



City of San Antonio

Agenda Memorandum

File Number:21-2970

Agenda Item Number: 21.

Agenda Date: 5/20/2021

In Control: City Council A Session

DEPARTMENT: Government and Public Affairs

DEPARTMENT HEAD: Jeff Coyle

COUNCIL DISTRICTS IMPACTED: City Wide

SUBJECT:

Spanish Language Interpreter Services

SUMMARY:

An Ordinance authorizing a professional services contract with SeproTec Multilingual Solutions, LLC, in an amount not to exceed \$285,500.00 annually, to provide on-site simultaneous Spanish language interpreter services at all City Council A and B Sessions, City Council public meetings, public meetings identified by City departments, news conferences and emergency information briefings 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.

BACKGROUND INFORMATION:

The City of San Antonio remains committed to engaging the Spanish-speaking San Antonio community and breaking down the language barrier facing Spanish-speaking residents to ensure participation in city government and City-related business.

Spanish language interpreters are currently on-site at all City Council A and B Sessions, Emergency Information News Conferences and Briefings, and Development Services boards and Commission meetings. Additionally, Municipal Court employs a full-time Spanish language interpreter.

The Government and Public Affairs Department manages on-site interpreter services at all City Council meetings. All City departments, that have a high level of public contact, manage the utilization of Spanish

language interpreter services, as needed.

A Request for Proposal was released on February 8, 2021, seeking proposals for on-site simultaneous and virtual Spanish language interpreter services at each City Council “A” and “B” session; this includes City Council Ceremonials, Public Comments, Special Sessions, Special Meetings, News Conferences and Briefings, other City Council Public Meetings, Boards and Commissions and other City Department Public Meetings. The RFP was advertised in the San Antonio Express News, City of San Antonio’s e-Procurement System (SAePS), City’s Bidding and Contracting Opportunities website, TVSA, and outreach notices were sent notifying potential respondents of the RFP and how to apply. A pre-submittal conference was held on February 23, 2021, to allow for Respondent questions and clarification to the RFP. Proposals were due on March 12, 2021. The City received proposals from five (5) Respondents. All five (5) proposals were deemed eligible for evaluation.

On April 2, 2021, a selection committee comprised of representatives from the City of San Antonio’s Government and Public Affairs Department, Development Services Department, and the Universidad Nacional Autonoma de Mexico San Antonio, evaluated and scored the firms based on the following criteria: Experience, Background and Qualifications; Proposed Plan; Price; the Small Business Economic Development Advocacy Program; the Local Preference Program, and the Veteran-Owned Small Business Preference Program.

The Evaluation Committee conducted interviews of the top three (3) firms on April 13, 2021, with evaluation and scoring immediately after. The Evaluation Committee recommended SeproTec Multilingual Solutions, LLC for award as the firm receiving the highest score from the evaluation categories.

The Goal Setting Committee applied the Emerging Small and Minority/ Women-Owned Business Enterprise Prime Contract (SBEDA) Program with five (5) ESBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as SBE located within the San Antonio Metropolitan Statistical Area and five (5) M/WBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as M/WBE located within the San Antonio Metropolitan Statistical Area. However, SeproTec Multilingual Solutions, LLC was not eligible to receive any preference points.

Recommended award is in accordance with the Local Preference Program; however, the recommended respondent is not a local business.

Recommended award is in accordance with the Veteran-Owned Small Business (VOSB) Preference Program. The VOSB program was applied in the evaluation of responses received for this contract; however, the recommended respondent is not a VOSB eligible firm.

City Staff recommends approval of a professional services contract with SeproTec Multilingual Solutions LLC to provide on-site simultaneous or virtual Spanish Language Interpretation Services of all City Council “A” and “B” session, this includes City Council Ceremonials, Public Comments, Special Sessions, Special Meetings, News Conferences and Briefings, other City Council Public Meetings, Boards and Commissions and other City Department Public Meetings 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 \$285,500.00, per year. This amount includes additional requirements as identified by City departments for FY2022.

The Government and Public Affairs Department will archive the Spanish language interpreter’s audio over video, from each City Council meeting, on the City’s website. These videos of the City Council A and B Sessions will continue to be transmitted on the City’s Government Access Channel simultaneously in

English and Spanish.

ISSUE:

An Ordinance authorizing a professional services contract with SeproTec Multilingual, LLC. To provide on-site simultaneous or virtual Spanish Language Interpretation Services of all City Council “A” and “B” session, this includes City Council Ceremonials, Public Comments, Special Sessions, Special Meetings, News Conferences and Briefings, other City Council Public Meetings, Boards and Commissions 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

\$285,500.00, per year funded by the general fund, special revenue funds, operating budgets, and grants authorized by City Council. Approval of this contract will continue to enhance the effectiveness of the City’s public meetings by ensuring that San Antonio’s Spanish speaking community is able to participate.

ALTERNATIVES:

The City Council could elect not to provide Spanish language on-site or virtual 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:

The Spanish Interpreter Services contract is for the amount not to exceed \$285,500.00 per year. Funds are contingent upon the adoption of the FY 2022, FY 2023, FY 2024, and FY 2025 budgets, respectfully. \$160,000.00 is payable out of Government & Public Affairs adopted budget and \$125,500.00 for other City departments 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 SeproTec Multilingual Solutions LLC to provide Spanish Language Interpreter Services for on-site simultaneous or virtual Spanish Language Interpretation Services of all City Council “A” and “B” session, this includes City Council Ceremonials, Public Comments, Special Sessions, Special Meetings, News Conferences and Briefings, other City Council Public Meetings, Boards and Commissions and other City Department Public Meetings in an amount not to exceed \$285,500.00, per year.

This contract is procured by means of Request for Proposals and the Contracts Disclosure Form is attached.