

31939
ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JULY 11, 2013

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

SIGN LANGUAGE INTERPRETER SERVICES
(RENEWAL OPTION)
OFFICE OF ACADEMIC AFFAIRS
DISTRICT-WIDE

THE CHANCELLOR RECOMMENDS:

that the Board authorizes the Chair to exercise the option to renew the agreements with Chicago Area Interpreter Referral Services (CAIRS), and Lester and Rosalie Anixter Center to provide sign language interpreter services for the period from September 11, 2013 through August 30, 2014, at a total cost not to exceed \$150,000.

VENDOR:

Lester and Rosalie Anixter Center
2001 North Clyburn Avenue
Chicago, Illinois 60614

Rate per hour

\$57.00

Chicago Area Interpreter Referral Services (CAIRS) \$44.95
17 North State Street, Suite 1650
Chicago, Illinois 60602

USER:

District-Wide

ORIGINAL TERM:

The original term of the agreements commenced on September 12, 2012 and will end on August 31, 2013.

FIRST RENEWAL TERM:

The first renewal term of the agreements will commence on September 1, 2013 and end on August 31, 2014.

SCOPE OF SERVICES:

Pursuant to Board Report 31574 adopted on September 12, 2012, Lester and Rosalie Anixter Center and CAIRS will continue to provide sign language interpreters for hearing impaired students in the classroom environment and during academic sessions on an as needed basis at all seven (7) campuses. The firms will provide services that will supplement the roster of up to 7 part-time sign language interpreters or in the event that City Colleges of Chicago (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 CCC to remain in compliance with the Americans with Disabilities Act (ADA). We currently have four (4) Sign Language Interpreters on CCC staff and one vacant position. Two of these interpreters are located at Truman College. The average hourly rate for our SLI staff is \$30 per hour. During the Spring, Summer and Fall 2012 semesters the colleges served approximately 73 students that needed the assistance of a Sign Language Interpreter. It is in the best interests 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 \$150,000 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
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 recommended 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. The Office of Academic Affairs in consultation with the Office of Administrative and Procurement Services, has chosen not to renew the agreement with Deaf Communication by Innovation.

MBE/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 by utilizing the following M/WBE firms:

Chicago Area Interpreter Referral Service (CAIRS)

MBE Vendor:

Excel Answering Services	Direct Participation	City Certification
5742 S. Pulaski	25%	
Chicago, IL 60629		

WBE Vendor:

Daniels Printing and Office Supply	Direct Participation	City Certification
14800 S. Cicero	7%	
Oak Forest, IL 60452		

Lester and Rosalie Anixter Center

MBE Vendor:

Quality Assurance Human Resources	Indirect Participation	State of Illinois - CMS
2215 S. Laramie Ave.	33%	
Cicero, IL 60804		

WBE Vendor:

Chela Logistics, Inc.	Indirect Participation	Women’s Business
1521 Brummel Ave.	7%	Development Center
Elk Grove Village, IL 60007		

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 FY14-FY15: \$150,000

Charge To: Office of Academic Affairs - Student Services

Source of Funds: Education Fund

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

July 11, 2013- Office of Academic Affairs/Student Services