



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 12/20/2023

Requisition Number: (8 characters)

Requestor Name: Norman Davis

Requestor Phone Number:

Requestor Email: NDavis@cityofmadison.com

Fund: 3100 AGENCY FUND

Agency: 12 CIVIL RIGHTS

Major:

- ☐ 53*** Supplies/Goods
- ☐ 541** Utilities
- ☐ 542** Building/Facility Maintenance/Repair
- ☐ 543** Software/Equipment Maintenance/Repair
- ☐ 544** Public Works Maintenance/Repair
- ☐ 545** Training/HR-Related Services
- ☒ 546** Consulting/Professional Services
- ☐ 548** Grants/Loans/Insurance/Other Services

Total Purchase Amount: \$80,000.00

Vendor Name: LanguageLine Solutions

Product/Service Description: Video/telephone interpretation and translation

☐ **\$50,000 and UNDER**
This form will be sent to the Purchasing Supervisor for review.

☒ **OVER \$50,000**
Complete this form and draft a resolution using the sample resolutions provided by the City Attorney to your Budget Analyst. **Your resolution will not be added to the Finance Committee agenda without this form.**

Check the box(es) for the exception criteria you feel are applicable:

- ☐ 1. Public exigency (emergency) will not permit the delay incident to advertising or other competitive processes.
- ☐ 2. The services or goods required are available from only one person or firm (i.e., **true** sole source).
- ☐ 3. The services are for professional services to be provided by attorneys.
- ☐ 4. The services are to be rendered by a university, college, or other educational institution.
- ☐ 5. No acceptable bids have been received after formal advertising.
- ☐ 6. Service fees are established by law or professional code.

- ☒ 7. A particular consultant has provided services to the City on a similar or continuing project in the recent past, and it would be economical to the City on the basis of time and money to retain the same consultant.
- ☐ 8. Otherwise authorized by law, rule, resolution, or regulation. Explain:
- ☐ If procurement is being paid with Federal or State grant funds, the vendor was identified by name in the approved Grant Application. (OPTIONAL)

REASON FOR REQUEST

WHY A COMPETITIVE SELECTION PROCESS CANNOT BE USED:

Provide **detailed** explanation below. For a true sole source, provide all information to explain why this product or service can only be purchased from this vendor. For one-of-a-kind items not sold through distributors, explain the unique performance features of the product requested that are not available from any other product. For services, detail the unique qualifications this vendor possesses, or other reason(s) that meet the criteria selected above. Identify specific, measurable factors and qualifications.

Currently, LanguageLine Solutions provides on-demand interpretation, translation, and bilingual testing services for all City Departments and Divisions. Significant time and resources have been deployed to train city staff on LanguageLine Solutions language access procedures, services, and technology. The Department of Civil Rights worked extensively with LanguageLine Solutions to develop a series of trainings to all City staff on their on-demand interpretation services to support meaningful access. This video is accessible by all City staff and used for onboarding new staff. All departments and divisions have signage and language access cards from LanguageLine Solutions to comply with Federal regulations and best practices. LanguageLine Solutions provides bilingual testing to confirm language proficiency for our positions designated as bilingual which receive a pay differential. Changing providers for language access would require significant training time for all City staff to become aware of new policies and technology, which could lead to unintended consequences for those seeking language access services during the transition of vendors. It is economical and equitable to the City to retain the same consultant.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has spent a total of \$393,015 with Language Line Solutions since 2019. Of that amount, \$233,309 was competitively selected through a formal RFP process, and the remaining \$159,706 was non-competitively selected.

Date:

Submit