



## Recommendation for Action

**File #:** 20-2800, **Agenda Item #:** 17.

9/3/2020

### Posting Language

Authorize negotiation and execution of a multi-term contract with Silvia B Kenig Inc. (MWBE), or one of the other qualified offerors to Request For Proposals 4600 LNH3020, to provide Spanish interpretation and translation services for municipal court, for up to five years for a total contract amount not to exceed \$3,832,840.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were insufficient subcontracting opportunities; therefore, no subcontracting goals were established).

### Lead Department

Purchasing Office.

### Client Department(s)

Municipal Court.

### Fiscal Note

Funding in the amount of \$63,881 is available in the Fiscal Year 2019-2020 Operating Budget of Municipal Court. Funding for the remaining contract term is contingent upon available funding in future budgets.

### Purchasing Language:

The Purchasing Office issued a Request for Proposals (RFP) 4600 LNH3020 for these services. The solicitation issued on April 22, 2020 and it closed on May 21, 2020. Of the three offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a log of offers received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=134089)  
<[https://www.austintexas.gov/financeonline/account\\_services/solicitation/solicitation\\_details.cfm?sid=134089](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=134089)>.

### For More Information:

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or [AgendaOffice@austintexas.gov](mailto:AgendaOffice@austintexas.gov) <<mailto:AgendaOffice@austintexas.gov>>

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Al Drayton, at 512-974-2298 or [alfonso.drayton@austintexas.gov](mailto:alfonso.drayton@austintexas.gov) <<mailto:alfonso.drayton@austintexas.gov>>.

### Additional Backup Information:

The contract is for Spanish interpretation and translation services. These services are provided daily in support of court operations and Magistrate functions. Additionally, Texas statute requires court certified

interpreters for the Spanish language to perform these services.

The recommended contractor is the current provider for these services. The contractor meets all specifications as mandated by law and the proposed pricing is in line with what other large courts in the state of Texas pay for these services. This contract replaces the current contract for Spanish interpretation and translation services which expires September 8, 2020. The requested authorization amount is based on department estimates and pricing submitted in response to the solicitation.

An evaluation team with expertise in this area evaluated the offers and scored Silvia B. Kenig as the best to provide these services based on experience and personnel qualifications, scope and performance requirements, price, local business presence and service-disabled veteran business enterprise.

This request allows for the development of a contract with a qualified offeror selected by Council. If the City is unsuccessful in negotiating a satisfactory contract with the selected offeror, negotiations will cease with that provider. Staff will return to Council so that another qualified offeror may be selected, authorizing new contract negotiations.

The timely execution of this contract is critical to ensure a continuation of services provided to the Municipal Court, Downtown Austin Community Court, and Magistrate Services.

**Contract Detail:**

<b><u>Contract Term</u></b>	<b><u>Length of Term</u></b>	<b><u>Contract Authorization</u></b>
Initial Term	3 yrs.	\$2,299,704
Optional Extension 1	1 yr.	\$ 766,568
Optional Extension 2	1 yr.	\$ 766,568
<b>TOTAL</b>	<b>5 yrs.</b>	<b>\$3,832,840</b>

**Note:** Contract Authorization amounts are based on the City's estimated annual usage.

**Strategic Outcome(s):**

Government that Works for All.