

**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 SEPRO
TEC MULTILINGUAL SOLUTIONS, LLC, IN AN AMOUNT NOT TO EXCEED
\$120,000.00 ANNUALLY, TO PROVIDE ON-SITE SIMULTANEOUS SPANISH
LANGUAGE INTERPRETER SERVICES AT ALL CITY COUNCIL A AND B
SESSIONS, OTHER CITY COUNCIL PUBLIC MEETINGS AND PUBLIC
MEETINGS IDENTIFIED BY CITY DEPARTMENTS, FOR A ONE-YEAR
TERM, WITH THE OPTION TO EXTEND THE TERM FOR THREE
ADDITIONAL ONE-YEAR PERIODS, FUNDED BY THE GENERAL FUND,
SPECIAL REVENUE FUNDS, OPERATING BUDGETS, AND GRANTS
AUTHORIZED BY CITY COUNCIL.**

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WHEREAS, the City of San Antonio (“City”) is committed to breaking down the language barrier facing Spanish-speaking residents and providing access to governmental services and information to ensure participation in City government and City-related business; and

WHEREAS, the City’s current language access services include, translations of the City’s website, translations of the City’s annual Budget Highlights and Bond Information Guide, Spanish language translations of City Council meeting agendas, memos, updated agendas and selected news releases and Spanish language interpreters on-site at all City Council A and B Sessions and Development, Services boards and commission meetings, a full time Spanish language interpreter on-site 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 Government and Public Affairs Department manages on-site interpreter services at all City Council meetings and all City departments, that have a high level of public contact, manage the utilization of Spanish language interpreter services, as needed; and

WHEREAS, on March 31, 2017, the City’s Department Government and Public Affairs released a Request for Proposal (RFP) seeking proposals for on-site simultaneous Spanish language interpreter services at each City Council meeting, other City Council public meetings and public meetings identified by City departments; and

WHEREAS, as a result of the RFP process and committee review by representatives of the Government and Public Affairs Department, the City Manager’s Office, Development Services Department and the Instituto Cervantes, City Staff recommends approval of a professional services contract with Sepro Tec Multilingual Solutions, LLC, to provide on-site simultaneous Spanish Language Interpreter Services of all City Council A and B Sessions, other City Council public meetings and public meetings identified by City departments for a one-year term with the option to renew and extend the term for three additional one-year periods in an amount not to exceed \$120,000.00, per year; and

WHEREAS, the Government and Public Affairs Department will archive the Spanish language interpreter’s audio, from each City Council meeting, on the City’s website and it is anticipated that the City Council A and B Sessions will be transmitted on the City’s Government Access Channel simultaneously in English and Spanish in FY 2018; and

WHEREAS, the Spanish Interpreter Services Professional Service contract will be awarded in accordance with the Small Business Economic Development Advocacy (SBEDA) Program; and

WHEREAS, said Contract provides for high quality Spanish language interpreter services (both English to Spanish and Spanish to English), at each City Council A and B session, including City Council Ceremonials, Citizens to be Heard, special sessions, special meetings, other City Council public meetings, and other City department public meeting, with attention detail, cultural sensitivity, and to the satisfaction of the City and is 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 \$120,000.00; **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 Sepro Tec Multilingual Solutions, LLC, to provide on-site simultaneous Spanish Language Interpreter Services in both English to Spanish and Spanish to English, at all City Council A and B Sessions, other City Council public meetings and public meetings identified by City departments for a one-year term with the option to renew and extend the term for three additional one-year periods in an amount not to exceed \$120,000.00, as described in a copy of the contract and attached hereto as **Exhibit A**. The terms and conditions of said contract are hereby approved.

SECTION 2. Funding for this Ordinance in the amount up to \$18,000.00 is available as part of the FY2017 Budget, see the table below:

Amount	General Ledger	Cost Center	Fund
\$11,450.00	5201040	1202010001	11001000
\$6,550.00	5201040	1208010001	11001000
Total Amt. \$18,000.00			

SECTION 3: Payment not to exceed the budgeted amount is authorized to Sepro Tec Multilingual Solutions, LLC, and should be encumbered with a purchase order.

SECTION 4: Additional funding for this ordinance is contingent upon City Council approval of the City's operating budget and the availability of funds for future Fiscal Years.

SECTION 5: The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance, may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

SECTION 6. 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 18th day of May, 2017.

M A Y O R
Ivy R. Taylor

ATTEST:

APPROVED AS TO FORM:

Leticia M. Vacek, City Clerk

Andrew Segovia, City Attorney

DRAFT