

32208
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MARCH 6, 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)
LESTER AND ROSALIE ANIXTER CENTER
(AMENDMENT TO BOARD REPORT #31939, ADOPTED JULY 11, 2013)
DISTRICT WIDE
OFFICE OF ACADEMIC AFFAIRS

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an amendment to the agreements with Chicago Area Interpreter Referral Services (CAIRS) and Lester and Rosalie Anixter Center to meet the increased demand for sign language interpretation services at an additional cost of \$75,000, and a total cost not to exceed \$225,000 for contract term.

VENDOR:

| | Rate per hour |
|--|----------------------|
| Lester and Rosalie Anixter Center 2001 North Clyburn 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

TERM:

The term of the agreement commenced on September 1, 2013 and will continue through August 31, 2014.

SCOPE OF SERVICES:

The District seeks to continue to engage Lester and Rosalie Anixter Center and CAIRS to provide sign language interpreter services for hearing impaired students in the classroom environment and during academic advising sessions on an as needed basis at all seven (7) campuses, French Pastry and satellite locations. The firms will provide services that will supplement the roster of up to (10) 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.

The request for additional funds is due to the following:

- An increase in services in both Fall 2013 and Spring 2014 semesters by 45%
- Classes that exceed more than 2 hours require 2 interpreters

- Expansion of services to include French Pastry, Cosmetology, Year Up program and satellite locations

BENEFIT TO CITY COLLEGES OF CHICAGO:

Providing sign language interpreter services is required for City Colleges of Chicago (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 the 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 firms listed above as a backup as the demand for sign language interpreter services unpredictably increases.

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 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 outlined in RFP 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 by Innovation.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the agreement request and determined that 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 Services (CAIRS):

| <u>Vendor</u> | <u>MBE or WBE</u> | <u>%</u> | <u>Participation</u> | <u>Certifying Agency</u> |
|---|-------------------|----------|----------------------|--------------------------|
| Excel Answering Services 5742 S. Pulaski Chicago, IL 60629 | MBE | 25 | Indirect | City of Chicago |
| Daniels Printing and Office Supply 14800 S. Cicero Oak Forest, IL 60452 | WBE | 7 | Indirect | City of Chicago |

Lester and Rosalie Anixter Center:

| <u>Vendor</u> | <u>MBE or WBE</u> | <u>%</u> | <u>Participation</u> | <u>Certifying Agency</u> |
|---|-------------------|----------|----------------------|--------------------------|
| Quality Assurance Human Resources 2215 S. Laramie Ave. Cicero, IL 60804 | MBE | 33 | Indirect | State of Illinois - CMS |
| Chela Logistics, Inc. 1521 Brummel Ave. Elk Grove Village, IL 60007 | WBE | 7 | Indirect | WBDC |

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: \$225,000

Charge to: Office of Academic Affairs – Student Services

Source of Funds: Education Fund

FY14: 539100-00003-0018001-01000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

March 6, 2014 – Office of Academic Affairs