



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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TO: Administration Committee

DATE: March 3, 2010

FR: Executive Director

W.I.: 1112

RE: Contract Amendment — Translation Services: International Effectiveness

International Effectiveness has served MTC in providing translation and interpretation services since 2006. The original contract for FY 2006-07 was in the amount of \$30,000. The Request for Qualifications (RFQ), under which International Effectiveness was selected, allowed for up to four one-year extensions. The contract, which is in its fourth year, has been amended to add \$25,000 to the contract amount and is currently valued at \$55,000. Staff requests an additional \$9,000 to complete tasks for FY 2009-10.

Because cumulative amendments cannot exceed \$25,000 (per MTC Resolution No. 3619, which governs the Executive Director’s signature authority in certain specific contracts and funding agreements without Administration Committee approval) staff must request Committee approval for the \$9,000. This amount is in the current fiscal year MTC operating budget.

International Effectiveness has provided more than adequate translation and interpreter services in a timely fashion as needed over the last three-and-a-half years. The firm is reasonably priced and has the needed expertise in graphics to work on materials prepared by MTC’s graphics department.

Staff requests this Committee authorize the Executive Director or his designated representative to negotiate and enter into a contract amendment with International Effectiveness in an amount not to exceed \$9,000, for FY 2009-10, for translation and interpreter services as needed.

Steve Heminger

SH: CA

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Consultant Contract Amendment

Work Item No.: 1112

Consultant: International Effectiveness
Corte Madera, CA

Work Project Title: Translation Services

Purpose of Project: To support implementation of MTC's public involvement and outreach efforts to non-English speaking communities through the use of translation and interpreter services, as needed.

Brief Scope of Work: Provide translation of public outreach materials and of certain Web pages; provide interpreters to attend workshops, community meetings held within the nine Bay Area counties.

Project Cost Not to Exceed: Proposed Amendment (\$9,000); Current contract amount (\$55,000)

Funding Source: TDA

Fiscal Impact: Funded, in current FY's operating budget

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with International Effectiveness for translation services and the Chief Financial Officer is directed to set aside funds up to \$9,000 for such contract.

Administration Committee:

Tom Bates, Chair

Approved: Date: March 10, 2010