



To: Board of Directors
From: Robert Zingelmann
Date: June 19, 2018
Subject: Recommendation of Contract Award

Region 4 ESC/TCPN held a bid opening on May 21, 2018 for RFP # 18-07 for **Language Service Providers and Related Services**. There were eleven (11) proposals submitted:

- Alboum & Associates, LLC.
- Amplexor Inc.
- Crabtree Interpreting Services
- Global Interpreting Network, Inc.
- Global Language System, LLC.
- Language Line Services, Inc.
- Lionbridge Global Solutions II, Inc.
- MasterWord Services, Inc.
- Webbco Enterprises, LLC dba Visual Communication Services
- Telelanguage, Inc.
- ValidateMe!, LLC

After careful review of all proposals, the Evaluation Team has determined that six (6) companies demonstrated the ability to provide the products and services outlined in the solicitation while offering competitive pricing to the members.

CONSIDERATION

Award of annual contract in compliance with the bid laws of the State of Texas is recommended.

RECOMMENDATION

The Evaluation Team recommends the following companies for award based on their response:

Contract	Vendor	Term of Contract
Language Service Providers and Related Services	Amplexor Inc. Crabtree Interpreting Services Language Line Services, Inc. Lionbridge Global Solutions II, Inc. MasterWord Services, Inc. Webbco Enterprises LLC dba Visual Communication Services	One (1) year with option of four (4) one year renewals

Support documentation has been attached for your reference.

Enclosure: Bid Tab Summary



To: Christine Dorantes
Contract Manager

From: Robert Zingelmann
Chief Financial Officer

Date: June 19, 2018

Subject: Approval of Contract Award

Per official action taken by the Board of Directors of Region 4 Education Service Center (ESC) on June 19, 2018 the following contract was approved as presented:

➤ **Contract Title**

- Amplexor Inc.
- Crabtree Interpreting Services
- Language Line Services, Inc.
- Lionbridge Global Solutions II, Inc.
- MasterWord Services, Inc.
- Webbco Enterprises LLC dba Visual Communication Services Supplier(s)

Contract is effective July 1, 2018. If you have any questions, please let me know.



To: Dr. Pam Wells
Executive Director

From: Robert Zingelmann
Chief Financial Officer, Business/Operations Services

Date: June 4, 2018

Re: Language Service Providers and Related Services; RFP # 18-07

The Evaluation Committee has reviewed the responses and recommend that the following companies be awarded:

- Amplexor, Inc.
- Crabtree Interpreting Services
- Language Line Services, Inc.
- Lionbridge Global Solutions, Inc.
- MasterWord Services, Inc.
- Webbco Enterprises LLC dba Visual Communication Services

The recommended vendors submitted offers that were determined to be most advantageous to The Cooperative Purchasing Network (TCPN) members, based upon the bid tabulation. All the recommended respondents were determined to be competitively priced and strong for the specified services outlined in the RFP.

We believe all recommended vendors demonstrate the ability to provide and perform the services requested in the proposal. We will monitor their performance and determine at the end of each year if they are eligible for renewal with each new term.

This multiple award is recommended as most advantageous as it limits contract awards to the least number of suppliers necessary to meet the requirements of TCPN members. In order to serve the entire nation, a multiple award is recommended to provide any governmental agency with complete coverage of commodities, services and any other offering within the scope of proposal.

Please let me know if you have any questions.