



AGENDA ITEM  
NO. **D-7**

## COUNTY OF HUMBOLDT

For the meeting of: May **3** 2016

Date: April 11, 2016  
To: Board of Supervisors  
From: Kelly Sanders, Clerk/Recorder/Registrar of Voters *KS*  
Subject: Approval of Statement of Work with Avantpage for Spanish translation services

### RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the County Clerk/Recorder/Registrar of Voters or her designee to execute the attached Statement of Work to carry out the purpose of the Board's order.

### SOURCE OF FUNDING:

General Fund

### DISCUSSION:

Elections Code §14201 requires the county to post at least one facsimile copy of the ballot with the ballot measures and ballot instructions printed in Spanish in each polling place on Election day. Avantpage meets the requirements of Elections Code §14111 for ballot translation services.

Approving the Statement of Work supports the Board's Strategic Framework by ensuring transparent, accessible, and user friendly services, while safe guarding the public trust and integrity of local Elections.

Prepared by	Kelly E. Sanders	CAO Approval	<i>E. S. Hayes</i>
REVIEW:			
Auditor	County Counsel <i>JS</i>	Human Resources	Other <i>KS</i>
TYPE OF ITEM:		<b>BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT</b>	
<input checked="" type="checkbox"/> Consent		Upon motion of Supervisor <i>Fennell</i> Seconded by Supervisor <i>Bass</i>	
<input type="checkbox"/> Departmental		Ayes <i>Sundberg, Fennell, Lovelace, Bohn, Bass</i>	
<input type="checkbox"/> Public Hearing		Nays	
<input type="checkbox"/> Other		Abstain	
PREVIOUS ACTION/REFERRAL:		Absent	
Board Order No. _____		and carried by those members present, the Board hereby approves the recommended action contained in this Board report.	
Meeting of: _____		Dated: <i>May 3, 2016</i>	
		By: <i>Kathy Hayes</i>	
		Kathy Hayes, Clerk of the Board	

FINANCIAL IMPACT:

Translation service charges are \$.16 per word, with a minimum charge of \$65. The cost for these services is included in the 2015/2016 budget.

OTHER AGENCY INVOLVEMENT:

Risk Management

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Because providing a facsimile ballot in Spanish is required by statute, no alternatives are recommended.

ATTACHMENTS:

Statement of Work

**STATEMENT OF WORK**

This Statement of Work dated March 2, 2016 ("Statement of Work Effective Date"), is entered into by and between Humboldt County Elections ("HCE") and Avantpage ("AP"), by and between HCE and AP, all terms of which are hereby incorporated herein by reference.

1. **Project Name:** Various Projects
2. **Description of Products:** Ballots, candidate statements and any other elections-related materials
3. **Performance Period:** January 1, 2016 to December 31, 2016
4. **Turnaround time:** Per project basis
5. **Acceptance Criteria:** No client internal review process
6. **Total Costs, Payment Terms and Invoicing:** Per project basis, net 30 invoiced to contact
7. **Invoice Address:** 825 5th Street, 5th Floor, Eureka, CA 95501 or e-mail
8. **HCE Project Manager:** Kelly Sanders, ksanders@co.humboldt.ca.us
9. **AP Project Manager:** Primary: Sandra, ; backup: Una  
(una@avantpage.com)
10. **HCE Responsibilities:** HCE will provide AP materials needing translation by e-mail or through AP's online platform.
11. **Price and schedule list:**

**TRANSLATION FEES**

Language	Price
Spanish	\$0.16/word

**Translation memory discount**

50% discount on 100% matches and repetitions.

Translation memory can be used for all documents where we have access to the source text files.

*Our philosophy is to make pricing simple, efficient and cost effective for you.*

**Price** is per source language word (from and into English)

**Minimum:** \$65

**Rush requests:** +25%.

**Hourly:** \$65/hour. Applies to formatting (Desktop Publishing), proofreading or editing the work of others, development and maintenance of glossaries and translation memory.

**Cost reductions:**

*Items included in translation*—Our translation cost includes editing and basic formatting. *Basic Formatting*—Our tools and translators work directly in MS Word and other Office applications. You do not pay additional formatting fees for most documents in Office applications. *Year over year savings*—We will create and build up HCE's TMs and glossaries. The savings will increase over time and with volume, as the TMs and glossaries mature. This maturing, along with high yearly volumes, will allow us to pass translation savings to HCE.

By the signatures of their duly authorized representatives below, AP and HCE, intending to be legally bound, agree to all of the provisions of this Assignment Memorandum / Statement of Work as of the date set forth above.

AGREED TO AND ACKNOWLEDGED BY:

Avantpage Inc. (AP)

By: 

Name: Edward Varela

Title: VP of Global Sales

Date: 3/2/2016

Humboldt County Elections, (HCE)

By: \_\_\_\_\_

Name: (Please Print) \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_