

## A G E N D A



## Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	21276	Agenda Number	22.
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Meeting Date:	January 31, 2013
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Department:	Purchasing
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## Subject

Authorize award, negotiation, and execution of a 36-month requirements service contract with BERLITZ LANGUAGES, INC., or the other qualified offeror to RFP No. JSD0129, to provide Language Proficiency Exam Services for the Human Resources Department in an estimated amount of \$112,500, with a 36-month extension option in the amount of \$112,500, for a total estimated contract amount not to exceed \$225,000.

## Amount and Source of Funding

Funding in the amount of \$23,437.50 is available in the 2012-2013 Approved Operating Budget of the Human Resources Department. Funding for the remaining 28 months of the base contract and the extension option is contingent upon available funding in future budgets.

## Fiscal Note

There is no unanticipated fiscal impact. A fiscal note is not required.

Purchasing Language:	Best evaluated proposal received
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Prior Council Action:	
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For More Information:	Jeff Dilbert, Corporate Purchasing Manager, 974-2021
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Boards and Commission Action:	
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Related Items:	
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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.
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## Additional Backup Information

The purpose of this contract is to provide suitable business examinations which validate the Spanish language proficiency. The language proficiency exam services will be provided for qualified City employees who participate in the bilingual pay program.

The city intends to expand the bilingual pay program to include proficiency examination services for other languages. Proficiency examination services for languages in addition to Spanish include:

Verbal Examination :for Spanish, French, German, Italian, Portuguese, Arabic, Thai and other Asian Languages  
Written Examination for Spanish, French, German, Italian, Portuguese, Arabic and Thai

MBE/WBE solicited: 25/15

MBE/WBE bid: 0/0

#### **PRICE ANALYSIS**

- a. Adequate competition
- b. 248 notices were sent including 25 MBEs and 15 WBEs. Two proposals were received. MBEs/WBEs did not respond.
- c. The pricing offered represents a 62% decrease from the last purchase made February 1, 2007. The cost of for Spanish exams has been reduced by 6% and other additional languages by 56%. The amount of testing sessions required has been reduced by 25%

#### **APPROVAL JUSTIFICATION**

- a. Best evaluated proposal
- b. The Purchasing Office concurs with the Human Resource Department's recommended award.
- c. Advertised in the Austin American Statesman and on the Internet.

This request allows for the development of an agreement with a qualified offeror that Council selects. If the City is unsuccessful in negotiating a satisfactory agreement with the selected offeror, negotiations will cease with that provider. Staff will return to Council so that Council may select another qualified offeror and authorize contract negotiations with this provider.