

# San Francisco Bay Conservation and Development Commission

375 Beale Street, Suite 510, San Francisco, California 94105 tel 415 352 3600  
State of California | Gavin Newsom – Governor | [info@bcdcc.ca.gov](mailto:info@bcdcc.ca.gov) | [www.bcdcc.ca.gov](http://www.bcdcc.ca.gov)

May 12, 2023

**TO:** Commissioners and Alternates

**FROM:** Lawrence J. Goldzband, Executive Director (415/352-3653; [larry.goldzband@bcdcc.ca.gov](mailto:larry.goldzband@bcdcc.ca.gov))  
Peggy Atwell, Director of Admin. & Technology (415/352-3638; [peggy.atwell@bcdcc.ca.gov](mailto:peggy.atwell@bcdcc.ca.gov))

**SUBJECT: Staff Report and Recommendation on a Contract with Focus Interpretation for Document Translation and Interpreter Services**  
(For Commission consideration on May 18, 2023)

## Summary

BCDC, working to increase communications with the public and external partners requires document translations and interpreting services from a third party to translate documents into different languages and interpreter service in different languages as needed. The staff recommends that the Commission authorize the Executive Director to enter into a contract for the amount of \$90,000 for up to a three-year period for services to translate documentation and provide interpreter/ASL services in multiple languages as needed. The staff further recommends that the Commission authorize the Executive Director to (1) amend the contract as necessary, including revising the amount or duration of the agreement, so long as the amendment does not involve substantial changes in the services provided; and (2) enter into similar contracts in the future, subject to availability of fund, given that the Commission has an on going need for document translations and interpretation.

## Staff Report and Recommendations

### Background

BCDC may receive requests from the public and external partners requesting that assorted documents be translated from the English language into an alternate language. This may happen as a result of a Commission or other public meeting requests or as part of outreach or other projects. Currently, BCDC does not have a contract for either translation or interpreter services and must contract with a vendor to provide these services as requested.

Staff recommends that the Commission authorize the Director of Administration and Technology to execute a contract with Focus Interpretation to provide up to \$90,000.00 in services focused on translation and interpreter services. The staff further recommends that the Commission authorize the Director of Administration and Technology to: (1) amend the contract as necessary, including revising the amount or duration of the agreement, so long as the amendment does not involve substantial changes in the services provided; and (2) enter into similar contracts in the future, subject to availability of funds, given that the Commission has an ongoing and continuous need for these services.

If Commissioners have any questions or concerns, please contact Peggy Atwell, Director of Administration.