



Memorandum

TO: Satpal Sidhu, County Executive
FROM: Erika Lautenbach, Director
RE: Glyph Language Services, Inc. – Language Interpretation and Translation Services Contract
DATE: JUNE 5, 2024

Attached is a contract between Whatcom County and Glyph Language Services, Inc. for your review and signature.

▪ **Background and Purpose**

This contract provides funding for language interpretation and translation services for various Whatcom County Health and Community Services' (WCHCS) programs. These services are necessary for critical communications between staff, patients, customers, and community partners. This contract is awarded as a result of RFP 24-25 and Glyph was selected for their responsiveness to the requirements outlined in the RFP, pricing and capacity for providing the services identified by WCHCS.

▪ **Funding Amount and Source**

Funding for this contract, in an amount not to exceed \$65,000, is provided by general funds, Developmental Disabilities Administration Grant, the Healthy Children's Funds, Solid Waste Fund, and the COVID-19 Vaccine Services Grant (ALN 93.268), Immunizations Grant (ALN 93.268) and Foundational Public Health Services funds passed through the Washington State Department of Health. These funds are included in the 2024 budget. Council authorization is required per WCC 3.08.100, as funding for this contract exceeds \$40,000.

Please contact Sabrina Houck, Financial Services Manager at 360-778-6007 (SHouck@co.whatcom.wa.us) if you have any questions.

Encl.