



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
Tel: 510.464.7700
TDD/TTY: 510.464.7769
Fax: 510.464.7848

Memorandum

TO: Administration Committee

DATE: February 4, 2015

FR: Executive Director

W.I.: 1112

RE: Contract Amendment – Translation and Interpretation Services: International Effectiveness Centers (\$42,000)

This memorandum requests Committee approval of a contract amendment with International Effectiveness Centers (IEC) in an amount not to exceed \$42,000 for translation and interpretation services.

Background

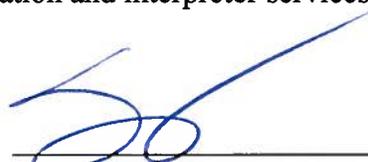
In September 2011, this Committee authorized a contract with for translation and interpretation services. The Request for Qualifications (RFQ) under which IEC was selected allowed for a one-year initial term contract with an option to extend for up to four one-year periods for a total of five years.

Because the cumulative amendments are at the limit of the Executive Director’s signature authority and in order to exercise a fourth one-year extension for FY 2015-16, staff is requesting Committee approval of this contract amendment in an amount not to exceed \$42,000. Of this amount, \$17,000 for FY 2014-15 will allow for on-going tasks to be completed (this amount is in the current fiscal year MTC budget) and \$25,000 will be for services as needed in FY 2015-16.

IEC has provided quality translation and professional interpreter services in a timely fashion as needed over the last three-and-a-half years. Additionally, IEC has specific knowledge of and expertise in providing translations and interpreters for the principal languages spoken in the Bay Area (Spanish, Chinese and Vietnamese), and it has over 20 years’ experience working with various Bay Area transportation agencies and local jurisdictions.

Recommendation

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with International Effectiveness Centers in an amount not to exceed \$42,000 (\$17,000 for FY 2014-15 and \$25,000 for FY 2015-16, subject to inclusion in the FY 2015-16 MTC budget for translation and interpreter services.



Steve Heminger

REQUEST FOR COMMITTEE APPROVAL
Summary of Consultant Contract Amendment

Work Item No.: 1112

Consultant: International Effectiveness Centers
Corte Madera, CA and San Francisco, CA

Work Project Title: Translation and Interpretation Services

Purpose of Project: To provide translation and interpretation services for a broad range of projects aimed at improving MTC's public outreach and involvement with communities with limited English proficiency in the nine-county San Francisco Bay Area.

Brief Scope of Work: Translation and interpretation services

Project Cost Not to Exceed: This amendment – \$42,000
Current contract amount before this amendment - \$105,537
Maximum contract amount after this amendment - \$147,537

Funding Source: TDA

Fiscal Impact: \$17,000 is included in the MTC budget for FY 2014-15, and \$25,000 is subject to inclusion in the FY 2015-16 MTC budget

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with International Effectiveness Centers for translation and interpretation services as described above and in the Executive Director's memorandum dated February 4, 2015, and the Chief Financial Officer is authorized to set aside funds in the amount of \$42,000 (\$17,000 for FY 2014-15 and \$25,000 for FY 2015-16, subject to the annual approval of the MTC budget) for such contract amendment.

Administration Committee:

Adrienne J. Tissier, Chair

Approved: February 11, 2015