

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: April 24, 2020

Please mark one: ☐ Bill Request or ☒ Resolution Request

1. Type of Request:

- ☒ Contract/Grant Agreement ☐ Intergovernmental Agreement (IGA) ☐ Rezoning/Text Amendment
- ☐ Dedication/Vacation ☐ Appropriation/Supplemental ☐ DRMC Change
- ☐ Other:

2. Title: (Start with *approves*, *amends*, *dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Amends a contract with United Language Group, Inc. by increasing the contract maximum to \$700,000 for Citywide language translation services.

3. Requesting Agency: General Services

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Nicol Suddreth	Name: Kristina Ulrich
Email: Nicol.Suddreth@denvergov.org	Email: Kristina.Ulrich@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

United Language Group, Inc. provides translation services for various agencies within the City and County of Denver. This amendment will increase the contract maximum from \$450,000 to \$700,000. All other terms and conditions will remain the same.

Details on the contract:

- The current scope of work covers onsite translation services, as well as telephone, written, and verbal translation services. An additional service that is included in this scope but is not currently utilized by the City is video remote interpreting services. All services are available on an on-call or emergency basis.
- This is a Citywide contract; therefore, all City agencies have access to utilizing this service contract. Current agencies that utilize this contract are the Human Services, City Attorney's Office, Parks & Recreation, 311 and County Court to name a few.
- Regarding COVID-19:
 - General Services has observed a spike in the use of this contract. DDPHE is the newest agency that is currently utilizing the services of United Language Group. In addition, HRCP has requested additional information about services under this agreement. The request to increase the contract amount from \$450,000 to \$700,000 should provide the City with enough coverage to the end of the contract term. The increased amount was determined by analyzing and reviewing the annual spend for 2018 and 2019.

6. City Attorney assigned to this request (if applicable): Troy Bratton

7. City Council District:

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR20 0392

Date Entered: _____

Citywide

8. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet****

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Vendor/Contractor Name: United Language Group, Inc.

Contract control number: GENRL-202054286-02(JAGGAER) GENRL-201840363-02(Alfresco)

Location: Citywide

Is this a new contract? ☐ Yes ☒ No **Is this an Amendment?** ☒ Yes ☐ No **If yes, how many?** 03

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

03/01/2018 – 02/28/2022 (Existing term) No changes to contract term

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$450,000.00	\$250,000.00	\$700,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
03/01/2018 – 2/28/2022	0	

Scope of work:

United Language Group, Inc. provides language translation services for multiple agencies Citywide.

Was this contractor selected by competitive process? Yes **If not, why not?**

Has this contractor provided these services to the City before? ☒ Yes ☐ No

Source of funds: General Funds

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Is this contract subject to: ☐ W/MBE ☐ DBE ☐ SBE ☐ XO101 ☐ ACDBE ☐ N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract? N/A

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