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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JULY 13, 2021**

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

**SIGN LANGUAGE INTERPRETATION SERVICES
CHICAGO AREA INTERPRETER REFERRAL SERVICE (CAIRS)
OFFICE OF ACADEMIC AND STUDENT AFFAIRS
(RENEWAL)
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel as to the legal form of such agreements, to exercise the option to renew the agreement with Chicago Area Interpreter Referral Service (CAIRS) for sign language interpretation services, for the period from August 1, 2021 through July 31, 2022, at a total cost not to exceed \$300,000.

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

USER: District Wide

ORIGINAL TERM:

The term of this agreement commenced on August 1, 2019 and will end on July 31, 2021 with an option to renew for an additional one (1) year period.

RENEWAL TERM:

The renewal term of this agreement shall commence on August 1, 2021 and will end on July 31, 2022.

SCOPE OF SERVICES:

Chicago Area Interpreter Referral Service (CAIRS) will provide sign language interpretation services for students, staff, and events open to the public as needed when staff sign language interpreters are unavailable. Interpretation services include classroom, one-on-one meetings, clinicals, presentations, events, etc. Services will be provided on-campus, off-site, or remotely depending on the need.

BENEFIT TO CITY COLLEGES OF CHICAGO:

Sign language interpretation is a requirement to meet accessibility standards and federal guidance

for the deaf and hard of hearing community pursuant to the Americans with Disabilities Acts of 1990 and subsequent amendments. The CAIRS will provide adjunct service to complement existing staff sign language services. Adjunct services enable the City Colleges of Chicago to remain in compliance with federal law.

VENDOR SELECTION CRITERIA:

Specifications prepared by District Office Procurement staff were publicly advertised May 6, 2019 as a Request for Sealed Bid #SN1902. The bid was sent to eight (8) vendors and a pre-bid conference was held on May 10, 2019, after which responsive and responsible bids were received on May 24, 2019 from the following four (4) vendors: 1) Chicago Hearing Society – a division of Anixter Center, 2) Sorenson Communications, LLC, 3) Hi-5 Access Interpreting and Communication Services, and 4) Chicago Area Interpreter Referral Service (CAIRS).

Services	Sorenson Communications	Hi-5 Access	CHS Anixter	CAIRS
Standard hourly rate	\$72.00/hr.	\$73.95/hr.	\$58.00/hr.	\$54.00/hr.
Standard rate for no-shows	\$72.00/hr.	\$73.95/hr.	\$58.00/hr..	\$54.00/hr.
Rate for 2 interpreters and beyond	\$72.00/hr. each	\$73.95/hr. each	\$58.00/hr. each	\$54.00/hr. each
One interpreter for two hours	\$144.00	\$147.90	\$116.00	\$108.00
Team interpreters for an event 2+ hrs.	\$144.00/hr.	\$147.90/hr.	\$116.00/hr.	\$108/hr.
After business hours rate	\$80.00/hr.	\$93.95/hr.	\$126.00/hr.	\$54.00/hr.
Weekend rate	\$80.00/hr.	\$93.95/hr.	\$150.00/hr.	\$54.00/hr.
Additional time request	Billed in 15 min. increments	\$73.95/hr.	\$29.00/half hour	\$54.00/hr.
Emergency fee	\$25 add-on fee to hourly rates stated	\$110/hr.	\$50 add-on fee; in 2 business days + travel	\$60 add-on fee
Healthcare setting interpretation	\$74.00/hr.	\$76.00/hr.	\$60.00/hr.	\$62.00/hr.
Cancellations				
Rate for cancellation within 12 hr. notice	100% of svc. amount	100% of svc. amount	\$116.00	\$54.00/hr.
Rate for cancellation within 24 hr. notice	100% of svc. amount	80% of svc. amount	\$116.00	\$54.00/hr.
Rate for cancellation after 24 hr. notice	No charge	60% of svc. amount	\$116.00	\$54.00/hr.

The lowest responsible bidder, CAIRS, has been recommended for award to provide sign language interpretation services District wide.

MBE/WBE COMPLIANCE:

Procurement Services has reviewed the proposed recommendation above and has determined that CAIRS is in compliance with the intent of the Board-approved Participation Plan. The determination is based on limited subcontracting opportunities, the acceptance of credit for indirect MBE/WBE participation as well as documented efforts supporting a request waiver.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>% or \$ spend</u>	<u>Participation</u>	<u>Certifying Agency</u>
Excel Answering Service 5742 South Pulaski Rd Chicago, IL 60629	MBE	\$3,000	Indirect with partial waiver	State of Illinois CMS
Daniels Printing 14800 South Cicero Oak Forest, IL 60452	WBE	\$1,500	Indirect with partial waiver	State of Illinois CMS

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: \$300,000

Charge to: Office of Academic and Student Affairs

Source of Funds: Education Fund

FY20: 530000-00003-0000144-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

July 13,2021 - Office of Academic and Student Affairs