

SPECIAL SERVICE FOR GROUPS
INDEPENDENT CONTRACTOR/CONSULTANT CONTRACT EXTENSION AGREEMENT

This CONTRACT EXTENSION AGREEMENT (“Extension”) is executed on _____ (“Effective Date”), by and between Special Service for Groups (“SSG”), located at 905 E. 8th Street, Los Angeles, CA 90021, and _____, Language Service Expert (“Contractor/Consultant”), located at _____ (collectively, the “Parties”).

WHEREAS the Parties entered into an INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT (the “Original Contract”) on _____.

WHEREAS the Parties hereby agree to extend the terms of the Original Contract in accordance with the terms of the Original Contract as well as the terms provided herein.

In consideration of the mutual covenants contained herein, each of the Parties, SSG and _____ mutually covenant and agree as follows:

- The Original Contract, which is fully incorporated hereto as part of this extension will end on June 30, 2024. - The Parties agree to extend the Original Contract for an additional period of one (1) year, which will begin on July 1, 2024 and will end on June 30, 2025, unless either Party elect to end the contract as provided in the Original Contract, Section III – Termination of Agreement.
- The Parties agree to incorporate and adopt SSG’s Facilities Policies and Procedures (“Policies”), 2024-2025 as part of the Extension and Original Contract.
- Section I – Scope of Services - of the Original Contract is hereby fully adopted and incorporated hereto, with the exception to Subsection 11 – Reports, as amended in the Policies, Section I (1) and (2) as follows:
 - o **Language Service Verification Form** – To be used in lieu of the Consultant Statement Form as required by the Original Contract
 - o **Invoice for Payment** – to receive payment for language services rendered, an Invoice for Payment must be submitted.
 - Invoice may be in any format. However, it must be on **consultant’s letterhead** and include the following information: **Date, Activity, Time, Unit of Service, Rate, and Total Amount**
 - Invoice for payment may be submitted at any time but no later than **25** days after services have been rendered
 - “Invoice for Payment” form must be **TYPED** (hand written invoices will no longer accept), sign in **BLUE INK** and separated by different Facilities; otherwise, the invoice will not be processed.
- Addendum 1 from July 1, 2024 to June 30, 2025 Fee Schedule, attached to the Original Contract, is hereby amended. Upon the execution of the Extension, 2024-2025 Fee Schedule will become effective immediately. - This Extension binds and benefits both Parties. This document, including the Facilities Policies and Procedures (2024-2025) and Fee Schedule (2024-2025), constitute the entire agreement between the Parties.
- All other terms and conditions of the Original Contract remain unchanged.

IN WITNESS WHEREOF, CONTRACTOR/CONSULTANT and SSG have caused this agreement to be executed:

Contractor/Consultant
(Sign and Print Name)

Date

Herbert K. Hatanaka, Executive Director Date

CHECK OFF AND APPROVAL

BY: _____
Division Director

Date

BY: _____
SSG Director of Finance

Date