

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ALAN ALTON, CHIEF FINANCIAL OFFICER
FINANCE DEPARTMENT
SUBJECT: THIRD AMENDMENT APPROVAL – BLANKET PURCHASE
ORDER 167129 WITH TARYK ROUCHDY DBA INTERNATIONAL
EFFECTIVENESS FOR TRANSLATION SERVICES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, approve the Third Amendment to Blanket Purchase Order 167129 to add funding for the continuance of service through June 2024 with Taryk Rouchdy dba International Effectiveness, Corte Madera, CA for translation services in the amount of \$30,000, for a total amount not to exceed \$130,000.

EXECUTIVE SUMMARY

The current Blanket Purchase Order 167129 with Taryk Rouchdy dba International Effectiveness (“International Effectiveness”) has insufficient funds to carry through the term of June 30, 2024.

BACKGROUND

On June 24, 2022, the Purchasing Agent approved sole source and issuance of a one-year Blanket Purchase Order for ongoing translation service needs for the City of Santa Rosa for a not to exceed \$50,000.

On March 8, 2023, City Manager approved the First Amendment to Blanket Purchase Order 167129 to add funds in the amount of \$25,000, for a not to exceed \$75,000.

On April 24, 2023, City Manager approved a Second Amendment to Blanket Purchase Order 167129 to add funds in the amount of \$25,000, for a not to exceed \$100,000.

Services are used by various departments such as City Manager, Human Resources, Transportation and Public Works (TPW), Water, Recreation & Parks, Community Engagement, and PED. Services include, but are not limited to, the translation of written

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ROUCHDY DBA INTERNATIONAL EFFECTIVENESS CENTER FOR TRANSLATION
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documents into Spanish and occasionally Arabic, and In-person translation for community meetings, public hearings, and informational public meetings.

PRIOR CITY COUNCIL REVIEW

Not Applicable.

ANALYSIS

Purchasing is currently completing a Request for Proposal process for an award of a new agreement, prior to expiration of this BPO. The current funding balance is \$15,903.15, and with an average of \$4,000 per month expenditure, the add funds request should continue services through June 30, 2024.

FISCAL IMPACT

Translation services expenses were included in the adoption of fiscal year 2023-24 operating budgets from various citywide keys utilizing this service. Any overage caused by these funds being added will need to be absorbed from existing sources of budget within departments.

ENVIRONMENTAL IMPACT

The Council finds that the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action would have significant effects on the environment, and that no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable.

NOTIFICATION

Not Applicable.

ATTACHMENTS

- Resolution
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PRESENTER

Brandalyn Tramel, Purchasing Agent