

**32974**  
**ADOPTED – BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**JUNE 2, 2016**

**4.06**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508**  
**COUNTY OF COOK AND STATE OF ILLINOIS**  
**SIGN LANGUAGE INTERPRETERS SERVICES**  
**CHICAGO AREA INTERPRETER REFERRAL SERVICES (CAIRS)**  
**OFFICE OF STRATEGY AND ACADEMIC GOVERNANCE**  
**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 term commencing no sooner than June 2, 2016 and continuing through June 30, 2018 at a rate of \$51.00 per hour and a total cost not to exceed \$320,000.

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

**USER:** District Wide

**TERM:**

The term of the agreement shall commence no sooner than June 2, 2016 and continue through June 30, 2018.

**SCOPE OF SERVICES:**

Chicago Area Interpreter Referral Services (CAIRS) will provide sign language interpreters 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, French Pastry, Cosmetology 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 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 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 if the demand for sign language interpreter services unpredictably increases.

**VENDOR SELECTION CRITERIA:**

Pursuant to Board Report #29816 and #32583, the Board approved the use of the Illinois Public Higher Education Purchasing Cooperative purchasing consortium of which University of Illinois at Chicago (UIC) is a participating school. Pursuant to State Law, the purchase of goods and services from another governmental agency is exempt from the District's competitive bidding requirements.

University of Illinois at Chicago (UIC) published Request for Proposal #JSH509 on October 3, 2013. The University evaluated the categories of information:

1. Quality of the program plan to meet the requested services detailed in the RFP for each group.
2. Qualifications and experience of key personnel as evidenced by prior experience in similar projects as reflected by:
  - a. Technical training and education including resumes and biographies
  - b. General experience in the relevant field of ASL interpretation, captioning and assistive support
  - c. Specific experience in providing the requested services
3. Qualifications and abilities of personnel proposed to be assigned to perform the services
4. Favorable recommendations from the referenced clients where similar or like services are being or have been performed
5. Adequate of financial resources

Based on the rankings, Chicago Area Interpreter Referral Services (CAIRS) was the recommended Primary firm for Group 4 of the RFP.

**MBE/WBE COMPLIANCE:**

As the purchase is the result of another governmental agency's procurement process, the Office of Contract Compliance recommends a waiver of the Board Approved Participation Plan because the lead agency (UIC) did not include a diversity goal in the solicitation. Additionally, the nature of the services (sign language interpreters) precludes subcontracting opportunities.

**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:** \$320,000

**Charge to:** Student Affairs

**Sources of Funds:** Education Fund

**FY16:** 530000-00003-0000144-80000

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**June 2, 2016 – Office of Strategy and Academic Governance**