



## SUMMARY REPORT

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**Agenda Date:** 8/4/2020

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**To:** Sonoma County Board of Supervisors  
**Department or Agency Name(s):** General Services  
**Staff Name and Phone Number:** Signe Sugiyama, 565-3087  
**Vote Requirement:** Majority  
**Supervisorial District(s):** n/a

**Title:**

Award Multiple Blanket Purchase Order Agreements for As-Needed Interpretation and Translation Services

**Recommended Action:**

A) Authorize the Purchasing Agent to execute multiple Blanket Purchase Order Agreements for as-needed interpretation and translation services. Agreements will be for a one (1) year term, with the option to extend for four (4) additional one (1) year periods, providing that extensions are agreeable to both parties.

B) Authorize the Purchasing Agent, and designees, to issue work requests and invoices pursuant to said Agreements, contingent on availability of sufficient funding for such services.

**Executive Summary:**

General Services is proposing the County enter into multiple Blanket Purchase Order Agreements to make interpretation and translation services available for all County departments (and affiliated public entities, such as Sonoma County Water Agency). The proposed Agreements have no guaranteed minimum or maximum amounts of usage and will be used based on identified need. These Agreements will facilitate ease of payments by the departments using the interpretation and translation services. Currently, the County has six (6) Blanket Purchase Orders that are set to expire.

**Discussion:**

**Background**

County departments require written language translation and oral interpretation, and hearing-impaired interpretation services. The proposed Agreement will establish contracts with qualified suppliers for interpretation and translation services. Currently, the County has six (6) Blanket Purchase Orders.

**Procurement**

The Purchasing Division issued a Request for Proposal (RFP) soliciting submittals from three hundred and forty-seven (347) bidders for interpretation and translation services. Twenty-six (26) proposals were received and evaluated based on the following criteria: ability to perform services; professional qualifications; demonstrated history of providing similar services to comparable entities; ability to handle rush

requests/availability; and cost relative to scope of services.

The General Services Purchasing Agent recommends that the County enter into twelve (12) Blanket Purchase Order Agreements with the following service providers for interpretation and translation services based on the evaluation committee recommendations.

1. Communique
2. Linguabee
3. Telelanguage
4. CTS Language Link
5. Sonia Pacheco
6. Language People, Inc
7. Gray Highlander
8. Interpreters Unlimited
9. Nubilla Padilla
10. Lazar & Associates
11. Allison Trujillo
12. International Contact, Inc.

**Prior Board Actions:**

January 27, 2015 - BPO Agreements were awarded to (1) Language People, (2) Communique Interpreting, Inc., (3) Lan Do & Associates, LLC, (4) Geneva Worldwide Inc., (5) Advanced Language Translation Services, (6) CTS LanguageLink, (7) Dantli Corp., (8) Gray Highlander Corp., (9) Lazar & Associates, (10) Lionbridge Technologies Inc.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 20-21 Adopted</b>	<b>FY21-22 Projected</b>	<b>FY 22-23 Projected</b>
Budgeted Expenses	\$350,000	\$350,000	\$350,000
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

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Sufficient appropriations for this blanket purchase order are in the various departments' budgets. Actual charges are subject to each department's respective use of the service(s). The estimated cost of these services is under \$350,000 annually. Prior interpreter and translator expenses in the past three (3) years have been as follows: FY 2019 \$304,998.39, FY 2018 \$227,926.80, and FY 2017 \$181,238.33.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

None

**Attachments:**

Attachment 1 - Sample Blanket Purchase Order Agreement

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

On File 1 - Request for Proposal (RFP)