



Monterey County

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Board Report

Legistar File Number: 15-0438

June 09, 2015

Introduced: 4/30/2015

Version: 1

Current Status: Consent Agenda

Matter Type: General Agenda Item

- a. Approve and authorize the Contracts/Purchasing Officer to execute Countywide Service Agreements based on the criteria set forth in RFP #10515. The agreements are between the County of Monterey and the named vendors as follows: Central Coast Sign Language Interpreters, Interpreters Unlimited, Inc., Language Line Solutions, Inc., Languages Translation Services, Linguistica International, MediaLocate, and Norma L. Alvarez, for the provision of Language Translation/Interpretation and/or Sign Language Services for the County of Monterey on an as-needed basis for the initial term of three (3) years from the date of execution through and including April 30, 2018. The aggregate amount over the term of all Agreements shall not exceed \$750,000, in accordance with the terms and conditions set within each Agreement;
- b. Authorize the Contracts/Purchasing Officer to exercise the option to extend the Countywide Service Agreements for two (2) additional one (1) year periods in accordance with the terms and conditions set within each Agreement;
- c. Authorize the Contracts/Purchasing Officer to execute, after one year, similar additional Agreements for Language Translation/Interpretation and/or Sign Language services with qualified contractors who meet the minimum requirements and comply with the County of Monterey standard terms and conditions, where each individual agreement does not affect the total aggregate amount authorized. Any additional Agreements shall terminate April 30, 2018; and
- d. Authorize the Contracts/Purchasing Officer to increase the cumulative "not to exceed" amount by up to 10% of the original aggregate amount of \$750,000, even if no additional Agreements are entered into.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a) Approve and authorize the Contracts/Purchasing Officer to execute Countywide Service Agreements based on the criteria set forth in RFP #10515. The agreements are between the County of Monterey and the named vendors as follows: Central Coast Sign Language Interpreters, Interpreters Unlimited, Inc., Language Line Solutions, Inc., Languages Translation Services, Linguistica International, MediaLocate, and Norma L. Alvarez, for the provision of Language Translation/Interpretation and/or Sign Language Services for the County of Monterey on an as-needed basis for the initial term of three (3) years from the date of execution through and including April 30, 2018. The aggregate amount over the term of all Agreements shall not exceed \$750,000, in accordance with the terms and conditions set within each Agreement; and
- b) Authorize the Contracts/Purchasing Officer to exercise the option to extend the Countywide Service Agreements for two (2) additional one (1) year periods in accordance with the terms and conditions set within each Agreement; and
- c) Authorize the Contracts/Purchasing Officer to execute, after one year, similar additional Agreements for Language Translation/Interpretation and/or Sign Language services with qualified contractors who meet the minimum requirements and comply with the County of Monterey standard terms and

conditions, where each individual agreement does not affect the total aggregate amount authorized. Any additional Agreements shall terminate April 30, 2018; and

- d) Authorize the Contracts/Purchasing Officer to increase the cumulative “not to exceed” amount by up to 10% of the original aggregate amount of \$750,000, even if no additional Agreements are entered into.

SUMMARY/DISCUSSION:

Approval of the recommended action will enable the County to assure a reliable source of Language Translation/Interpretation and/or Sign Language Services on an as-needed basis to the County of Monterey for the initial term of three (3) years from the date of execution through and including April 30, 2018. Services will 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. Each Agreement will be included on the Countywide Service Agreement schedule, so that departments can see these resources are available, eliminating the need for individual agreements with each County department. The aggregate amount to be spent for all identified Agreements over the three (3) year term is not to exceed \$750,000. Copies of the Agreements are on file with the Clerk of the Board.

Additionally it is recommended that the Contracts/Purchasing Officer be authorized to enter into additional similar contracts after one year, with other vendors who otherwise meet the qualifications of RFP #10515 and agree to the same terms and conditions as approved vendors. Such additional Agreements would be limited to a total of 10% of the original aggregate amount of \$750,000 and would be structured so that each such Agreement would terminate at the same time as the Agreements presented before the Board approval today. This authority will provide needed flexibility to the County to deal with currently unanticipated needs.

OTHER AGENCY INVOLVEMENT:

County Counsel has approved each Agreement as to form. The Auditor’s Office has approved each Agreement as to fiscal provisions.

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 shall not exceed \$750,000.

Prepared by: DeAundra Lewelling, Management Analyst I, 4998
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Approved by: Dewayne Woods, Assistant County Administrative Officer, 5309

Attachments:

Central Coast Sign Language Interpreters Agreement
Interpreters Unlimited, Inc. Agreement

Language Line Solutions, Inc. Agreement
Languages Translation Services Agreement
Linguistica International Agreement
MediaLocate Agreement
Norma L. Alvarez Agreement