



Thursday, February 01, 2007

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**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION**

ITEM No. 27

Subject: Authorize award, negotiation, and execution of a 36-month requirements service contract with SPANISH LANGUAGE SOLUTIONS, Austin, TX, for language proficiency exam services in an estimated amount not to exceed \$363,740, with three 12-month extension options in an estimated amount not to exceed \$129,580 per extension option, for a total estimated contract amount not to exceed \$752,480.

Amount and Source of Funding: Funding in the amount of \$104,580 is included in the Fiscal Year 2006-07 Operating Budget of various city departments. Funding for the extension options is contingent upon available funding in future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

**Additional Backup
Material**

(click to open)

No Attachments Available

For More Information: FOR MORE INFORMATION CONTACT Rosemary Ledesma, Supervising Sr. Buyer/974-2011.

Purchasing Language: Best evaluated proposal of two proposals received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This service contract will provide language proficiency exam services to City of Austin eligible employees under the Bilingual Pay Program. The City recognizes the value of having eligible employees who can speak and understand Spanish sufficient to communicate with Spanish speaking citizens in both emergency and non-emergency operational situations. The program will offer incentives to City employees who meet program eligibility and successfully pass the Spanish language proficiency exam through services provided under this contract.

The Contractor will administer and validate standard language proficiency exams for Spanish language only. This pilot program will be evaluated after implementation for expansion as part of the annual budget. This contract will allow the City to expand to other languages if desired.

An evaluation panel consisting of City staff reviewed the proposals. The panel recommended Spanish Language Solutions (SLS) as the best proposer based on project concept and solutions proposed, demonstrated applicable experience, key personnel qualifications, equipment/facilities proposed, evidence of good organization & management practices, sample written language proficiency exam, and total evaluated cost. MBE/WBE solicited: 1/2 MBE/WBE bid: 0/0 RFP NO. RML0001 PROPOSAL ANALYSIS a. Adequate competition b. 153 notices were sent including one MBE and two WBEs. Two solicitations were issued. Two proposals were received with no response from MBE/WBEs APPROVAL JUSTIFICATION a. Best evaluated proposal. b. The Purchasing Office concurs with the Human Resources Department's recommended award c. Advertised in the Austin American Statesman and on the Internet.