

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL, SIGNED
ORDINANCE OR RESOLUTION ADOPTED BY CITY COUNCIL.**

AN ORDINANCE

**AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH
SOLIS TRANSLATIONS, TO PROVIDE WRITTEN SPANISH
TRANSLATIONS OF CITY COUNCIL AGENDAS, MEMOS, UPDATED
AGENDAS AND SELECTED NEWS RELEASE DOCUMENTS FOR A
ONE YEAR TERM AND WITH THE OPTION TO RENEW AND
EXTEND THE TERM WITH THREE ADDITIONAL ONE-YEAR
PERIODS AND IN AN AMOUNT NOT TO EXCEED \$177,500.00.**

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WHEREAS, the City of San Antonio (“City”) is committed to providing its Spanish-speaking residents access to governmental services and information of all City business, policies and events; and

WHEREAS, the City’s current language access services include, a translation of the City’s website, translations of the City’s annual Budget Highlights and Bond Information Guide, Spanish language interpreter services at all Development Services Board and Commission meetings, a full time Spanish language interpreter charged with managing language access services at Municipal Court, and more than 1600 City employees who have a high level of public contact, are fluent in Spanish, and able to assist persons who are not proficient in the English language; and

WHEREAS, the City’s Adopted Budget for Fiscal Year 2017 enhances the City’s efforts to provide language access services to the City’s Spanish-speaking residents by including a comprehensive strategy to expand the level of Spanish language translation and interpretation services, by requiring each City department that interacts directly with the public to develop its own translation services plan based on the department’s specific needs and by adding a full-time position to oversee the City’s language translation services strategy and manage onsite interpreter services of City Council “A” and “B” Session Meetings and City Council meeting documents and materials; and

WHEREAS, on November 18, 2016, the City’s Department Government and Public Affairs released a Request for Proposal (RFP) seeking proposals for Spanish language translations of City Council meeting documents and materials, specifically City Council agendas, memos, updated agendas and selected news releases for the Government and Public Affairs Department; and

WHEREAS, the City evaluated each of the twelve eligible responses that the City received based on a criteria that included experience, background and qualifications, proposed plans, price schedule; Local Preference; and Veteran-Owned Preference, and Small Business Preference; and

WHEREAS, as a result of the RFP process and committee review by representatives of the Department Government and Public Affairs, the City Manager's Office, Department of Transportation & Capital Improvements, the San Antonio Chamber of Commerce and Instituto Cervantes en San Antonio, City Staff recommends approval of the contract with Solis Translations, LLC to provide Spanish language translation services of City Council A and B Session agendas, memos, updated agendas and selected City new release documents in an amount of \$177,500.00; and

WHEREAS, said Contract provides for the accurate translation from English to Spanish of City Council meeting agendas, memos and selected news release documents to the satisfaction of the City for an initial one-year term, with the option to renew and extend the term with three additional one-year periods in an amount not to exceed \$177,800.00; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The City Manager or her designee is hereby authorized to execute a contract, with Solis Translations, LLC to translate from English to Spanish and to the satisfaction of the City meeting agendas, memos updated agendas, and selected news release documents for an initial one-year term, with the option to renew and extend the term with three additional one-year periods. A copy of the contract, in substantially final form, is attached hereto as **Exhibit A**. The terms and conditions of said contract are hereby approved.

SECTION 2. Funding in the amount of \$177,500.00 for this Ordinance is available as part of the Fiscal Year 2017 General Fund Budget.

SECTION 3. The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Cost Centers, WBS Elements, Internal Orders, General Ledger Accounts, and Fund Numbers as necessary to carry out the purpose of this Ordinance.

SECTION 4. This Ordinance shall be effective upon passage by eight affirmative votes; otherwise it shall be effective on the tenth day after passage.

PASSED AND APPROVED this 30th day of March, 2017

M A Y O R
Ivy R. Taylor

ATTEST:

APPROVED AS TO FORM:

Leticia M. Vacek, City Clerk

Andrew Segovia, City Attorney