



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/23/2017

Agenda Placement: 6A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mary Butler - Chief Probation Officer
Probation
REPORT BY: Ferlyn Buenafe, Staff Services Manager - 707.253.4126
SUBJECT: Agreement with Language People, Inc.

RECOMMENDATION

Chief Probation Officer requests approval of and authorization for the Chair to sign an agreement with Language People, Inc. for a maximum of \$6,000 for the term April 1, 2017 through June 30, 2017 to provide translation and interpretation services with two one-year automatic renewal provisions.

EXECUTIVE SUMMARY

The department requests approval for contracted language services to meet short term and/or immediate translation needs on behalf of the department that requires such services when interacting with non-English speaking members of the public. Such services are needed to meet (1) the various languages needed to perform department services, (2) the lack of language experts in the department to fill each language need, (3) the prompt and/or mandated response for a particulate language translation or interpretation, and (4) the assurance of receiving the highest quality and professional services available.

California Government Code § 54951; 7293, 7296.2, 7296.4; 42 CFR 438.10 require that government agencies provide for appropriate translation and interpretation services of non-English speaking individuals.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Probation

Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The interpretation service is mandatory however, the choice of providers is discretionary.
Is the general fund affected?	Yes
Future fiscal impact:	Interpretation services have been budgeted in the current fiscal year. The Agreement has a two-year automatic renewal provision, with a maximum of \$6,000 each fiscal year. Costs associated with interpretation services are included in the FY 2017-2018 Recommended Budget.
Consequences if not approved:	If the Agreement is not approved, the Department will be out of compliance with federal and state regulation to provide services to limited English proficient and non-English speaking individuals.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Language People, Inc. provides certified written translations, over-the-phone interpreting, documentation translation services, and face-to-face interpretation. Face-to-face spoken language interpreting is available in over 150 languages and diverse world dialects. Contractor will send interpreters to appointments and location specified by the Department to interpret between staff and client. The service also includes interpretation of small group meetings. Every appointment is billed at minimum of two hours. One (1) hour of a common spoken language will be billed at \$75.00, and one (1) hour of a rare spoken language will be billed at \$85.00.

Language People, Inc. also provides services to the Health and Human Services Department. Language services will meet short-term and/or immediate translation needs on behalf of the Department when such services are needed to interact with non-English speaking members of the public.

The term is April 1, 2017 through June 30, 2017 with two, one-year automatic renewals provisions and a maximum contract amount of \$6,000 each fiscal year.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi