



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 8/12/2025

ALL

Item Creation Date: 7/24/2025

Doc1180305603 - Conversational Language Testing Services (Berlitz Languages, Inc.) –
ORDINANCE

Agenda Item#: 42.

Summary:

AN ORDINANCE APPROVING AND AWARDING A CONTRACT TO BERLITZ LANGUAGES, INC. TO PROVIDE CONVERSATIONAL LANGUAGE TESTING SERVICES FOR VARIOUS DEPARTMENTS; PROVIDING A MAXIMUM CONTRACT AMOUNT; CONTAINING PROVISIONS RELATING TO THE SUBJECT; AND DECLARING AN EMERGENCY.

Background:

Request for Proposals (RFP) received on September 5, 2024, for Doc1180305603 - Approve an ordinance awarding a contract to Berlitz Languages, Inc., in the maximum contract amount of \$482,423.81 to provide conversational language testing services for the Houston Police Department, Houston Fire Department, and the Human Resources Department.

Specific Explanation:

The Chief of the Houston Police Department, the Chief of the Houston Fire Department, the Director of the Human Resources, and the Chief Procurement Officer recommend that City Council approve an ordinance awarding a **three (3) year contract, with two (2) one-year renewal options, for a maximum five-year contract term to Berlitz Languages, Inc.**, in the maximum contract amount of **\$482,423.81** to provide conversational language testing services for the Houston Police Department (HPD), Houston Fire Department (HFD) and the Human Resources Department (HR).

The scope of work requires the contractor to provide all supervision, labor, materials, supplies, equipment, facilities, supervision, and insurance necessary to provide conversational language testing services in Chinese, (Mandarin and Cantonese), Russian, Vietnamese, Spanish, Korean, Arabic, Hindu, Urdu, Farsi, French Thai, Italian, German, Portuguese, Tagalog, Malayalam, Malay, Greek, Japanese, Dutch, Haitian Creole, Polish, Romanian, Yoruba, Igbo, Kinyarwanda, Khmer, Gujarati, and Hebrew, Bosnian, Swahili, Hungarian, Nepali, Turkish, Bulgarian, Kannada, Bangla, English, and American Sign Language (ASL) for the HPD, HFD, and HR. The purpose of the conversational language testing services is to ensure that City of Houston employees can communicate effectively in various languages with citizens to provide them with the best service and assistance possible.

The RFP was advertised in accordance with the State of Texas bid laws, and proposals were received from Berlitz Languages, Inc. and Universe Technical Translation, Inc. The Evaluation Committee consisted of employees from the HPD and HFD.

The proposals were evaluated based upon the following criteria:

- Responsiveness of Proposal
- Technical Competence
- Cost Proposal

Berlitz Languages, Inc. received the highest overall scores and was deemed the best qualified to perform the requirements as outlined in the RFP.

M/WBE Participation:

MWBE Zero Percentage Goal document approved by the Office of Business Opportunity.

Pay or Play Program:


The contract requires compliance with the City's "Pay or Play" Ordinance regarding health benefits for employees of City Contractors. In this case Berlitz Languages, Inc has elected to do both, to pay the Contractor Responsibility Fund and to play and will provide health benefits to eligible employees in compliance with City policy.

Hire Houston First:

The proposed contract requires compliance with the City's 'Hire Houston First' (HHF) ordinance that promotes economic opportunity for Houston businesses and supports job creation. In this case Berlitz Language, Inc. is not a designated company; therefore, the HHF preference was not applied to the award of the contract.

Fiscal Note:

Funding for this item is included in the FY2026 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

DocuSigned by:


Jedediah Greenfield
Chief Procurement Officer
Finance/Strategic Procurement Division

Department Approval Authority Signature

Estimated Spending Authority			
Department	FY26	Out Years	Total
HPD	\$33,000.00	\$132,000.00	\$165,000.00
HFD	\$4,000.00	\$63,423.81	\$67,423.81
HR	\$50,000.00	\$200,000.00	\$250,000.00
TOTAL	\$87,000.00	\$395,423.81	\$482,423.81

Amount and Source of Funding:

\$232,423.81 – General Fund (1000)
 \$250,000.00 – Central Service Revolving Fund (1002)
\$482,423.81 Total

Contact Information:

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ATTACHMENTS:

Description	Type
MWBE Goal Document	Backup Material
Ownership Form	Backup Material
Clear Tax Report	Backup Material
Certification of Funds	Financial Information
Acknowledged Form 1295	Backup Material
Conflict of Interest Questionnaire	Backup Material
POP Forms	Backup Material
Contract	Backup Material
Signed coversheet	Signed Cover sheet
Funding Verification-HFD	Financial Information
Funding Verification for HR	Financial Information
HFD Purchase Req.	Financial Information
HPD Purchase Req.	Financial Information
HR Purchase Req.	Financial Information
Ordinance	Ordinance/Resolution/Motion
OA number	Financial Information
Partially Signed Contract	Contract/Exhibit
Funding Verification - HPD	Financial Information