



SUMMARY REPORT

Agenda Date: 3/1/2022

To: Board of Supervisors
Department or Agency Name(s): Board of Supervisors
Staff Name and Phone Number: Marcie Woychik 707-565-2241
Vote Requirement: 4/5th
Supervisorial District(s): Countywide

Title:
Julie Burns, dba Communications Bridge Contract Amendment

Recommended Action:

- A) Authorize the Chair of the Board to execute the second amendment to the agreement with Julie Burns, dba Communication Bridge for Board of Supervisors meeting translation service increasing the amount by \$100,000, resulting in a new not-to-exceed amount of \$200,000 and extending the term for an additional year ending February 28, 2023. □
- B) Adopt Resolution amending the County Administrator's FY 21/22 Budget to program increased cost of translation services, financed with use of General Fund Contingencies.

(4/5th Vote Required)

Executive Summary:

Julie Burns, dba Communication Bridge is the current vendor providing Spanish Translation Services to the Board of Supervisors meetings in accordance with a contract that was executed on March 1, 2021.

During the 2020 Budget Hearings, the Board gave direction to prioritize regular translation services for the Board meetings. This aligns with the strategic plan priorities to promote social justice and racial equity. The Board also gave direction to the Equity Office to develop a language access policy for the county, including policies surrounding translation services. Until this policy is formalized, staff are requesting that the Board authorize execution of a second contract amendment with Communication Bridge increasing the contract amount by \$100,000 and to extend the term of the agreement for an additional year in order to provide contract capacity needed to continue services.

Discussion:

In June 2020 the Board gave direction to the County Administrator to provide Spanish translation services for the Board of Supervisors meetings. After performing a request for proposals to obtain the most competitive vendor and selecting this contractor, an initial contract was executed by the County Administrator for \$50,000 on March 1, 2021. A first amendment to the contract was entered on August 24, 2021 to increase the amount to \$100,000 and extend the term of the contract through August 31, 2022.

In order to continue to receive video production services for an additional year, a second amendment increasing the contract amount by \$100,000, for a new not-to-exceed amount of \$200,000 and extending the original terms of the agreement through February 28, 2023 is required. All other terms remain unchanged

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from the initial agreement. To ensure the County continues to obtain the most competitive vendor, County staff will prepare an updated request for proposals for the provision of this service in 2022 before this contract expires.

The Board's commitment to language justice and an increasing demand for translation services necessitates the execution of the proposed second amendment to continue translation services.

Prior Board Actions:

None

FISCAL SUMMARY

Expenditures	FY 21-22 Adopted	FY22-23 Projected	FY 23-24 Projected
Budgeted Expenses			
Additional Appropriation Requested	\$100,000		
Total Expenditures	\$100,000		
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies	\$100,000		
Total Sources	\$100,000		

Narrative Explanation of Fiscal Impacts:

The current budget does not include appropriations for translation services. The use of contingencies is required to provide continuation of translation services. Budgetary adjustment included to use General Fund contingencies for the increased operational cost.

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

Second Amendment
Budget Resolution

Related Items "On File" with the Clerk of the Board:

Original Contract and First Amendment with Julie Burns, dba Communication Bridge