

 Fulton County Board of Commissioners Agenda Item Summary		BOC Meeting Date 7/19/2017
Requesting Agency Diversity and Civil Rights Compliance		Commission Districts Affected All Districts
Requested Action <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Request approval of recommended proposal - DCRC-17RFP106385B-BR, Qualified Foreign Language Oral Interpretation and Written Translation Services in an amount not to exceed \$50,000 with TransPerfect Translations, Inc. (Atlanta, GA) to provide qualified foreign language oral interpreter and written translation services. Effective from the date of contract execution through December 31, 2017 with two renewal options.		
Requirement for Board Action <i>(Cite specific Board policy, statute or code requirement)</i> In accordance with Purchasing Code Sections 102-374 and 102-375 all competitive sealed proposals shall be forwarded to the Board of Commissioners for approval.		
Is this Item related to a Strategic Priority Area? <i>(If yes, note strategic priority area below)</i> Yes All People trust government is efficient, effective, and fiscally sound		
Is this a purchasing item? Yes		
Summary & Background	<i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i>	

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone 404-612-5800	
Signature	Date	

Continued

Scope of Work: The DCRC seeks approval of subject contract to provide qualified foreign language oral interpreter and written translation services for Fulton County Department programs and services. The vendor will provide all personnel to perform foreign language oral interpreter (by phone, visual remote interpreting [VRI] or in person) and written translation services of vital public documents as requested.

Fulton County is required under Title VI of the Civil Rights Act 1964 as amended to ensure that all services, programs and benefits are accessible to persons with Limited English Proficiency (LEP). If this request is not approved, Fulton County would not be in compliance with the Title VI CRA, and would risk legal exposure and sanctions, including loss of federal funds.

Community Impact: The present request ensure that federally mandated Title VI Limited English Proficiency requirements and considerations are implemented by programs at the point of service Countywide

Department Recommendation: The DCRC seeks approval to a contract for foreign language oral interpreter (by phone, visual remote interpreting [VRI] or in person) and written translation consultant services from TransPerfect Translations, Inc.

Project Implications: Failure to approve the contract could result in Fulton County not being compliant with Title VI CRA 1964 as amended LEP requirements, risking legal exposure and sanctions, including loss of federal funds.

Community Issues/Concerns: None

Department Issues/Concerns: Approval of this renewal is being sought in order to ensure the County continues to comply with federal law (e.g. Title VI CRA 1964 as amended LEP requirements) which requires all state and local governments, receiving federal funds to provide foreign language interpreter and translation services in order to meet LEP requirements.

History of BOC Agenda Item: This is new procurement.

Contract & Compliance Information

[Click here to enter text.](#)

Contract Value: \$50,000.00
Prime Vendor: TransPerfect Translations, Inc.
Prime Status: White Female Business Enterprise- Non-Certified
Location: Atlanta, GA
County: Fulton County
Prime Value: \$50,000.00 or 100.00%

Total Contract Value: \$50,000.00 or 100.00%
Total M/FBE Value: \$50,000.00 or 100.00%

17-0574

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:	9	33	18	42
No. Bids Received:	3	3	2	6
Total Contract Value	.\$50,000.00 or 100.00%			
Total M/FBE Values	.\$50,000.00 or 100.00%			
Total Prime Value	.\$50,000.00 or 100.00%			
Fiscal Impact / Funding Source <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> 100-999-s200-1160 not to exceed \$50,000				
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> Exhibit 1: Evaluation Committee Recommendation Letter Exhibit 2: Contractor Performance Memo				
Source of Additional Information <i>(Type Name, Title, Agency and Phone)</i> Dr. Ann Harris, Director, DCRC, 404-612-0598				

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone 404-612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Continued

Procurement**Contract Attached:**

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Previous Contracts:

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Solicitation Number:

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Submitting Agency:

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Staff Contact:

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Contact Phone:

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Description:.**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: .

Previous Adjustments: .

This Request: .

TOTAL: .

MBE/FBE Participation:

Amount: . %: .

Amount: . %: .

Amount: . \$50,000 100.00 %: .

Amount: . %: .

Grant Information Summary:

Amount Requested: .

☐

Cash

Match Required: .

☐

In-Kind

Start Date: .

☐

Approval to Award

End Date: .

☐

Apply & Accept

Match Account \$: .

Funding Line 1:

100-999-s200-1160

Funding Line 2:

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Funding Line 3:

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Funding Line 4:

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KEY CONTRACT TERMS**Start Date:**

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End Date:

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Cost Adjustment:

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Renewal/Extension Terms:

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ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Harris, Ann	Date: 7/5/2017
X	County Attorney:	Martinez, Dominique	Date: 7/13/2017
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 7/13/2017
X	Finance/Budget Analyst/Grants Admin:	McNair, Sherri	Date: 7/6/2017
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 7/13/2017



INTEROFFICE MEMORANDUM

17-0574

TO: Felicia Strong-Whitaker, Director
Department of Purchasing & Contract Compliance

FROM: Evaluation Committee Recommendation Letter

DATE: June 13, 2017

PROJECT: 17RFP106385B-BR Qualified Foreign Language Oral Interpretation

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-reference project on behalf of the County Manager's Department.

Six (6) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. Transperfect
2. CTS Language Link, Inc.
3. Telelanguage
4. ALC AllWorld Language Consultants
5. Parks Global Solutions
6. Language Link, LLC

After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the proposal submitted by Transperfect with a total score of 84.51, is the recommended vendor for the award of 17RFP106385B-BR Qualified Foreign Language Oral Interpretation and Written Translation Services.

