



City of Austin

Recommendation for Action

File #: 24-4163, **Agenda Item #:** 14.

4/4/2024

Posting Language

Authorize negotiation and execution of a contract for sign language interpretive services with Communication By Hand LLC, for up to five years for a total contract amount not to exceed \$1,053,750.

[Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program). For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established].

Lead Department

Financial Services Department.

Client Department(s)

All City Departments.

Fiscal Note

Funding in the amount of \$105,375 is available in the Fiscal Year 2023-2024 Operating Budget of various City departments.

Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

The Financial Services Department issued a Request for Proposals (RFP) 5000 ALD3040 for these services. The solicitation was issued on November 6, 2023, and closed on December 7, 2023. Of the seven offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a log of offer(s) received, is available for viewing on the City's Financial Services website, Austin Finance Online. This information can currently be found at:

https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=137191.

For More Information:

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at: FSDCentralProcurementRCAs@austintexas.gov or 512-974-2500. Respondents to the solicitation and their Agents should direct all questions to the Authorized Contact Person identified in the solicitation.

Additional Backup Information:

This contract will provide sign language interpretive services for various City departments, as well as for use in law enforcement and public safety circumstances, for City activities, meetings, hearings, and sponsored events. The contracted services will ensure compliance with the requirements of Title II of the Americans with Disabilities Act and the Equal Employment Opportunity Commission by providing sign language interpreters.

The contract will replace a contract that will expire May 7, 2024. The requested authorization amount for this contract was determined using departmental estimates based on historical spending as well as forecasting for future needs. The recommended contractor is the current provider of these services.

An evaluation team with expertise in this area evaluated the offers and scored Communication By Hand LLC as the best to provide these services based on demonstrated applicable experience, compliance to scope of work and exceptions, price proposal, scheduling, local business preference, and small business preference.

A delay in contract approval could impact the City's ability to be compliant with the requirements of Title II of the Americans with Disabilities Act and the Equal Employment Opportunity Commission once the current contract expires.

Communication By Hand LLC is a certified Historically Underutilized Business.