



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 09/19/2023

**SUBJECT: RFP NO. F2023183 - ANNUAL CONTRACT FOR 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. F2023183, Annual Contract for Onsite Language Interpretation Services, for Public Health, to the following vendors at the per contract terms:

Primary	Translation & Interpretation Network, LLC
Secondary	Universe Technical Translation Inc.
Alternate 1	MasterWord Services, Inc.
Alternate 2	Language Line 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-six (86) 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. A pre-proposal conference held on July 17, 2023 was attended by four (4) vendors as well as representatives from Public Health and Purchasing. Eleven (11) proposals and one (1) no-bid were received.

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

Worldwide Languages & Communications, LLC was deemed non-responsive for failure to bid on all required languages. A Best and Final Offer was then requested from the four (4) highest scoring vendors, which resulted in a price decrease of \$14,319.40. The proposals received from the vendors listed above meet all specifications and are acceptable to Public Health.

The term of the contract is twelve (12) months, effective October 1, 2023, with two (2) options for renewal periods of twelve (12) months each.

This contract is used primarily by Public Health to serve patients with limited English language proficiency. To give all patients the best possible care, clinic staff must be able to communicate with them effectively, including those who have limited or no ability to speak and/or understand the English language. Title VI of the Civil Rights Act of 1964 requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities accessible by eligible persons with limited English proficiency.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Brad Richards Chris Lax, CPSM, CPSD, CPCP
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Therefore, it is the joint recommendation of Public Health and Purchasing that RFP No. F2023183, Annual Contract for Onsite Language Interpretation Services, be awarded to the vendors listed above at the per contract terms.

FISCAL IMPACT

Expenses for last year were approximately \$178,920.00. The County's future cost will be determined by the services provided on an as-needed basis. Funding is available in the following accounts:

585154/T0400-2024/Various Cost Centers

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