

## A G E N D A



Thursday, August 30, 2007

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION**

Item No. 49

**Subject:** Authorize award and execution of a 36-month requirements service contract with LANGUAGE SERVICES ASSOCIATES, INC., Willow Grove, PA, for over-the-phone language interpretation services in an estimated amount not to exceed \$390,528, with three 12-month extension options in an estimated amount not to exceed \$130,176 per extension option, for a total estimated contract amount not to exceed \$781,056.

**Amount and Source of Funding:** Funding in the amount of \$8,640 is available in the Fiscal Year 2006-2007 Operating Budget of the Community Care Services Department. Funding in the amount of \$2,208 is available in the Fiscal Year 2006-2007 Operating Budget of the Health & Human Services Department. Funding for the remaining 35 months of the original contract period and extension options is contingent upon available funding in future budgets.

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

**For More Information:** Barbara McConnell, Buyer II, 972-4009

**Purchasing Language:** Lowest bid of two bids 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 contract will provide services for over-the-phone language interpretation to non-English speaking patients seeking medical care at the Community Care Services Department's Community Health Centers and at the Austin/Travis County Health and Human Services Department's health center and clinic locations on an as needed basis. Also, the contract will provide for translation and transcription of medical records, when necessary.

Language Services Associates has the ability to provide interpretation services for 212 different languages.

MBE/WBE solicited: 2/1

MBE/WBE bid: 0/0

**PRICE ANALYSIS**

- a. Adequate competition.
- b. Seventy-six notices were sent, including two MBEs and one WBE. Two bids were received, with no response from the MBE/ WBEs.
- c. The pricing offered represents a 3% decrease from the last contract award in August 2006.

**APPROVAL JUSTIFICATION**

- a. Lowest bid.
- b. The Purchasing Office concurs with the Community Care Services Department and Health and Human Services Department's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.