



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Public Health
Department No.: 041
For Agenda Of: November 2, 2021
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Van Do-Reynoso, MPH, PhD, Director
Director Public Health Department
Contact Info: Dana Gamble, Assistant Deputy Primary Care Family Health
(805) 681-5171
SUBJECT: Request for Consent to Assignment by Pacific Interpreters to LanguageLine Solutions; Conversion of Purchase Order CN23946 to a Board Contract with LanguageLine Solutions

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors consider the following recommendations:

- a) Approve, ratify, and authorize the Chair to execute a Joint Request for Consent to Assignment by Pacific Interpreters and LanguageLine Solutions, which would assign Purchase Order CN23946 between the County and Pacific Interpreters to LanguageLine Solutions, including all rights and obligations contained therein (Attachment A); and
- b) After approval of Recommended Action A, approve, ratify, and authorize the Chair to execute an Agreement for Services of Independent Contractor LanguageLine Solutions to continue providing telephonic interpreter services for the Public Health Department for the period of July 1, 2020 through June 30, 2023 (Attachment B). This Agreement converts Purchase Order CN23946 to a Board Contract, extends the term for an additional two years, and increases funding by \$550,000 for a revised total amount not to exceed \$750,000, inclusive of \$200,000 under Purchase Contract CN23946, but which otherwise cancels, nullifies, and supersedes Purchase Contract CN23946 (Attachment C); and
- c) Determine that the proposed actions are not constitute a "Project" within the meaning of California Environmental Quality Act (CEQA), pursuant to Section 15378(b)(4) of the CEQA Guidelines, because the actions consist of the creation of a government funding mechanism or

other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

Summary Text:

This item is on the agenda to ratify and approve an Assignment Agreement between the County of Santa Barbara Public Health Department and Pacific Interpreters to LanguageLine Solutions; and to authorize the Chair to ratify and execute an Agreement with LanguageLine Solutions to provide telephonic interpreter services for the Public Health Department (PHD).

Purchase Order CN23946 with Pacific Interpreters was issued for an amount not to exceed \$200,000 during the period of July 1, 2020 through June 30, 2021. However, due to increased service needs the contract exceeded the \$200,000 Purchasing threshold during FY21-22 and therefore requires Board approval. Due to continuing service needs, PHD is requesting to enter into a new agreement extending the period of performance and increasing the agreement amount for a total contract maximum not to exceed \$750,000, inclusive of the \$200,000 under Purchase Order CN23946, but which otherwise cancels, nullifies, and supersedes Purchase Order CN23946.

Approval of the recommended actions will allow PHD to continue to contract with LanguageLine Solutions to provide telephonic interpreter services to ensure accurate and oral communication with multi-cultural and multi-lingual population of clients in Santa Barbara County. This agreement was not competed because PHD is open to negotiate and work with any vendor that is able to provide qualified services that meet the department's needs.

Background:

LanguageLine Solutions has provided interpreter services for PHD since 2009. As part of PHD's goal to ensure effective and accurate communications with its clients, PHD contracted with LanguageLine Solutions to provide telephonic interpreter services for non-English speaking clients. This Agreement converts a Purchase Order to a Board Contract and increases funding by \$550,000 for a revised total amount not to exceed \$750,000, inclusive of \$200,000 under Purchase Order CN23946, but which otherwise cancels, nullifies, and supersedes Purchase Order CN23946.

Performance Measure:

LanguageLine Solutions provides interpreter services for non-English speaking clients for PHD. They provide services during PHD's normal business hours, and can be available on holidays and for emergencies as needed.

Contract Renewals and Performance Outcomes:

PHD has had continuous services with LanguageLine Solutions (formally Pacific Interpreters), and they have provided excellent interpreter services for the department.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY 2021-22 Cost:</u>	<u>Additional Projected FY 2022-23 Cost:</u>	<u>Total Agreement Cost</u>
General Fund			
State			
Federal	\$ 250,000.00	\$ 250,000.00	\$ 750,000.00
Patient Service Fees			
Total	\$ 250,000.00	\$ 250,000.00	\$ 750,000.00

The appropriation for this agreement is part of the Public Health Department’s adopted Fiscal Year 2021-22 budget and is funded through federal grant sources for use by our Health Care Centers, COVID-19 response team, and Tuberculosis/Communicable Disease Units.

Key Contract Risks

PHD has a long-standing relationship with LanguageLine Solutions. LanguageLine Solutions provides a high quality professional service that’s acceptable to the County to ensure the reliability and accuracy of communications. Additionally, the Agreement has a termination for convenience clause.

Staffing Impacts

There are no staffing impacts.

Legal Positions:
0

FTEs:
0

Special Instructions:

Please execute two (2) original Request for Consent to Assignment and two (2) original Service Agreements with LanguageLine Solutions and retain one (1) original Request for Consent to Assignment and one (1) original Service Agreement and one (1) Minute Order for pick-up by the department. Please email Kelly.Lazarus@sbcphd.org when available for pickup.

Attachments:

- A. Request for Consent to Assignment
- B. LanguageLine Solutions Professional Services Agreement
- C. Pacific Interpreters Purchase Order (CN23946)

Authored by:

Dana Gamble, Assistant Deputy Primary Care Family Health