



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 08/16/2016

SUBJECT: **RFP NO. 2016-163 - ONSITE LANGUAGE INTERPRETATION SERVICES - PUBLIC HEALTH - VARIOUS VENDORS - PER CONTRACT TERMS**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award RFP No. 2016-163, Onsite Language Interpretation Services, for Public Health, to the following vendors at the per contract terms:

Primary	Catholic Charities Diocese of Fort Worth, Inc., d/b/a Translation and Interpretation Network
Secondary	Universe Technical Translation, Inc.
Alternate	MasterWord Services, Inc.

BACKGROUND:

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, and posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. Eighty (80) vendors were contacted and requested to participate in this proposal process. All documents pertaining to this RFP were posted on the Tarrant County website and were downloaded by interested parties. Nine (9) proposals were received.

Proposals were evaluated by Public Health and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP specifications

The term of the contract is twelve (12) months, effective October 1, 2016, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of Public Health and Purchasing that RFP No. 2016-163, Onsite Language Interpretation Services, be awarded to the vendors listed above at the per contract terms.

FISCAL IMPACT:

Expenses are estimated to be approximately \$136,000.00 annually. Services are provided on an as-needed basis.

SUBMITTED BY: Purchasing

PREPARED BY: Gwen Peterson, C.P.M.,A.P.P.

APPROVED BY: