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ADOPTED - BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
SEPTEMBER 13, 2012

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS
SIGN LANGUAGE INTERPRETER SERVICES
OFFICE OF ACADEMIC AFFAIRS
DISTRICT-WIDE

THE CHANCELLOR RECOMMENDS:

that the Board authorizes the Chair to execute agreements with Chicago Area Interpreter Referral Services (CAIRS), Deaf Communication by Innovation (DCI), and Lester and Rosalie Anixter Center to provide sign language interpreter services for the period from September 12, 2012 through August 31, 2013, at a total cost not to exceed \$250,000.

	<u>Rate per Hour</u>
VENDOR: Deaf Communication by Innovation (DCI) 3711 North Ravenswood Avenue Chicago, Illinois 60613	\$41.50
Lester and Rosalie Anixter Center 2001 North Clybourn Avenue Chicago, Illinois 60614	\$57.00
Chicago Area Interpreter Referral Services (CAIRS) 17 North State Street, Suite 1650 Chicago, Illinois 60602	\$44.95

USER: District-Wide

ORIGINAL TERM:

The original term of the agreements shall commence on September 12, 2012 or Board execution and end on August 31, 2013.

RENEWAL TERM:

Each agreement shall have two (2) options to renew for a one year term.

SCOPE OF SERVICES:

The firms 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. The firms will provide services that will supplement the roster of up to 10 part-time sign language interpreters hired by CCC as of the Fall 2012 semester in the event that CCC is unable to meet the demand due to shortage of interpreters or conflicts in scheduling.

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 (ADA). CCC will hire up to 10 part time sign language interpreters to cover 100% of the hearing impaired students' needs. Ensuring sign language interpreter services are available will assist hearing impaired students during class time to gather notes and needed class information to complete their course requirements and assist them during non-classroom based sessions and events. It is in the best interest of the District to utilize the firms listed above as a backup in the event the demand for sign language interpreter services unpredictably increases, there is a shortage of CCC interpreters or there are scheduling conflicts. It is expected that by hiring part-time sign language interpreters, the District can save up to \$250,000 per year.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff, publicly advertised on February 13, 2012 in the Chicago Sun Times, and Request For Proposal (RFP) #SH1201 was sent to (6) six firms. A pre-proposal conference was conducted on February 21, 2012, with the five firms who responded to the RFP on March 9, 2012: 1) Deaf Communication by Innovation; 2) Chicago Area Interpreter Services (CAIRS); 3) Lester and Rosalie Anixter; 4) Quintana Interpreter Services, Inc.; and 5) Geneva Worldwide. Geneva Worldwide was deemed non-responsive as it did not submit its proposal in accordance with submittal requirements.

All qualifications were reviewed, evaluated and ranked by staff which included the Disability Access Center Coordinators from Harold Washington, Truman and Olive-Harvey Colleges, the Executive Director of Business Operations from Kennedy King College and Administrative and Procurement Services staff.

The evaluation criteria included:

1. Responsiveness and quality of proposal
2. Qualifications and experience of the Proposer, past performance of the firm(s) on other contracts in terms of size, scope and quality of services and compliance with performance schedules. CCC may solicit reference information from previous clients
3. Qualifications and experience of committed personnel
4. Specialized experience of the Proposer
5. Ability to provide personnel to work closely with seven (7) Disability Access center Directors at respective campuses
6. Fees in relation to the Scope of Services
7. M/WBE Compliance Plan

Based on the evaluation scoring, staff recommends the acceptance of the proposals from the top three firms: Chicago Area Interpreter Services (CAIRS), Deaf Communication by Innovation (DCI) and Lester and Rosalie Anixter Center to provide City Colleges of Chicago deaf and hard of hearing students with sign language interpreter services on an as needed basis.

M/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above request and CAIRS and Lester and Rosalie Anixter Center are in compliance with the Board Approved Participation Plan. DCI is a City of Chicago certified business enterprise for people with disabilities which do not qualify as a certification accepted by City Colleges, and M/WBE Compliance recommends granting DCI a waiver for compliance with the Board Approved Participation Plan.

Deaf Communication by Innovation (DCI)

Waiver Requested - Certified BEPD with City of Chicago

Chicago Area Interpreter Referral Services (CAIRS)

MBE Vendor:

Excel Answering Services
5742 S. Pulaski
Chicago, IL 60629

Direct Participation

25%

City Certification

WBE Vendor:

Daniels Printing and Office Supply
14800 S. Cicero
Oak Forest, IL 60452

Direct Participation

7%

City Certification

Lester and Rosalie Anixter Center

MBE Vendor:

Quality Assurance Human Resources
2215 S. Laramie Ave.
Cicero, IL 60804

Indirect Participation

33%

State of Illinois – CMS

WBE Vendor:

Chela Logistics, Inc.
1521 Brummel Ave.
Elk Grove Village, IL 60007

Indirect Participation

7%

Women’s Business
Development Center

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.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL:

Total FY13 – FY15: \$250,000

Charge To: Student Services

Source of Funds: Education Fund

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

September 13, 2012 - Office of Academic Affairs/Student Services