



# City of San Antonio

## Agenda Memorandum

**File Number:**20-6421

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**Agenda Item Number:** 4.

**Agenda Date:** 11/19/2020

**In Control:** Early Childhood Education Municipal Development Corporation Board of Directors

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**DEPARTMENT:** Pre-K 4 SA

**DEPARTMENT HEAD:** Sarah Baray, Ph.D.

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Spanish Translation Services

**SUMMARY:**

This item requests Board action to approve a professional services agreement with Worldwide Languages & Communication, LLC to provide written Spanish translations of Pre-K 4 SA documents and communications for three (3) years with two (2) one year renewal options in an amount not to exceed \$75,000.00.

**BACKGROUND INFORMATION:**

As a best practice to serve its diverse student population and engage its large Spanish-speaking community, Pre-K 4 SA utilizes translation services to provide essential documents and communications such as the Parent Handbook, Constant Contact emails, and newsletters in both English and Spanish.

A Request for Proposal was released on August 13, 2020, seeking proposals for Spanish language translations of Pre-K 4 SA documents and materials, including informational flyers and handouts, student handouts, and miscellaneous documents. Pre-K 4 SA evaluated each of the twelve eligible responses received based on set criteria that included: experience; background and qualifications; proposed plans; pricing schedule; Local Preference; Veteran-Owned Preference, and Small Business Preference. The selection committee was comprised of Pre-K 4 SA staff from the Office of the CEO, Operations, Communications and Fiscal.

In order to provide the translation services in accordance with Pre-K 4 SA best practices, staff recommends approval of a professional services contract with Worldwide Languages & Communication, LLC to provide written Spanish language translation services of Pre-K 4 SA informational flyers and handouts, student

handouts, and miscellaneous documents. The term of the contract is for three-years with the option to renew and extend the term with two additional one-year periods in an amount not to exceed \$75,00.00. Worldwide Languages & Communication, LLC was the highest ranked firm during the RFP process.

**ISSUE:**

The execution of this professional services contract to provide written Spanish translations of Pre-K 4 SA informational flyers and handouts, student handouts, and miscellaneous documents will support Pre-K 4 SA's best practice of engaging Spanish-speaking families and serving its diverse student population.

**ALTERNATIVES:**

The Board could elect not to provide Spanish written translation services to Spanish speaking families. However, Pre-K 4 SA's ability to provide translation services internally is limited. Translation services are needed in order to assist in engaging Spanish-speaking families in their child's education.

**FISCAL IMPACT:**

This item authorizes Pre-K 4 SA to execute a professional services agreement with Worldwide Languages & Communication, LLC to provide written Spanish translations of Pre-K 4 SA documents and communications for three (3) years with two (2) one year renewal options in an amount not to exceed \$75,000.00.

**RECOMMENDATION:**

Pre-K 4 SA staff recommends approval of a professional services agreement with Worldwide Languages & Communication, LLC to provide written Spanish translations of Pre-K 4 SA documents and communications for three (3) years with two (2) one year renewal options in an amount not to exceed \$75,000.00.