



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 11/6/2024

ALL

Item Creation Date: 10/24/2024

WS1333373209 - Language Services (MasterWord Services, Inc.) - MOTION

Agenda Item#: 12.

Summary:

NOT A REAL CAPTION

APPROVE Spending Authority for the purchase of Language Services through the cooperative contract with the Texas Department of Information Resources with **MASTERWORD SERVICES, INC.** for a term through August 17, 2028 for the Municipal Courts Department - \$400,000.00 - General Fund

Background:

WS1333373209 – Approve Spending Authority in the total amount of \$400,000.00 to MasterWord Services, Inc. for the purchase of language services through the Cooperative Contract with the Texas Department of Information Resources (DIR) for a term through August 17, 2028 the Municipal Courts Department.

Specific Explanation:

The Director of the Municipal Courts Department and the Chief Procurement Officer recommend that City Council approve spending authority in the total amount of **\$400,000.00** for the purchase of language services through the Cooperative Contract with the Texas Department of Information Resources (DIR) contractor **MasterWord Services, Inc.** for a **term through August 17, 2028.**

The Municipal Courts Department requires contract language services for court-related document translation, web information translation, and in-person court interpreting services. State law mandates that courts provide language assess services for all court matters when requested. State law also requires that interpreters must hold a Master-level state license for trial matters, and a State-issued interpreter license for non-trial matters. MasterWord interpreters comply with these requirements.

MasterWord Service, Inc. is the previous vendor, and the Municipal Courts Department has been very satisfied with the services they have provided.

This recommendation is made pursuant to subsection 271.102(c) of the Texas Local Government Code, which provides that "a local government that purchases goods or services from a cooperative purchasing program or organization satisfies any state law requiring the local government to seek competitive bids for the purchase of the goods or services."

M/WBE Subcontracting:

Zero-percentage goal document approved by the Office of Business Opportunity.

Hire Houston First:

This procurement is exempt from the City's Hire Houston First Ordinance. Bids/proposals were not solicited because the department is utilizing an Interlocal/Cooperative Purchasing Agreement for this purchase.

Fiscal Note:

Funding for this item is included in the FY25 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

DocuSigned by:

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10/31/2024

Jedediah Greenfield
Chief Procurement Officer

Estimated Spending Authority:			
Department	FY2025	Out Years	Total
Municipal Courts Department	\$150,000.00	\$250,000.00	\$400,000.00

Amount and Source of Funding:

\$400,000.00 - General Fund (1000)

Contact Information:

Jedediah Greenfield, Chief Procurement Officer – (832) 393-9126

ATTACHMENTS:

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Description

Tax Report
Cooperative Justification Form
Cooperative Contract
Pricing
Certification of Funds
OBO Waiver
RCA Funding Information

Type

Backup Material
Backup Material
Backup Material
Backup Material
Financial Information
Backup Material
Financial Information