

CAO APPROVAL NOTICE

The Chief Administrative Officer approved the following recommendation:

CAO4878

APPROVED – March 22, 2019

THAT the CAO and City Clerk **EXECUTE** an agreement with LanguageLine Services, Inc., as outlined in Appendix A, for the purpose of obtaining Video Remote Interpreting Services at the agreed upon per minute usage rate along with a yearly service fee of \$360 plus HST for the activation of up to 10 devices, satisfactory in legal form to the City Solicitor, in financial content to the City Treasurer and in technical content to the Executive Director of Human Resources and;

THAT the CAO **APPROVE** an initial one-time purchase of equipment through LanguageLine Services, Inc., as outlined in **Appendix A**, of 6 (six) Interpreter on Wheels™ (2nd generation) Stand with TrueSound™ and 6 (six) 32GB 5th generation iPad (9.7-inch) with Screen Protector to an upset limit of \$8,694 plus HST.

That this expenditure, tied to the Diversity and Inclusion Initiative (Phase One), **BE CHARGED** to the Budget Stabilization Reserve Account as per CR361/2018.

THAT subsequent renewal agreements with LanguageLine Services, Inc., that maintain similar content, spirit and financial impact **BE APPROVED** provided said contract be satisfactory in form to the City Solicitor, in financial content to the Chief Financial Officer & City Treasurer, in technical content to the Executive Director of Information Technology, and in functional content to the Executive Direction of Human Resources.

APR/13449

APPENDICES

- 1 – Master Agreement
- 2 – Client Contact Information
- 3 – Telephone Interpreting Information
- 4 – Video Interpreting Information

Internal Distribution

Executive Director of Human Resources
Purchasing Manager
City Treasurer
Chief Administrative Officer

External Distribution