



TO: Mayor
Members of the City Council

FROM: Lisa Jundt, Human Resource Director

DATE: April 1, 2024

SUBJECT: LANGUAGE INTERPRETATION SERVICES AGREEMENT

I. RECOMMENDED ACTION

Approve the contract with Propio LS, LLC for language interpretation services; and further, authorize City staff to sign the contract on the City's behalf.

II. DEPARTMENT CONTACT PERSONS

Lisa Jundt, Human Resource Director, (701)857-4753

III. DESCRIPTION

A. Background

The City of Minot is required to comply with Title VI of the Civil Rights Act of 1964 due to receipt of federal funding. A component of Title VI requires that the City have a Limited English Proficiency Plan (LEP) in place, to address those residents who may need language assistance to use City services or participate in public meetings. The City is in the process of updating their current LEP due to becoming an entitlement City. This update requires that we provide available language interpretation services if needed, regardless of if the services are ever used. This contract will address any deficiencies in that plan.

B. Proposed Project

Provide on-demand phone interpretation services and written document translation services as needed.

C. Consultant Selection

The City of Minot was able to access the same rates as the contract already in place for the City of Bismarck.

IV. IMPACT:

A. Strategic Impact:

As an entitlement City we have an obligation to provide equal access to services for residents.

B. Service/Delivery Impact:

This contract will improve service delivery for the City.

C. Fiscal Impact:

Costs for this contract are strictly based on service provided. To date, the City has not received a request for these services so the fiscal impact is anticipated to be limited. In the event there is a request for services in 2024, the costs will be allocated from the Human Resource professional services budget.

Project Funding

10013000-43300 Other Professional Services

V. CITY COUNCIL ASPIRATIONS

This contract, and the applicable services, align with City Council aspiration of safe and welcoming.

VI. ALTERNATIVES

N/A

VII. TIME CONSTRAINTS

This is needed to complete the Title VI Master plan and LEP. The draft has been forwarded to NDDOT for review and consideration.

VIII. LIST OF ATTACHMENTS

- A. *Memo*
- B. *Propio Services Contract*