

RESOLUTION NO. 27-15

RESOLUTION OF THE COUNCIL OF THE CITY OF RICHMOND AUTHORIZING SERVICE CONTRACTS FOR AS-NEEDED TRANSCRIPTION AND TRANSLATION SERVICES FOR AN AMOUNT NOT TO EXCEED \$100,000 PER VENDOR OVER A FIVE YEAR PERIOD, MARCH 2015 THROUGH FEBRUARY 2020

WHEREAS, the Richmond Planning and Building Services Department, as well as other City departments such as the City Manager's Office, Library Services, and Human Resources, anticipate needing services for transcription and translation services for meetings, hearings, community events, and advanced planning projects; and

WHEREAS, the project-by-project bidding process for these services can take up to four months and involve significant per-project staff time and costs; and

WHEREAS, the Richmond Planning and Building Services Department has demonstrated that the use of professionals drawn from a list of service firms that have undergone a competitive process eliminates much of the delay and costs associated with project-by-project bidding; and

WHEREAS, in January 2015, the Richmond Planning and Building Services Department issued a Request for Qualifications (RFQ) for transcription and translations services, through the City's BidsOnline system; and

WHEREAS, 53 vendors were notified and three firms responded to the RFQ; and

WHEREAS, all vendors were reviewed by a panel consisting of staff from Planning and Building Services and Finance Departments; and

WHEREAS, in evaluating the proposals, the panel evaluated the responses based on each firm's technical qualifications and experience, qualifications and experience of key project staff, and compliance with the requirements of the RFQ; and

WHEREAS, the panel recommends two firms for inclusion to the on-call list for transcription and translation services:

Translation

1. Language People

Transcription

1. Lisa's Word Processing

WHEREAS, each as-needed service contract would be for an amount not-to-exceed \$100,000, over a five year period, March 2015 through February 2020; and

WHEREAS, firms will be selected to provide as-needed transcription and translation services for public meeting, large projects, community events and advanced planning projects; and

WHEREAS, the Planning and Building Services Department will manage the contracts, and the costs of each contract will be paid by project applicants, grants, development impact fees, or budget allocations.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Richmond hereby authorizes the Planning and Building Services Department to enter into Service Contracts for as-needed transcription and translation services with the above mentioned firms for an amount not to exceed \$100,000 per vendor over a five year period, March 2015 through February 2020.

I hereby certify that the foregoing resolution was passed and adopted by the Council of the City of Richmond at a regular meeting thereof held on March 17, 2015, by the following vote:

AYES: Councilmembers Bates, Beckles, Martinez, McLaughlin, Pimplé,
Vice Mayor Myrick, and Mayor Butt.

NOES: None.

ABSTENTIONS: None.

ABSENT: None.

PAMELA CHRISTIAN
CLERK OF THE CITY OF RICHMOND
(SEAL)

Approved:

TOM BUTT
Mayor

Approved as to form:

BRUCE GOODMILLER
City Attorney

State of California }
County of Contra Costa : ss.
City of Richmond }

I certify that the foregoing is a true copy of **Resolution No. 27-15**, finally passed and adopted by the City Council of the City of Richmond at a regular meeting held on March 17, 2015.