

**CITY OF TEMPE  
REQUEST FOR COUNCIL ACTION**

**Council Meeting Date: 05/12/2016  
Agenda Item: 5B8**

**ACTION:** Award a one-year contract with four, one-year renewal options to Conduit Language Specialists, Inc., for the provision of language monitoring and transcription services to be used by the Police Department.

**FISCAL IMPACT:** Total amount shall not exceed \$500,000 over the one-year contract term. Sufficient funds have been appropriated in the Police Department Racketeer Influenced and Corrupt Organizations Act (RICO) and Grants Fund, cost center 2222 (RICO – State Pass Through Costs) for the anticipated expenditures in the current and subsequent fiscal years.

**RECOMMENDATION:** Award the contract.

**BACKGROUND INFORMATION:** (RFP 16-169) The City issued a Request for Proposal (RFP) for the purchase of language monitoring and transcription services to support Police special investigations. These services will assist the City with investigations that require language translation and transcription support. Pricing has been established on an hourly rate for a variety of specific investigative support positions. Conduit Language Specialists is qualified to perform these services and has the demonstrated competence to be a valued partner with the City. The company has extensive experience partnering with national and local law enforcement agencies. If approved as recommended, the contract shall be effective through May 11, 2017.

Evaluation Process

Although the City notified 25 companies of this opportunity, only one (1) proposal was received from Conduit Language Specialists, Inc. The evaluation committee, including staff from Police and Procurement, evaluated the proposals in accordance with the published evaluation criteria as shown below:

Evaluation Criteria:

- Qualifications and Expertise of Company and Staff.....30%
- Compliance with Scope of Work Requirements.....10%
- Cost.....25%
- Experience of Company and Staff.....30%
- Responsiveness.....5%

The following table displays the unit pricing as offered by Conduit Language Specialists:

Service Category	1 <sup>st</sup> Year Hourly Rates	1 <sup>st</sup> Year Overtime Hourly Rates	2 <sup>nd</sup> Year Hourly Rates	2 <sup>nd</sup> Year Overtime Hourly Rates
Supervisor	52.91	75.96	53.96	77.47
Spanish Language Linguist	44.30	63.44	45.18	64.76
Other Language Linguist	44.30	63.44	45.18	64.76
Spanish to English Transcription	44.30	63.44	45.18	64.76
Other Language Transcription to English	44.30	63.44	45.18	64.76

The offer submitted by Conduit Language Specialist is fully compliant with RFP requirements and received 920 points out of a possible 1000 points in the committee’s scoring. The company has extensive experience in this type of special investigation support and has highly vetted and qualified linguists who can be available with minimal notice. Although only

one response was received, the committee believes the pricing is competitive based on historical pricing paid under previous agreements.

**ATTACHMENTS:** Offer Page

**STAFF CONTACT(S):** Kim Hale, Police Commander, (480) 250-8322

Department Director: Renie Broderick, Internal Services Department Director

Legal review by: David Park, Assistant City Attorney

Prepared by: Michael Greene, Procurement Administrator