



# Monterey County

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## Board Report

Legistar File Number: 18-811

August 28, 2018

**Introduced:** 8/8/2018

**Version:** 1

**Current Status:** Agenda Ready

**Matter Type:** General Agenda Item

Approve and authorize an increase to the aggregate total amount for the Countywide Service Agreements for Language Translation/Interpretation Services (Interpreters Unlimited, Inc. A-12731; Language Line Solutions, Inc., A-12732; Languages Translation Services, A-12733; Liguistica International, A-12734; MediaLocate, A-12737; Norma L. and Alvarez, A-12736) which were awarded from Request for Proposals RFP #10515, adding \$480,000 for a revised aggregate total amount of \$1,305,000 across all agreements through June 9, 2020.

### RECOMMENDATION:

Approve and authorize an increase to the aggregate total amount for the Countywide Service Agreements for Language Translation/Interpretation Services (Interpreters Unlimited, Inc. A-12731; Language Line Solutions, Inc., A-12732; Languages Translation Services, A-12733; Liguistica International, A-12734; MediaLocate, A-12737; and Norma L. Alvarez, A-12736) which were awarded from Request for Proposals RFP #10515, adding \$480,000 for a revised aggregate total amount of \$1,305,000 across all agreements through June 9, 2020.

### SUMMARY/DISCUSSION:

On June 9, 2015, the Monterey County Board of Supervisors approved the execution of five service agreements awarded from RFP #10515 for Language Translation/Interpretation Services for the County. Bidders awarded included Language Line Solutions, Languages Translation Services, Liguistica International, MediaLocate, and Norma L. Alvarez. Each individual agreement did not include a total agreement amount. The Board of Supervisors approved an aggregate amount of \$750,000 over the term of all agreements including the option to increase the cumulative "not to exceed" amount by up to 10% of the original aggregate amount of \$750,000. The 10%, \$75,000, was added to the cumulative amount on June 26, 2018 taking the aggregate total amount to \$825,000 in order for departments to pay pending invoices for Fiscal Year 17-18. Departments have begun submitting encumbrances for FY 18-19 leaving only \$87,000 available to date for the remaining two years on the contracts.

Services include, but are not limited to, interpretation which includes both verbal interpretation via the telephone or on-site, translation of written publications, manuals, business and government documents, and sign language, which is not just verbatim, but also, conveys significance and implication. Each Agreement is based upon County requirements as set forth in the terms and conditions of RFP #10515. County departments are able to view each agreement, determine which contractor has the necessary resources available, and may select from the awarded contractors in a manner which best meets their individual needs.

In Fiscal Year 2015-16 the county spent approximately \$283,000 for the Language Translation/Interpretation services agreements. In FY16-17 the County spent approximately \$176,000 and in FY17-18 the County has spent \$220,000 based on current expenditures to date. Services for Natividad accounts for about half of the total annual amount spent. There have been several billing rate increases across the agreements in conjunction with the Consumer Price Index which correlates with an approximate five percent (5%) cost increase per year. Given the historic spend plus the projected increase in costs, it is estimated that the county will spend \$230,000 in the aggregate for all Language Translation/Interpretation service agreements in FY18-19 and another \$250,000 in FY19-20. Therefore, at this time the county is requesting to add another \$480,000 to cover costs for the next 2 years for the Language Translation/Interpretation service agreements, for a revised aggregate total amount not to exceed \$1,305,000 across all agreements through June 9, 2020.

Because the total aggregate amount for all agreements awarded from RFP #10515 is set forth within the Board Order associated with these agreements upon approval by the Board of Supervisors rather than stated within each of the agreement documents, there are no amendments associated with this request.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed and approved this request, as has the Auditor-Controller's Office.

**FINANCING:**

Funds for these services are contained within the approved budget allocations of the departments utilizing the services. Expenditures will depend on the actual services requested by individual County departments. Based upon historical usage, the aggregate amount to be spent for all Agreements issued under RFP #10515 should not exceed \$1,305,000.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

Security is a vital part of ensuring visitors as well as employees are safe when conducting business at a county facility.

- ☐ Economic Development
- ☒ Administration
- ☐ Health and Human Services
- ☒ Infrastructure
- ☐ Public Safety

Prepared by: Tom Skinner, MA III Contracts/Purchasing Dept., 5791

Approved by: Mike Derr, Contracts/Purchasing Officer, 4992



**Attachments:**

(to minimize the number of attachments, only one of the six agreements is attached to this board report along with its subsequent amendment No.1. All agreements contain essentially the same terms and conditions.)

Board Order #15-0438 20150617

Interpreters Unlimited, Inc. Agreement per RFP #10515

Interpreters Unlimited, Inc. Amendment No. 1

