with an illegal immigrant. The Contractor shall certify that it does not knowingly employ, or contract with, illegal immigrants. See Arkansas Code Annotated § 19-11-105.
3. **Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction:** For contracts valued at \$75,000 or greater.  
A public entity shall not contract unless the contract includes a written certification that the Contractor is not currently engaged in and agrees not to engage in, a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry for the duration of the contract. See Arkansas Code Annotated § 25-1-1102.
4. **Scrutinized Company Restriction:** Required with bid or proposal submission.  
A state agency shall not contract with a Scrutinized Company or a company that employs a Scrutinized Company as a subcontractor. A Scrutinized Company is a company owned in whole or with a majority ownership by the government of the People's Republic of China. A state agency shall require a company that submits a bid or proposal for a contract to certify that it is not a Scrutinized Company and does not employ a Scrutinized Company as a subcontractor. See Arkansas Code Annotated § 25-1-1203.

By signing this form, the Contractor agrees and certifies they are not a Scrutinized Company and they do not currently and shall not for the aggregate term of any resultant contract:

- Boycott Israel.
- Knowingly employ or contract with illegal immigrants.
- Boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.
- Employ a Scrutinized Company as a subcontractor.

Contract Number: 710-25-040 Description: Marshallese Language Interpreter & Translation Services

Agency Name: Arkansas Department of Human Services

Vendor Number: 100218847 Vendor Name: Marshallese Educational Initiative

  
\_\_\_\_\_  
Vendor Signature

12/03/2024

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Date