

State of Washington Contracts & Procurement Division Department of Enterprise Services P.O. Box 41411 Olympia, WA 98504-1411	Contract No.:	03824
Huyen Bao Ngo dba Sky Language Services 1925 28 th Ave Ct SW Puyallup, WA 98373	Amendment No.:	1
	Effective Date:	November 1, 2025

**FIRST AMENDMENT
TO
CONTRACT NO. 03824
TRANSLATION SERVICES – WRITTEN WORD**

This First Amendment (“Amendment”) to Contract No. 03824 is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency (“Enterprise Services”) and Huyen Bao Ngo dba Sky Language Services, a Sole Proprietor (“Contractor”) and is dated as of November 1, 2025.

RECITALS

- A. Enterprise Services and Contractor (collectively the “Parties”) entered into that certain Contract No. 03824 dated effective as of August 1, 2025 (“Contract”).
- B. The Parties now desire to amend the Contract as set forth herein.
- C. The amendment set forth herein is within the scope of the Contract.

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the Parties hereby agree to amend the Contract as follows:

1. CATEGORY SPECIFICATIONS CATEGORY 2: PUBLICATIONS SECTION 1 SCOPE OF WORK. Section 1 Scope of Work, is hereby amended by deleting the existing provision in its entirety and inserting the following in lieu thereof:

SCOPE OF WORK. Publications are typically official and formal by nature. A publication is an information-sharing document from the Purchaser, intended for distribution to the client community. Publications need to be accessible per the [Americans with Disability Act](#) (ADA) requirements. All work to make Publications accessible per the ADA must be included in the per word rate or project minimum rate, whichever applies to the request for services. Contractor shall

not charge accessibility work as a separate fee. Contractor will receive Publications in English that need to be translated into other languages as requested by the Purchaser.

2. EXHIBIT A INCLUDED GOODS/SERVICES SECTION 2.6 DESKTOP PUBLISHING. Section 2.6 Desktop Publishing, is hereby amended by deleting the existing provision in its entirety and inserting the following in lieu thereof:

Contractor shall offer desktop publishing services for work on translation service requests. Desktop Publishing charges shall be quoted in advance, unless otherwise specified by Purchaser. Desktop Publishing covers work that is not related to the translation of text. Desktop Publishing includes, but is not limited to:

- Formatting translated text (adjusting font, graphics, spacing, managing text expansion and contraction, etc.)
- Layout creation when the source document is in a non-editable file type (recreating fillable fields, etc.)
- Imaging (work with Adobe InDesign, Illustrator, etc.)
- Publishing

3. NO CHANGE OTHER THAN AMENDMENT. Except as amended herein, the Contract is unaffected and remains in full force and effect.
4. INTEGRATED AGREEMENT; MODIFICATION. This Amendment constitutes the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations and representations. In the event of any conflict between this Amendment and the Contract or any earlier amendment, this Amendment shall control and govern. This Amendment may not be modified except in writing signed by the Parties.
5. AUTHORITY. Each party to this Amendment, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Amendment and that its execution, delivery, and performance of this Amendment has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
6. ELECTRONIC SIGNATURES. An electronic signature or electronic record of this Amendment or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Amendment or such other ancillary agreement for all purposes.
7. COUNTERPARTS. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Amendment at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Amendment.

EXECUTED AND EFFECTIVE as of the day and date first above written.

**HUYEN BAO NGO DBA SKY LANGUAGE SERVICES,
A SOLE PROPRIETOR**

By: 
Huyen Bao Ngo (Oct 31, 2025 16:22:58 PDT)

Name: Huyen Bao Ngo

Title: Business Owner

Date: 10/31/2025

**STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES**

By: 

Name: Tim Foitzik

Title: Procurement Supervisor

Date: 10/29/2025