

Mayor and Council Communication

DATE: 03/29/22

M&C FILE NUMBER: M&C 22-0205

LOG NAME: 13P22-0042 TRANSLATION SERVICES MC MUNCO

SUBJECT

(ALL) Authorize Execution of a Purchase Agreement with Masterword Services, Inc. for Translation Services for an Annual Amount Up to \$356,374.00 for City Departments and Authorize Four One-Year Renewal Options for the Same Annual Amount

RECOMMENDATION:

It is recommended that the City Council authorize execution of a purchase agreement with MasterWord Services, Inc. for translation services for an annual amount up to \$356,374.00 for City Departments and authorize four one-year renewal options for the same annual amount.

DISCUSSION:

The Development Services, Community and Public Engagement, City Secretary, Code Compliance, Police and Municipal Courts departments approached the Purchasing Division to procure an agreement for translation services. During the course of this agreement, other departments may request translation services, therefore, this agreement should also allow for those purchases. The agreement will be utilized to provide live translation services and editing of publications from English to specified foreign languages and from a specified foreign language into English. Languages to be translated include Cambodian, English, French, German, Hungarian, Indonesian, Italian, Japanese, Korean, Laotian, Russian, Spanish, Vietnamese and other languages for various City departments. Translation and editing materials provided by the City under this contract include brochures, flyers, policies/procedures, signs, applications, advertisements and newsletters, articles, announcements, permits, certificates, manuals, door hangers, reports, invitations, forms, annual reports and City codes/Legal notices. Services include translation or editing of material of financial, legal, medical and technical nature.

In order to procure these services, staff issued a Request for Proposal (RFP). RFP No. 22-0042 consisted of detailed specifications regarding the requirements for translation services. The RFP was advertised in the *Fort Worth Star-Telegram* on January 13, 2022, January 19, 2022, January 26, 2022, February 2, 2022, February 9, 2022 and February 16, 2022. The Purchasing Division received nine (9) responses.

Staff evaluated each bid response by using Best Value criteria, which included firm's qualifications, education and certifications, firm's reputation and references, firm's turnaround time and price. After evaluation, the panel concluded that MasterWord Services, Inc. presented the best value to the City and therefore recommends awarding the translation services agreement to MasterWord Services, Inc. No guarantee was made that a specific amount of these services will be purchased.

BUSINESS EQUITY: MASTERWORD SERVICES, INC. Is in compliance with the City's Business Equity Ordinance by committing to 100.00% Business Equity participation on this project. The City's Business Equity goal on this project is 25%. Additionally, MASTERWORD SERVICES, INC. is a certified WBE firm.

FUNDING: Funding is budgeted in the Other Contractual and Consultant and Other Professional Services accounts in each of the department's General funds. Business Unit 38 Municipal Court Department has \$45,149.76 remaining for Fiscal Year 2022.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and expire one year from that date.

RENEWAL OPTIONS - The agreement may be renewed for four (4) additional one-year renewal periods. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the participating departments' Operating Funds to support the approval of the above recommendation and award of the contract. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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Expedited