SPECIAL SERVICE FOR GROUPS

**INDEPENDENT CONTRACTOR/CONSULTANT CONTRACT EXTENSION AGREEMENT**

This CONTRACT EXTENSION AGREEMENT (“Extension”) is executed on \_\_Date that you are signing this form\_\_ (“Effective Date”), by and between Special Service for Groups (“SSG”), located at 605 West Olympic Blvd, Suite 600, Los Angeles, CA 90015, and \_\_\_\_Your legal name\_\_\_\_\_\_\_, Language Service Expert (“Contractor/Consultant”), located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Your address that matches the W9\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (collectively, the “Parties”).

WHEREAS the Parties entered into an INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT (the “Original Contract”) on \_\_\_\_\_Date you signed last years contract\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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 \_\_Your legal name\_\_\_\_\_\_\_ mutually covenant and agree as follows:

* The Original Contract, which is fully incorporated hereto as part of this extension will end on December 31, 2013.
* The Parties agree to extend the Original Contract for an additional period of one (1) year, which will begin on January 1, 2014 and will end on December 31, 2014, 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”), 2014 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:
  + **Language Service Verification Form**  – To be used in lieu of the Consultant Statement Form as required by the Original Contract
    - Must be received by 4:30PM on Tuesdays following the week in which language services are rendered
  + **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, and Rate**
    - Invoice for payment may be submitted at any time but no later than 30 days after services have been rendered
* Addendum 1 –2013 Fee Schedule, attached to the Original Contract, is hereby amended. Upon the execution of the Extension, 2014 Fee Schedule will become effective immediately.
* This Extension binds and benefits both Parties. This document, including the Facilities Policies and Procedures (2014) and Fee Schedule (2014), 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:

\_Your signature in blue ink\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor/Consultant Date Herbert K. Hatanaka, Executive Director Date

(Sign and Print Name)

CHECK OFF AND APPROVAL

BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Director Date

BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SSG Director of Finance Date