



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 10/1/2019

ALL

Item Creation Date:

L28997 - Interpreting and Captioning Services for the Deaf and Hard of Hearing -
ORDINANCE

Agenda Item#: 37.

Background:

Formal Bids Received June 6, 2019 for S19-L28997 - Approve an ordinance awarding a contract to Nightingale Interpreting Services, Inc. in the maximum contract amount not to exceed \$1,067,685.00 for interpreting and captioning services for the deaf and hard of hearing for various Departments.

Specific Explanation:

The Chief Procurement Officer recommends that City Council approved an ordinance awarding a **three-year contract, with two one-year options to Nightingale Interpreting Services, Inc.** in the maximum contract amount not to exceed **\$1,067,685.00** for interpreting and captioning services for the deaf and hard of hearing for various departments.

The total contract award is less than the total quantities advertised and shown on the bid tabulation below. Strategic Procurement included every scenario for interpreting and captioning services for adds and changes for City departments on the official bid form and in the scope of work, as provided by the department. The intent was to establish unit prices for each hourly rate scenarios over the next five years. All of these scenarios are possible, but not all will occur. This causes a difference in the dollar amount on the tabulation and award amount, which is based on historical expenditures. Personnel from the Strategic Procurement Division talked with representatives from the Contractor to discuss the scope of work as well as the City's intent to award a contract based on actual expenditure predictions rather than bid tabulation totals. The Contractor confirmed, in writing, that they would accept the contract at the unit prices bid for the recommended award amounts.

The scope of work requires the contractor to provide all labor, supervision, supplies, equipment, transportation, facilities, and insurance necessary to perform deaf and hearing impaired interpreter, closed captioning services, and Communication Access Realtime Translation (CART) services citywide, including at law enforcement settings/investigations. The Contractor shall also be required to provide Level II, IV, and V State-certified qualified interpreters to respond 24 hours a day, 7 days a week, as required by the various Departments. The contractor shall also be required to attend two to five Positive Interaction Programs division/civic meetings each month to facilitate communication between HPD and the deaf and hearing-impaired community.

This project was advertised in accordance with the requirements of the State of Texas bid laws. Eight prospective bidders downloaded the solicitation document from SPD's e-bidding website, and four bids were received as outlined below.

| <u>Company</u> | <u>Total Amount</u> |
|--|----------------------------|
| 1. Nightingale Interpreting Services, Inc. | \$2,245,465.00 |
| 2. Visual Language | \$4,007,263.00 |
| 3. Webbo Enterprises, LLC | \$4,097,151.50 |
| 4. Masterword Services, Inc. | \$5,773,996.01 |

M/WBE Subcontracting:

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

Pay or Play Program:


The proposed contract requires compliance with the City's 'Pay or Play' ordinance regarding health benefits for employees of City contractors. In this case, Nightingale Interpreting Services, Inc. provides 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, Nightingale Interpreting Services, Inc. is a designated HHF, but they were the successful awardee without application of the HHF designation preference.

Fiscal Note:

Funding for this item is included in the FY20 Adopted Budget. Therefore, no Fiscal Note is required in the Financial Policies.

DocuSigned by:

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9/23/2019

Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division

Department Approval Authority Signature

ESTIMATED SPENDING AUTHORITY

| Department | FY20 | Out-Years | Total Amount |
|-------------------------------------|---------------------|---------------------|-----------------------|
| Houston Police Department | \$158,350.00 | \$703,240.00 | \$861,590.00 |
| Houston Emergency Center | \$10,000.00 | \$40,000.00 | \$50,000.00 |
| Houston Public Works | \$16,550.00 | \$71,270.00 | \$87,820.00 |
| Public Safety and Homeland Security | \$13,655.00 | \$54,620.00 | \$68,275.00 |
| Total | \$198,555.00 | \$869,130.00 | \$1,067,685.00 |

Amount of Funding:

Amount of Funding:

- \$861,590.00 - General Fund (1000)
- \$ 50,000.00 - Houston Emergency Center Fund (2205)
- \$ 87,820.00 - Project Cost Recovery Fund (1001)
- \$ 68,275.00 - Federal State Local Pass Through Fund (5030)
- \$1,067,685.00 - TOTAL**

Contact Information:

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ATTACHMENTS:

| Description | Type |
|---|-----------------------|
| Form A (Fair Campaign Ordinance) | Backup Material |
| Form B (Fair Campaign Ordinance) | Backup Material |
| Affidavit | Backup Material |
| POP 1 | Backup Material |
| POP 2 | Backup Material |
| Statement of Residency | Backup Material |
| Certificate of Interested Parties | Backup Material |
| Tax Clearance Report | Backup Material |
| Conflict of Interest Questionnaire | Backup Material |
| Resolution of Contractor | Backup Material |
| MWBE Zero-Percent Waiver | Backup Material |
| Bid Tab | Backup Material |
| Certificate of Insurance and Endorsements | Backup Material |
| Expiring Insurance Letter | Backup Material |
| Drug Policy Compliance Agreement | Backup Material |
| Drug Policy Compliance Declaration | Backup Material |
| Drug Policy No Safety Impact Positions | Backup Material |
| HPD Funding | Financial Information |
| HEC Funding | Financial Information |
| MOPSHS Funding | Financial Information |
| MOPD Funding | Financial Information |
| Contract | Contract/Exhibit |
| HPD Funding Verification | Financial Information |
| HEC Fund Verification | Financial Information |
| HPW Fund Verification | Financial Information |
| Verification of Grant Funding-YL | Backup Material |