

Contract Renewal Evaluation Form

Date:	October 21, 2021
Department:	Diversity and Civil Rights Compliance
Contract Number:	21RFP022321B-YJ
Contract Title:	Foreign Language Translation Service

Instructions:

It is extremely important that every contract be rigidly scrutinized to determine if the contract provides the County with value. Each renewal shall be reviewed and answers provided to determine whether services should be maintained, services/scope reduced, services brought in-house or if the contract should be terminated. Please submit a completed copy of this form with all renewal requests.

1. Describe what efforts were made to reduce the scope and cost of this contract.

The current contract provides qualified foreign language oral interpretation and written translation services for Fulton County Department programs, activities and sponsored events. The contract provides all personnel with qualified oral language interpreter and written translation services through telephone, personal computer/laptop devices and/or through video remote interpreting as requested by County Department staff and be available and responsive 24 hours a day/7 days a week/365 days a year. In an effort to reduce cost, the current contract does not include onsite in-person interpretations services which are typically the most expensive translation services provided.

2. Describe the analysis you made to determine if the current prices for this good or service is reflective of the current market. Check all applicable statements and provide documentation:

Internet search of pricing for same product or service:

Date of search:	11/7/2021
Price found:	0.30 cents per minute
Different features / Conditions:	Same
Percent difference between internet price and renewal price:	7%

Explanation / Notes:

DCRC conduct internet searches to find the prevailing market rate for written translation services. Many translators charge by the word for their translation services. According to the [American Translators Association](#), translators in the U.S. should receive a minimum of 12 cents per word to reflect the years of training and certifications they have. Costs for translation are higher depending on the geographic region and the translator's experience and area of expertise. Jennifer Rasigade-Marchand of [Word for Word Language Services](#) in Louisville, Kentucky, charges an hourly rate for supplementary services, such as formatting, terminology mining (creation of a proprietary terminology database in the form of a Translation Memory file) and the creation of term bases for computer-assisted translation (CAT) tools. [Word for Word Language Services](#) charges 17 cents per word (for languages other than French). Some legal and literary translators do not use CAT tools, in which case, the flat per-word rate can go from .05 cents a word to .30 cents a word. It depends on the language pair and the difficulty of the translation, says Rasigade-Marchand with [Word for Word Language Services](#) <https://www.thumbtack.com/p/translator-rate>.

Fulton County Government serves a diverse and multi-lingual community and requires the translation of documents into numerous foreign languages. The County's current contract cost are on par with market trends.

Market Survey of other jurisdictions:

Date contacted:	November 4, 2021
Jurisdiction Name / Contact name:	Awaiting Response
Date of last purchase:	Click here to enter a date.
Price paid:	Click here to enter text.
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.
Percent difference between past purchase price and renewal price:	Click here to enter text.
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	Click here to enter text.

Explanation / Notes:

During the COVID-19 pandemic, government closures and altered services have impeded DCRCs ability to conduct thorough jurisdictional peer reviews. DCRC is still awaiting response from peer jurisdictions.

Other (Describe in detail the analysis conducted and the outcome):

Click here to enter text.

3. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year?

\$18,165.20

4. Does the renewal option include an adjustment for inflation? **Yes** **No**
(Information can be obtained from CPI index)

Was it part of the initial contract? **Yes** **No**

Date of last purchase:	Click here to enter a date.
Price paid:	Click here to enter text.
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.

Percent difference between past purchase price and renewal price:

[Click here to enter text.](#)

Explanation / Notes:

[Click here to enter text.](#)

5. Is this a seasonal item or service? Yes No

Fulton County is required under the Title IV of the Civil Rights Act of 1964, as amended to ensure that all services, programs and benefits are accessible to LEP persons. If this service is not provided, Fulton County would not be in compliance with Title VI requirements and would risk legal exposure and sanctions, including loss of federal funds.

**6. Has an analysis been conducted to determine if this service can be performed in-house? Yes
 No If yes, attach the analysis.**

Providing language translation services is a highly specialized field and must be provided upon request. The County does not have professional staff training or available to provided foreign language translations services “on demand” 24 hours a day/7 days a week/365 days a year.

7. What would be the impact on your department if this contract was not approved?

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