



Issam Najm,
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Hassan Memarian

Jennifer Milbauer

Motion for Board Consideration

PRNC Board Meeting

April 11, 2018

Motion: Motion to approve increasing the mail-in survey budget by up to \$600 to cover the cost of translation to Korean and posting the survey on the PRNC website.

Proposed by: Issam Najm

Description: The mail-in survey was approved at a budget of \$6,500. This was sufficient to cover the printing and mailing cost, translation to Korean, and posting of the survey in English and Korean on our website. However, the cost for FedexOffice to print and mail the survey came out at \$6,487.28, which was paid for on Friday, April 6. This does not leave sufficient funds for the remaining two items: translation and website posting. The website posting cost was determined to be \$375 and the translation service was estimated at \$121.50 for a total of \$496.5. This motion provides up to additional \$600 to cover the cost of these two services and leave \$103.5 for additional unforeseen costs by the webmaster and/or the translation service provider.

Benefits to PR: This survey will provide valuable input from the PRNC stakeholders to the PRNC board regarding issues that matter most to them.

Is this a Time-Sensitive Motion (Yes/No)? Yes

If the answer is "Yes", please explain: *The online survey needs to be posted before stakeholders receive the paper survey.*



FedEx Office National Bid Center

Estimate

1901026KN5

Estimate Reference: 1901026KN-5

Date: April 06, 2018

Estimator: Dustin Schnitzler

Store Number: 1901

To:

Name: Issam Najm
Telephone: 8186247658
Company: EDUCATOR SAVINGS PROGRAM

From:

Name: Dustin Schnitzler
Toll Free Number: (866) 544-2935
FedEx Office

| Quantity | Project Name | Retail Unit Cost | Your Discount Unit Cost | Subtotal |
|----------|-------------------------------|------------------|-------------------------|------------|
| 6018.0 | Direct Mail | \$0.5470 | \$0.4345 | \$2,614.83 |
| 6018.0 | #9 rtn no postage w/rtrn addr | \$0.2100 | \$0.1260 | \$758.27 |
| 6200.0 | Prints | \$1.3800 | \$0.3192 | \$1,979.04 |
| 6018.0 | #10 Envelope Color Printing | \$0.2200 | \$0.1200 | \$722.16 |

*** Pre Tax Total:** \$6,074.30

***Tax based on local jurisdiction at time of tender**

\$ 6,487.28 w/tax

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorized. Quantities and descriptions listed in the above section are based upon information provided by the customer. Any changes in customer project information will require a new estimate. Quote not valid for fulfillment at hotel, convention center and university locations. Projects being produced in hotel, convention center and university locations must be bid at the producing location. This price quote is valid for 45 days. © 2007 FedEx Office and Print Services, Inc. All rights reserved. Cs06.117 8.07

From: Wendy Moore wmoore@moorebusinessresults.com
Subject: Re: Survey
Date: January 8, 2018 at 8:21 PM
To: Issam Najm IssamNajm@prnc.org



Issam,

I checked in with the developer and we think we can do that for about \$375.

Wendy

On 1/7/2018 7:15 AM, Issam Najm wrote:

Hi, Wendy.

We are working on a mail-in survey that we will be sending out to all residential and business addresses in Porter Ranch (see attached). In it, we also give people the option to fill the survey online at www.prnc.org/survey2018. There is also a little blurb in Korean at the bottom that directs people to the same website to fill the survey in Korean.

What I need from you and the programmer is a cost proposal for adding a pager with the address: www.prnc.org/survey2018, and on the page there should be two links at the top for the survey in English and the Survey in Korean (which we will get the language). Then, we want to build the questions in the mail-in survey into the webpages so people can respond to the survey. I already have a cost from a translation service, and they will provide the translation for each question.

Can you please get that information for me so we can finalize the cost of this effort and get the Board's vote on it before we proceed?

Thank you
Issam



Issam Najm, Ph.D.
Board President
Porter Ranch Neighborhood Council
IssamNajm@prnc.org

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Wendy L. Moore
www.MooreBusinessResults.com
Attract them with graphics. Keep them with content.
818-252-9399

From: languages4you@aol.com
Subject: Re: Translation of Survey
Date: April 6, 2018 at 3:56 PM
To: IssamNajm@prnc.org



Good afternoon Dr. Najm,

The quote for the updated flyer is 486 English words x \$0.25/word = \$121.50 (*the Korean per word fee of \$0.25 is based on the City Clerk and Languages4you's fee schedule under Contract #108077*).

Look forward to your decision before we proceed.

Hope you have a wonderful weekend.

Thank you.

Best regards,

Delia Torres
Languages4you Translation Agency



(818) 550-9299

Website: www.languagesforyou.com

The best compliment you can give us is the referral of your colleagues. We thank you for your trust!

-----Original Message-----

From: Issam Najm <IssamNajm@prnc.org>
To: languages4you <languages4you@aol.com>
Sent: Fri, Apr 6, 2018 1:31 pm
Subject: Re: Translation of Survey

Dear Delia:

We are finally finalizing the survey I reference below, and we've made some changes (see attached), can you please send me a quote for this finalized version? By the way, no need to worry about the small numbers next to each box. Those we will keep in english as they are not for the user but for us to track responses.

Thank you
Issam

Issam Najm, Ph.D.
Board President
Porter Ranch Neighborhood Council
IssamNajm@prnc.org

On Jan 5, 2018, at 12:32 PM, languages4you@aol.com wrote: