



February 04, 2025

The Honorable Board of Commissioners
Los Angeles County Development
Authority
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

**CONTRACTS FOR TRANSLATION AND INTERPRETATION SERVICES
(ALL DISTRICTS) (3 VOTE)**

SUBJECT

This letter recommends approval of two Contracts for Translation and Interpretation Services with Focus Language International Inc. and Effectiff LLC to provide translation and interpretation services for Los Angeles County Development Authority (LACDA) clients.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Executive Director or designee to execute two one-year contracts for translation and interpretation services (Contracts) with Focus Language International Inc., and Effectiff LLC, using up to \$200,000 funds included in the LACDA's Fiscal Year 2024-2025 approved budget and 2025-2026 proposed budget, to be effective following approval as to form by County Counsel and execution of all parties.
2. Authorize the Executive Director or designee to execute amendments to the Contracts, following approval as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with an annual compensation of \$200,000 to be shared between the two Contracts, using funds to be included in the LACDA's annual budget approval process.
3. Authorize the Executive Director or designee to amend the Contracts to modify the Statement of Work, to add services and increase the total compensation by up to \$20,000 per year (10%) as needed for unforeseen needs, and to update provisions of the Contracts.
4. Authorize the Executive Director or designee, upon his determination and as necessary and

appropriate under the terms of the Contracts, to terminate either Contract for convenience.

5. Find that approval of Contracts to provide translation and interpretation services is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to authorize the Executive Director to execute Contracts with Focus Language International Inc. and Effectiff LLC, in the amount of \$200,000 for translation and interpretation services. The LACDA has a growing need to have additional translation and interpretation services to allow non-English speaking residents to participate in community meetings and engagements. Furthermore, it is expected that additional forms will need to be translated due to the Rental Assistance Demonstration conversion and other new programs.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund.

The cost for the first year of services will be up to \$200,000 shared between the two Contracts, using funds included in the LACDA's Fiscal Year 2024-2025 approved budget and the Fiscal Year 2025-2026 proposed budget.

If extended, the cost of the second through the fifth year of the Contracts will remain at the same annual amount of up to \$200,000 shared amongst the two Contracts, using funds included in the LACDA's annual budget approval process. A 10% contingency of \$20,000 per year is being set aside for any unforeseen needs.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed services are being primarily federally funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the Greater Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, both contractors must comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Contracts have been approved to form by County Counsel and will be effective March 1, 2025, subject to Board approval and execution by all parties.

ENVIRONMENTAL DOCUMENTATION

The proposed action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact on or result in any physical changes to the environment. The action is not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

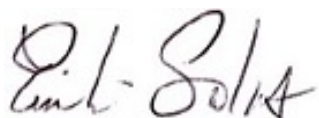
On October 8, 2024, an Invitation for Bids (IFB), Translation & Interpretation Services, with Solicitation Number LACDA24-091, was conducted to identify contractors to provide translation and interpretation services to the LACDA on an as needed basis. The IFB solicitation was posted on both the LACDA's solicitation portal as well as on the County's WebVen website.

On October 23, 2024, nine bids were received by the submission deadline for translation and interpretation services. An evaluation of the minimum requirements and references was conducted. The two lowest most responsive and responsible bidders are being recommended for the Contract awards. The Summary of Outreach Activities is provided in Attachment A.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed Contracts will provide translation and interpretation services on an as-needed basis for LACDA clients.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Emilio Salas".

Emilio Salas

Executive Director

ES:KT:JC

Enclosures

ATTACHMENT A

Summary of Outreach Activities

Translation and Interpretation Services

On October 8, 2024, the following outreach was initiated to identify translation and interpretation contractors for LACDA.

A. Announcement

The solicitation Notice was posted on the County's WebVen and on LACDA's website.

B. Distribution of Notices

LACDA vendor list was used to issue the Invitation for Bids (IFB) email notices to 123 vendors. The solicitation package was downloaded 103 times.

C. Proposal Results

On October 23, 2024, nine bids were received. The fourth and fifth lowest bidders were determined to be responsive and responsible and are being recommended for Contract awarded. The first, second, and third lowest bidders were determined to be non-responsive due to not providing the required documents. The total annual Contract amount is based on participant needs and therefore the use will be on an as-needed basis. The Bid Sheet results are as follows:

<u>Contractor</u>	<u>Bidder Amount</u>
WWI Translation**	\$ 1,347.71
Homeland Language**	\$ 1,613.00
Interpreters Unlimited**	\$ 1,789.96
Focus Language International Inc.	\$ 1,834.14
Effectiff LLC	\$ 2,309.07
Accent on Language	\$ 2,375.92
Key Translation	\$ 2,621.66
Lazar Translating	\$ 2,748.43
ITP Strategic Inc.	\$ 9,704.15

*The bid unit is per word for translation and then per hour for interpretation of primary languages, then per word for translation and then per hour for non-primary languages.

**These three bidders were determined to be non-responsive.