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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
DECEMBER 1, 2022

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

SIGN LANGUAGE INTERPRETATION SERVICES 5 STAR INTERPRETING CHICAGO, LLC THE OFFICE OF ACADEMIC AND STUDENT AFFAIRS 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 authorize the execution of an agreement with 5 STAR INTERPRETING for SIGN LANGUAGE INTERPRETATION SERVICES the period from January 1, 2023 to December 31, 2024, at a total cost not to exceed \$500,000.

VENDOR: 5 Star Interpreting Chicago, LLC
18470 Thompson Ct.
STE 2B
Tinley Park, Illinois 60477

USER: District-wide

TERM:

The term of this agreement shall begin on from January 1, 2023 to December 31, 2024.

SCOPE OF SERVICES:

5 Star Interpreting Chicago will provide sign language interpretation services for students, staff, and events open to the public as needed when staff sign language interpreters are unavailable. Services will be provided on-campus, off-site, or remotely depending on the need. Services include, but are not limited to:

- Registered classes (weekdays, evenings, weekends both on campus and remote)
 - Credit
 - Non-credit
 - Adult Education
 - Continuing Education
- Practicum courses (both on-site and off-site)
- Field trips
- Student Services
- Public events
- Staff meetings
- Etc.

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. 5 Star Interpreting Chicago 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 September 21, 2022 as a Request for Sealed Bid #WM2205. The bid was sent to four vendors and a pre-bid conference was held on September 28, 2022, after which responsive and responsible bids were received on October 5,2022 from the following one (1) vendor: 5 Star Interpreting Chicago

Service	5 STAR
Standard hourly rate	\$ 64.00
Standard rate for no-shows	\$ 64.00
Standard Rate for Two (2) Interpreters	\$ 64.00
Standard Rate for One (1) Interpreter – 2 hours	\$ 128.00
Standard Rate for Two (2) Interpreters – 2 hours or more	\$ 128.00
After business hours rate	\$ 70.00
Weekend rate	\$ 70.00
Emergency Fee – 24-hour notice	\$ 70.00
Emergency Fee – 12 hour or less notice	\$ 70.00
Travel Fees – 24-hour notice	\$ 64.00
Travel Fees – 12 hour or less notice	\$ 64.00
Recording Rate (applicable only if the interpretation is featured on the recording. May not apply to recorded class lectures .	\$ 78.00
VRI Rate (please note the billable hours minimum for VRI)	\$ 64.00
AVERAGE TOTAL COSTS	\$ 76.77
Cancellations	
Rate for Cancellation – 12-hour notice	100% of service amount
Rate for Cancellation – 24-hour notice	100% of service amount
Rate for Cancellation – 48-hour notice	100% of service amount
Rate for Cancellation – 72-hour notice	\$ -

*Note-Cairs/5STAR Interpretation has a 2-hour minimum for services

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the services and the absence of 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: \$500,000

Charge to: Academic and Student Affairs

Sources of Funds: Education Funds

FY23: 53000 –00003-0000144-3000

Respectfully submitted,

**Juan Salgado
Chancellor**

December 1, 2022 – THE OFFICE OF ACADEMIC AND STUDENT AFFAIRS