



# City of San Antonio

## Agenda Memorandum

**File Number:** 17-2718

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**Agenda Item Number:** 4.

**Agenda Date:** 5/18/2017

**In Control:** City Council A Session

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**DEPARTMENT:** Government and Public Affairs

**DEPARTMENT HEAD:** Jeff Coyle, Director, Government and Public Affairs

**COUNCIL DISTRICTS IMPACTED:** City Wide

### **SUBJECT:**

Spanish Language Interpreter Services

### **SUMMARY:**

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 for three additional one-year periods. Funds will be deposited in accordance with the Department of Government & Public Affairs FY 2017 General Fund Budget, special revenue funds, operating budgets, and grants authorized by City Council.

### **BACKGROUND INFORMATION:**

The City of San Antonio is committed to engaging the Spanish-speaking community and removing language barriers facing Spanish-speaking residents to ensure participation in City government and City-related business.

Spanish language interpreters are currently made available on-site at all City Council A and B Sessions and Development Services boards and commission meetings. The Government and Public Affairs Department manages and coordinates all on-site interpreter services at City Council meetings. City departments that have a high level of public contact manage the utilization of Spanish language interpreter services on an as needed basis. Additionally, Municipal Court also employs a full-time Spanish language interpreter to provide services.

A Request for Proposal was released on March 31, 2017 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.

The City evaluated each of the six eligible responses that the City received based on the published evaluation criteria in the RFP which included Background, Experience and Qualifications, Proposed Plan, Price Schedule Emerging Small Business Enterprise (ESBE) Prime Contract Program, Minority/Women Business Enterprise (M/WBE) Prime Contract Program, Local Preference Program and the Veteran-Owned Small Business Preference Program. The selection committee consisted of representatives of the Government and Public Affairs Department, the City Manager's Office, Development Services Department and the Instituto Cervantes.

The Government and Public Affairs Department will archive the Spanish language interpreter's audio from each City Council meeting on the City's website. 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.

### **ISSUE:**

An Ordinance authorizing a professional services contract with Sepro Tec Multilingual Solutions, LLC, to provide on-site simultaneous Spanish Language interpreter services 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 Meetings 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 \$120,000.00, per year funded by the general fund, special revenue funds, operating budgets, and grants authorized by City Council. Approval of this contract will enhance the effectiveness of the City's public meetings by ensuring that San Antonio's Spanish speaking community is able to participate.

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.

The Local Preference Program was applied in the evaluation of responses received for this contract; however, the highest ranked firm is not a local business.

The Veteran-Owned Small Business Preference Program was applied in the evaluation of responses received for this contract; however, this firm is not a veteran-owned small business.

This contract was procured by means of a Request for Proposals and a Contracts Disclosure Form is required.

### **ALTERNATIVES:**

The City Council could elect not to provide Spanish language on-site interpreter services to Spanish speaking San Antonio residents. The City's Spanish language interpreter services are needed in order to assist in breaking down the language barrier facing Spanish-speaking residents in San Antonio and to ensure their participation in city government and City-related business.

### **FISCAL IMPACT:**

Funds in the amount of \$68,000.00 are available for the use of the Department of Government & Public Affairs

from the FY 2017 General Fund Budget. Other City departments may use this contract, provided such expenditures do not exceed \$52,000.00 (cumulative) and are in accordance with each department's adopted budget as approved by City Council. Expenditures made by other departments will be on an as-needed basis and dependent upon available funds within their respective adopted budgets.

**RECOMMENDATION:**

City Staff recommends approval of a professional services contract with Sepro Tec Multilingual Solutions, LLC, to provide Spanish Language Interpreter Services for City Council A and B Sessions including, City Council Ceremonials, Citizens to be Heard, Special Sessions, Special Meetings, other City Council Public Meetings, and other City Department Public Meetings in an amount not to exceed \$120,000.00, per year.