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**ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
JANUARY, 12, 2012**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**SIGN LANGUAGE INTERPRETER SERVICES
CHICAGO AREA INTERPRETER REFERRAL SERVICES
OFFICE OF ACADEMIC AFFAIRS**

**(Ratification and Amendment to Board Report 30558 adopted September 8, 2010)
DISTRICT-WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board authorizes the Chairman to execute an amendment to the agreement with Chicago Area Interpreter Referral Services (CAIRS) to provide sign language interpreter services for students, ratifying payment in the amount of \$144,506.37 and increasing the amount authorized for the remainder of the contract term (through September 9, 2012) by \$635,000 for a total cost not to exceed \$779,506.37.

VENDOR: Chicago Area Interpreter Referral Services
17 North State Street, Suite 1650
Chicago, Illinois 60602

USER: District-Wide

ORIGINAL TERM:

The original term of the agreement commenced on September 9, 2007 and ended on September 9, 2010.

RENEWAL TERM:

The renewal term of the agreement commenced on September 9, 2010 and will end on September 9, 2012.

SCOPE OF SERVICES:

CAIRS will provide sign language interpreters for hearing impaired students in the classroom environment and during academic advising sessions on an as needed basis at all seven (7) campuses at an hourly rate of \$43.90.

Due to a significant and unforeseen increase (92%) in students served between Spring 2011 and Fall 2011, Board Report 30558 should be amended to reflect an increase in total cost for these services from \$170,000 per year to 779,506.37 for the remainder of the contract term (through September 9, 2012). The \$635,000 also includes \$144,506.37 in outstanding invoices from

September 2011 through December 2011 incurred due to the increase in students using the service.

BENEFIT TO CITY COLLEGES OF CHICAGO:

Providing sign language interpreter services is required for City Colleges of Chicago to remain in compliance with the Americans with Disabilities Act. Continuing to use CAIRS will enable City Colleges of Chicago to accommodate the increased number of interpreter sessions required to assist hearing impaired students during class time to gather notes and needed class information to complete their classroom requirements and assist them during academic counseling sessions.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff, publicly advertised on June 11, 2007 in the Chicago Sun Times, and requests for proposal (RFP) # SC0718 were sent to (18) eighteen firms. A pre- proposal conference was conducted on June 20, 2007 four firms responded to RFP on June 27, 2007: 1) Deaf Communication by Innovation, Chicago IL; 2) Chicago Area Interpreter Services (CAIRS) Chicago IL; 3) Lester and Rosalie Anixter, Chicago IL; and 4) Carmazzi of Florida, Inc., North Miami, FL.

The submitted proposals were reviewed, evaluated and ranked by a committee including the Special Needs Coordinators/Directors and M/WBE staff in accordance with evaluation criteria outlined in the RFP. The committee recommended acceptance of the proposal from Chicago Area Interpreter Services (CAIRS), to provide City Colleges of Chicago deaf and hard of hearing students with sign language interpreter services.

M/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above request and, CAIRS remain in compliance with the Board Approved Participation Plan.

MBE Vendor

Excel Answering Service 5742 S. Pulaski Chicago, IL 60629	Direct Participation	City Certification
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WBE Vendor

Daniels Printing and Office Supplies 14800 S. Cicero Oak Forest, IL 60452	Direct Participation	City Certification
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GENERAL CONDITIONS:

Inspector General- It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General’s authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable

provisions of the Board's Ethics Policy adopted January 7, 1993, and as amended by the Board.

FINANCIAL:

Total: \$779,506.37

Charge To: Client Services

Source of Funds: Student Success Grant and Education Funds

Restricted and Unrestricted Funds

FY12: 21000-0018001-20000-00000-305591000-53800: \$144,506.37

FY12: 00003-0018004-30000-00000-0000000-53000: \$481,000

Total FY12: \$625,506.37

FY13: 00003-0018004-30000-00000-0000000-53000 \$154,000.00

Total F13: \$154,000.00

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

January 12, 2012 – Office of Academic Affairs – District Office