



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 05/07/2024

Requisition Number: (8 characters)

Requestor Name: Sara Camacho

Requestor Phone Number: 608-852-3848

Requestor Email: scamacho@publichealthmdc.com

Fund: 6100 PUBLIC HEALTH MADISON DANE

Agency: 32 PUBLIC HEALTH MADISON DANE

- 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: \$120,000.00

Vendor Name: LanguageLine Solutions (Pacific Interpreters)

Product/Service Description: 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.

Pacific Interpreters has been providing over the phone interpreter services as well as translations for 15+ years, and also supports translation needs when they cannot be completed in-house. Changing vendors would be disruptive and would affect agency-wide workflows, client experience, and staff's ability to do their work efficiently with clients who speak languages other than English. Language Line Solutions acquired Pacific Interpreters, and Public Health will be making this contract with Language Line Solutions.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City has done business with both Pacific Interpreters and Language Line Solutions as separate vendors. In total, the City has paid them \$810,744 since 2015. This includes \$119,716 that was competitively selected, \$646,767 that was non-competitively selected, and \$44,261 that was made up of small purchases under the threshold requiring competitive selection.

Date:

Submit