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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JULY 10, 2014

**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 (CAIRS)
OFFICE OF ACADEMIC AFFAIRS AND STUDENT SERVICES
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with Chicago Area Interpreter Referral Services (CAIRS) to provide sign language interpreter services for the period from September 1, 2014 and through June 30, 2016, at a total cost not to exceed \$500,000.

VENDOR:

Chicago Area Interpreter Referral Services (CAIRS)
4801 Southwick Drive, Suite 610
Matteson, Illinois 60443

RATE PER HOUR

\$47.15

USER:

District Wide

TERM:

The term of the agreement shall begin on September 1, 2014 and end on June 30, 2016.

SCOPE OF SERVICES:

Chicago Area Interpreter Referral Services (CAIRS) will provide sign language interpreter services for hearing impaired students in the class room environment and during academic advising sessions on an as-needed basis at all seven (7) campuses, including the French Pastry School, Cosmetology Department and Satellite locations. CAIRS will provide services that will supplement 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. Classes that exceed more than 2 hours, require 2 interpreters from CAIRS.

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). CCC will continue to hire part-time sign language interpreters to service the needs of hearing impaired students. 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. We currently have (12) Sign Language Interpreters on CCC staff. It is in the best interest of the District to utilize the firm listed above as a backup should the demand for sign language interpreter services increase.

VENDOR SELECTION CRITERIA:

The contract being utilized as a part of the joint purchasing agreement has been advertised and awarded in accordance with the procurement procedures of The Chicago Public Schools for on-site Language Interpreting Services Board Report Number 13-0626-PR48. Pursuant to State law, contracts for goods and services procured from another governmental entity are exempt from the District's competitive bidding requirements.

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the above referenced agreement and recommends that the due to the joint purchasing agreement, CCC's Board Approved Plan be waived and the sister agency's (Chicago Public Schools) compliance plan (complete waiver) be accepted.

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: \$500,000

Charge to: Office of Academic Affairs & Student Services

Source of funds: Education Funds

FY14: 539100-00003-0018001-00084

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

July 10, 2014 – Office of Academic Affairs & Student Services