The Evaluation Committee members attest that each member scored each proposal independently in accordance with the evaluation criteria set forth in the Request for Proposal and that their individual score is a part of the final scores in the attached Evaluation Matrix.

SELECTION COMMITTEE MEMBERS:



Dr. Ann Harris, Director
DCRC



Niger Thomas, Sr. ADA/EEO Officer
DCRC



Trina Alston, Title VI Coordinator
Office of the County Auditor

EVALUATION CRITERIA	WEIGHT	Transperfect	CTS Language Link	Telelanguage	ALC All World Language Consultants	Parks Global Solutions	Language Link LLC
Project Plan/Approach to Work	35%	29.17	26.25	23.33	17.5	17.5	8.75
Qualifications of Key Personnel	20%	16.67	13.33	15.83	13.33	10.0	6.67
Relevant Project Experience/ Past performance	15%	13.75	12.5	7.5	10.0	3.75	5.0
Availability of Key Personnel	13%	11.92	8.67	9.75	9.75	9.75	4.33
Local Preference	5%	5	0	0	0	5	0
Service Disabled Veterans Preference	2%	0	0	0	0	0	0
Cost Proposal <ul style="list-style-type: none">• Cost of Oral Interpreter – 7%• Written Translation – 3%	10%	8	6.2	8.4	7.77	6.5	7.1
TOTAL SCORE:	100.00	84.51	66.95	64.81	58.35	52.50	31.85

**To sum Total Score columns highlight the row and press F9*

TECHNICAL EVALUATION CRITERIA	%	Langugae Link LLC	Telelanguage	ALC Allworld Language Consultants	Parks Global Solutions	CTS Language Link	Transperfect	Insert Vendor Name	Insert Vendor Name
Project Plan/Approach to Work	35%								
Evaluator 1		8.75	17.5	26.25	17.5	26.25	26.25		
Evaluator 2		8.75	26.25	8.75	17.5	26.25	26.25		
Evaluator 3		8.75	26.25	17.5	17.5	26.25	35		
Total		26.25	70	52.5	52.5	78.75	87.5	0	0
Average		8.750	23.333	17.500	17.500	26.250	29.167	0.000	0.000
Qualifications of Key Personnel	20%								
Evaluator 1		5	17.5	15	5	15	10		
Evaluator 2		10	15	10	15	10	20		
Evaluator 3		5	15	15	10	15	20		
Total		20	47.5	40	30	40	50	0	0
Average		6.667	15.833	13.333	10.000	13.333	16.667	0.000	0.000
Relevant Project Experience	15%								
Evaluator 1		7.5	3.75	11.25	3.75	11.25	11.25		
Evaluator 2		3.75	11.25	7.5	3.75	11.25	15		
Evaluator 3		3.75	7.5	11.25	3.75	15	15		
Total		15	22.5	30	11.25	37.5	41.25	0	0
Average		5.000	7.500	10.000	3.750	12.500	13.750	0.000	0.000
Availability of Key Personnel	13%								
Evaluator 1		3.25	9.75	9.75	9.75	9.75	9.75		
Evaluator 2		6.5	9.75	9.75	9.75	6.5	13		
Evaluator 3		3.25	9.75	9.75	9.75	9.75	13		
Total		13	29.25	29.25	29.25	26	35.75	0	0
Average		4.333	9.750	9.750	9.750	8.667	11.917	0.000	0.000
Insert Evaluation Criteria	5%								
Evaluator 1									
Evaluator 2									
Evaluator 3									
Total		0	0	0	0	0	0	0	0
Average		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Insert Evaluation Criteria	3%								
Evaluator 1									
Evaluator 2									
Evaluator 3									
Total		0	0	0	0	0	0	0	0
Average		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Local Preference	5%								
Evaluator 1		0	0	0	5	0	5		
Evaluator 2					5		5		
Evaluator 3					5		5		
Total		0	0	0	15	0	15	0	0
Average		0.000	0.000	0.000	5.000	0.000	5.000	0.000	0.000
Service Disabled Veterans Preference	2%								
Evaluator 1		0	0	0	0	0			
Evaluator 2									
Evaluator 3									
Total		0	0	0	0	0	0	0	0
Average		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Cost Proposal	10%								
Evaluator 1		7.1	8.4	7.77	6.5	6.2	8		
Evaluator 2		7.1	8.4	7.77	6.5	6.2	8		
Evaluator 3		7.1	8.4	7.77	6.5	6.2	8		
Total		21.3	25.2	23.31	19.5	18.6	24	0	0
Average		7.100	8.400	7.770	6.500	6.200	8.000	0.000	0.000
Overall Total	100%	31.85	64.82	58.35	52.50	66.95	84.50		



INTEROFFICE MEMORANDUM

TO: Brian Richmond, Assistant Purchasing Agent,
FROM: Dr. Ann F. Harris, Director 
Office of Diversity and Civil Rights Compliance (DCRC)
DATE: July 10, 2017
RE: DCRC - # 17RFP106385B-BR Qualified Foreign Language Oral
Interpretation and Written Translation Services

This memorandum will serve to inform you that the DCRC does not have nor has it ever had a contract with TransPerfect Translation Inc. in the past so there is not a contractor's performance report accompanying this Board of Commissioner's request.

Cc: Trina Alston