

CITY OF OAKLAND

AGENDA REPORT

To: Office of the City Manager
Attn: Deborah Edgerly
From: Police Department
Date: October 14,2003

Re: A report and proposed resolution authorizing the City Manager, on behalf of the City of Oakland, to enter into a two-year Professional Services Agreement between the City of Oakland and Language Line Services, LLC, in an amount not to exceed one hundred eighty-seven thousand, four hundred thirty dollars (**\$187,430**) for the two-year period of July **1,2003** to June **30,2005** for language translation services

SUMMARY

A resolution has been prepared authorizing the City Manager to execute a Professional Services Agreement with Language Line Services, LLC for the period July 1,2003 to June 30,2005 in an amount not to exceed \$187,430 over the two-year period for language translation services.

FISCAL IMPACT

Funding for this contract in the amount of \$187,430 is provided in the Fiscal Year 2003 - 05 budget in Fund 1010, Organization No. 103310, Account No. 54919.

KEY ISSUES AND IM PACTS

Language Line Services, LLC provides language translation services in 150 languages from any telephone, 24 hours a day, 7 days a week, 365 days a year.

The Police Department requires language translation services in order to provide services to non-English speaking persons in the course of day-to-day police operations. At present, several divisions within the Police Department, including the Communications Division, the Criminal Investigations Division, the Jail Division, and the Patrol Division use the services provided by Language Line Services, LLC.

SUSTAINABLE OPPORTUNITIES

Economic: No economic opportunities are anticipated.

Environmental: No environmental opportunities are anticipated

Equity: The capability to communicate in the many languages spoken by the citizens of and visitors to the city is vital to the equitable use of Police Department resources. Services provided through the contract with Language Line Services, LLC provide the crucial link between front line law enforcement and Oakland's non-English speaking community.


DISABILITY AND SENIOR CITIZEN ACCESS

There are no ADA or senior access issues contained in this report.

RECOMMENDATION

Recommend approval of the proposed resolution.

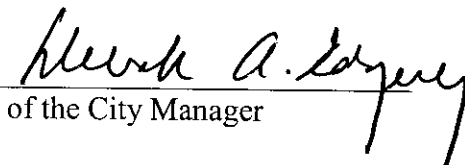
Respectfully submitted,



Richard L. Word
Chief of Police

Prepared by:
Catherine McMahon, Manager
Admin & Tech Services Division
Bureau of Services

APPROVED AND FORWARDED
TO THE PUBLIC SAFETY COMMITTEE:



Office of the City Manager

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CITY OF OAKLAND

CONSULTING AND PROFESSIONAL SERVICES CONTRACTORS SCOPE OF WORK/OUTLINE OF SERVICES TO BE PERFORMED

The services to be performed by Consultant shall consist of services requested by the Project Manager or a designated representative, including (but not limited to) the following:

CONTRACTOR NAME: Language Line Services, LLC

CONTRACT PERIOD DOLLAR ESTIMATE
From: 7/1/03 - 6/30/05 \$ 187,430

Task(s)

ENROLLMENT FEE

- One-time setup fee for each client identification number, which includes a detailed monthly statement ...\$200 - Waived
Each subsequent client identification number with corresponding statement..... \$100 - Waived

MONTHLY FEE

- Monthly minimum applied against usage..... \$50 - Waived

INITIAL TERM

- Initial Term..... 2 Year

MINIMUM COMMITMENTS

- Minutes per month..... N/A

PER MINUTE RATES

- Usage is billed in one-minute increments.
Price per minute for Language Line Services is based on the language.
There is no charge for toll-free access to Language Line Services.
Per minute rates do not include international calls

Table with 3 columns: Billed Minutes Per Month, Spanish, All Other Languages. Values: All, \$ 1.65, \$1.65

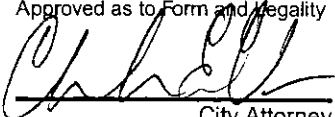
CONTRACTOR'S SIGNATURE

DEPARTMENT HEAD SIGNATURE

DATE:

DATE:

OAKLAND CITY COUNCIL


City Attorney

RESOLUTION No. _____ C.M.S.

RESOLUTION AUTHORIZING THE CITY MANAGER, ON BEHALF OF THE CITY OF OAKLAND, TO ENTER INTO A TWO-YEAR PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF OAKLAND AND LANGUAGE LINE SERVICES, LLC, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED EIGHTY-SEVEN THOUSAND, FOUR HUNDRED THIRTY DOLLARS (\$187,430) FOR THE TWO-YEAR PERIOD OF JULY 1, 2003 TO JUNE 30, 2005 FOR LANGUAGE TRANSLATION SERVICES

WHEREAS, the City Council finds that this contract is for services of a professional nature; and

WHEREAS, the City Council finds that services under the contract will be temporary; and

WHEREAS, the Council finds that this contract shall not result in the loss of employment or salary by any person having permanent status in the competitive service; and

WHEREAS, contracts requiring professional or specialized services are exempt from competitive bidding pursuant to chapter 2.04 of the Oakland Municipal Code; and

WHEREAS, Language Line Services, LLC, provides translation services in 150 languages from any telephone, 24 hours a day, 7 days a week, 365 days a year; and

WHEREAS, the Police Department requires language translation services in order to provide services to non-English speaking persons in the course of day-to-day police operations; and

WHEREAS, budgeted funds are available from Fund 1010, Organization No. 103310, Account No. 54919; now therefore, be it

RESOLVED: That the City Council hereby finds and determines that the services provided pursuant to the contract authorized hereunder are of a professional, scientific or technical nature and are temporary in nature; and be it

FURTHER RESOLVED: That the City Manager is authorized to enter into an agreement with Language Line Services, LLC for language translation services in an amount not to exceed \$187,430 for the period of July 1, 2003 through June 30, 2005; and be it

FURTHER RESOLVED: That the City Council hereby authorizes the City Manager to execute any further documents necessary to implement this resolution; and be it

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FURTHER RESOLVED: That the City Manager is authorized to modify, extend or amend said agreement provided that no additional funds will be allocated without prior Council approval; and be it

FURTHER RESOLVED: That the agreement shall be reviewed by the City Attorney as to form and legality and a copy placed in the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20_____

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, BRUNNER, CHANG, NADEL, QUAN, REID, WAN and PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

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ATTEST: _____
CEDA FLOYD
City Clerk and Clerk of the Council
of the City of Oakland, California