**ATTACHMENT 11**

**COST SHEET**

*Instructions: for each of the seven deliverables below, provide a firm fixed amount price:*

| **Deliverables** | **Proposed fixed amount price** |
| --- | --- |
| **Deliverable No. 1**  The Contractor will meet with Judicial Council staff virtually, and then develop and submit a draft workplan and timeline for all deliverables under this contract. The workplan should include a detailed description of how the Contractor will develop live instruction (webinars) that will be recorded for future use by the Judicial Council and written training/guidance materials for courts on appropriate use of machine translation tools. Training should be designed for different court audiences, including court clerks, self-help staff, and court Language Access Representatives. |  |
| **Deliverable No. 2**  The Contractor will revise the draft workplan and timeline based on Judicial Council staff feedback and submit a final workplan to the Judicial Council. |  |
| **Deliverable No. 3**  The Contractor will produce a draft of scripts, PowerPoints, and written training/guidance materials for up to three training webinars (designed for court clerks, self-help center staff, and court Language Access Representatives). |  |
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| **Deliverable No. 4**  Based on feedback from Judicial Council staff, Contractor will revise and produce final scripts, PowerPoints, and written training/guidance materials for up to three training webinars (designed for court clerks, self-help-center staff, and court Language Access Representatives). |  |
| **Deliverable No. 5**  The Contractor will present up to three training webinars on appropriate use of machine translation tools (designed for court clerks, self-help-center staff, and court Language Access Representatives). Contractor will deliver the recorded webinars to the Judicial Council for future use. |  |
| **Deliverable No. 6**  Contractor will produce a brief final report that summarizes work completed to date, major findings, and makes recommendations for future work for consideration by the council regarding additional training efforts on appropriate use of machine translation tools. |  |
| **Deliverable No. 7**  The Contractor will prepare meeting materials, including graphic handouts and a presentation slide deck (PowerPoint), and make a presentation to the PAF Language Access Subcommittee about the training components for this project, findings from research and webinars, and a summary of written training/guidance materials that have been prepared under the project. |  |

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