

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: June 17, 2014
SUBJECT: Interpreting and Translation Services–Telelanguage Inc.

ACTION REQUESTED

1. Approve the renewal of a competitively awarded blanket purchase order with Telelanguage Inc. of Portland, OR for interpreting and translation services in the maximum aggregate amount of \$105,000, funded by the Health and Human Services FY2014-15 requested budget with no new net County cost, for the period of July 1, 2014 to June 31, 2015 and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

The Department of Health and Human Services (HHS) - Human Services Division, Children System of Care, and Adult System of Care require a qualified vendor to provide interpreting and translation services for non-English speaking clients. On August 19, 2013, the Purchasing Manager approved the one-year renewal of blanket purchase orders with Telelanguage Inc. of Portland, OR as a result of competitive Bid No. 10177. The services provided by the vendor assist the County in providing mandated eligibility services to clients that have difficulty speaking English. The current blanket purchase orders for these services expire on June 30, 2014.

Telelanguage Inc. has agreed to renew with no changes to pricing, terms or conditions. Section 15 of the General Terms and Conditions of Bid No. 10177 allows for the renewal of the existing agreement on a year-to-year basis upon the successful negotiation of the renewal pricing and terms. Section 1.3(o) of the Purchasing Policy Manual also allows the County to renew these contracts based on satisfactory services and reasonable pricing offered by the vendors.

Your Board's approval is required to proceed with a new one-year BPO in the maximum aggregate amount of \$105,000 and to authorize the Purchasing Manager to sign the resulting BPO.

FISCAL IMPACT

Upon your Board's approval, a new BPO will be awarded to Telelanguage Inc. in the maximum aggregate amount of \$105,000. The BPO will be effective July 1, 2014 through June 30, 2015. The Department has budgeted appropriately for this expense. This service is funded 95 percent with Federal and State revenues and 5 percent with required County General Fund match.

cc: Rebecca Mellott, Director of HHS Administrative Services

