



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: November 29, 2022

Subject: Contract #23-668-1 with United Language Group, Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #23-668-1 with United Language Group, Inc., a corporation, in an amount not to exceed \$705,000 for translation services of written documents for County's Health Services Department for the period from December 1, 2022 through November 30, 2025.

**FISCAL IMPACT:**

This contract will result in contractual service expenditures of up to \$705,000 over a 3-year period and will be funded 100% by Hospital Enterprise Fund I revenues.

**BACKGROUND:**

This contract meets the social needs of the County's population by providing translation services of written documentation for County's Health Services Department including but not limited to Contra Costa Health Plan notifications, description of benefits, patient information and medical records. The Health Services Department is mandated to provide written documents in threshold languages for County's patients.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **11/29/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor

Candace Andersen, District II  
Supervisor

Diane Burgis, District III Supervisor

Karen Mitchoff, District IV  
Supervisor

Federal D. Glover, District V  
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 29, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Patrick Godley,  
925-957-5405

On December 10, 2019, the Board of Supervisors approved Contract #23-668, in an amount of \$705,000, to translate written documents for the Health Services Department for the period from December 1, 2019 through November 30, 2022.

Approval of Contract #23-668-1 will allow the contractor to continue providing these services through November 30, 2025.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, patients requiring written translation services will not have access to this contractor's services.