

**MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: June 16, 2015
SUBJECT: Interpreting and Translation Services--Telelanguage Inc.

ACTION REQUESTED

1. Approve the blanket purchase order renewal with Telelanguage Inc. of Portland, OR for interpreting and translation services in the maximum amount of \$105,000, which is no increase from the prior contract, for the period of July 1, 2015 to June 31, 2016. Funding is provided by Health and Human Services FY 2015-16 requested budget.

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 June 17, 2014, your Board 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 order for these services expires on June 30, 2015.

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.

FISCAL IMPACT

Upon you Board's approval, a new BPO will be awarded to Telelanguage Inc. in the maximum amount of \$105,000 for the period of July 1, 2015 through June 30, 2016. Funding is available in the Health and Human Services FY 2015-16 requested budget. This service is funded 95 percent with Federal and State revenues and 5 percent with required County General Fund match. Funds are not encumbered until services are rendered against the BPO.

cc: Rebecca Mellott, Director of HHS Administrative Services

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