



# City of San Antonio

## Agenda Memorandum

**File Number:** 17-2354

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**Agenda Item Number:** 8B.

**Agenda Date:** 3/30/2017

**In Control:** City Council A Session

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**DEPARTMENT:** Government and Public Affairs

**DEPARTMENT HEAD:** Jeff Coyle

**COUNCIL DISTRICTS IMPACTED:** City Wide

### **SUBJECT:**

Spanish Translation Services and Interpreter Services

### **SUMMARY:**

A) An Ordinance authorizing a professional services contract with Solis Translations to provide written Spanish translations of City Council A and B Session 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 in an amount not to exceed \$177,500, per year funded by the General Fund.

B) An Ordinance authorizing General Fund expenditures not to exceed \$77,300.00, including ratification of expenditures previously made, for on-site interpreter services at City Council meetings with Translators USA, LLC.

### **BACKGROUND INFORMATION:**

#### **Spanish Translations Services**

The FY 2017 General Fund Adopted Budget included several measures to enhance the City of San Antonio's current Spanish translation efforts to remove language barriers and engage the Spanish-speaking community in all City business, policies and events.

The City currently offers several Spanish translation services including Spanish language interpreters at City Council A and B Sessions, the translation of the City's website with the use of Google Translate, Spanish translation of essential documents such as the annual Budget Highlights, Pre-K 4SA, Head Start Materials, and the City's General Obligation Bond Information Guide. The City also provides a Spanish interpreter at all

Development Services Boards and Commissions meetings and employs a full-time interpreter in Municipal Court. Additionally, more than 1,600 City employees who conduct face-to-face business with the public are fluent in Spanish and are able to assist non-English speaking customers.

The FY 2017 Budget included funding to expand the current level of Spanish translation and interpretation services provided by the City. The Adopted Budget also adds a full-time position who will oversee the development of the City's Spanish translation services strategy and oversee on-site interpreter services at all City Council A and B Session meetings.

A Request for Proposal was released on November 18, 2016, seeking proposals for Spanish language translations of City Council meeting documents and materials, specifically City Council agendas, memos, updated agendas and selected news releases. 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. The selection committee consisted of representatives of the Department Government and Public Affairs, the City Manager's Office, Department of Transportation & Capital Improvements, the Development Services Department, the San Antonio Hispanic Chamber of Commerce and Instituto Cervantes en San Antonio.

City Staff recommends approval of a professional services 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 for a one-year term with the option to renew and extend the term with three additional one-year periods in an amount not to exceed \$177,500.00, per year.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the Emerging Small and Minority/ Women-Owned Business Enterprise Prime Contract Program with twenty (20) evaluation preference points awarded to Solis Translations, as they are certified ESBE and M/WBE firm located within the San Antonio Metropolitan Statistical Area. In accordance with the Local Preference Program, the recommended Respondent received 10 points for being headquartered within the incorporated San Antonio city limits.

### **Spanish Interpretation Services**

The City will release a Request for Proposal in March 2017 for Spanish language interpreters for City Council A and B sessions and other meetings as identified by City Departments such as community budget meetings. The City anticipates City Council approval on the contract in May 2017. All City departments will be able to utilize this contract for interpreter services through individual department budgets, if funding is available in the respective department budget.

The Government and Public Affairs Department will archive the Spanish language interpreter's audio, from each City Council meeting, on the City's website following each meeting beginning May 2017. It is anticipated that the A and B Sessions will be transmitted on the City's Government Channel simultaneously in English and Spanish in 2018.

### **ISSUE:**

A) An Ordinance authorizing a professional services contract with Solis Translations to provide written Spanish

translations of City Council A and B Session 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 in an amount not to exceed \$177,500, per year funded by the General Fund.

B) An Ordinance authorizing expenditures not to exceed \$77,300.00, including ratification of expenditures previously made, for on-site interpreter services at City Council meetings with Translators USA, LLC. The Government and Public Affairs Department will archive the Spanish language interpreter's audio, from each City Council meeting, on the City's website following each meeting beginning May 2017.

**ALTERNATIVES:**

The City Council could elect not to provide Spanish written translation services or on-site interpreter services to Spanish speaking San Antonio residents. The City's translation services are needed in order to assist in breaking down the language barrier facing Spanish-speaking residents in San Antonio.

**FISCAL IMPACT:**

A) The Spanish Translation Professional Services Contract with Solis Translations is authorized at annual amount of \$177,500.00. It is estimated that the cost of the contract to the City for the period of April 1 to September 30, 2017 is \$80,680.00. Funds are included in the FY 2017 General Fund Adopted Budget.

B) The Interpretation Services expenditures of \$77,300.00 are included in the City's FY 2017 General Fund Adopted Budget.