

34922

ADOPTED—BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
OCTOBER 5, 2023

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

**COMMUNICATION ACCESS REAL-TIME TRANSLATION (CART) SERVICES
KARASCH ENTERPRISES (D/B/A KARARSCH AND ASSOCIATES)
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 Karasch & Associates for CART services on an as needed basis for the period from November 1, 2023, through October 31, 2026, at a total cost not to exceed \$60,000 annually.

VENDOR: Karasch Enterprises (d/b/a Karasch & Associates)
15 W. Gay Street
2nd Floor
Westchester, PA 19380

USER: District Wide

TERM:

The term of this agreement shall begin on November 1, 2023 and shall end on October 31, 2026, with the option to renew for (1) one (2) year period.

SCOPE OF SERVICES:

This vendor will provide on an as needed basis, caption services for students and staff with disabilities approved for captioning accommodations per the Americans with Disabilities Act (ADA) for all seven City Colleges of Chicago- District Wide and their satellite locations. Occasions for which services may be provided to approved individuals may include, but are not limited to, the following:

- Registered class times and practicum courses (may include after standard business hours as required), weekdays 9am - 9pm, evenings 9pm - 9am, weekends - both on campus and remote
 - o Credit
 - o Non-credit
 - o Adult Education
 - o Continuing Education
- Practicum courses (both on-site and off-site)
- Field trips
- Student services (advising, financial aid, tutoring, etc.)
- CCC Public Events
- Meetings

The vendor will schedule caption services through Student Accessibility Services, which is located within Office of Student Experience at the District Office. The selected firm will service Deaf and hard of hearing students as needed by request as a reasonable accommodation both on campus and remotely. In the event of scheduling captioner services for practicum courses, the selected vendor will be required to ensure that assigned captioners are compliant pursuant to program and practicum site requirements. Those requirements may include but are not limited to vaccination/inoculation records, background check, fingerprinting, etc. The vendor is responsible for procuring and maintaining these records; City Colleges of Chicago does not pay to procure or store these types of records on behalf of vendors. Examples of practicum sites include but are not limited to hospitals, child care centers, fitness centers, etc. Compliance to be overseen by the department coordinating the practicum experience. If schools are closed due to force majeure, we do not pay cancellation fees or the fees for services not rendered.

BENEFIT TO CITY COLLEGES OF CHICAGO:

This agreement for services helps us to provide required services to staff and students to remain compliant with the Americans with Disabilities Act, and having a plan in place for CART services is a component of our Accessibility Plan.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement Staff in conjunction with the Office of Student Accessibility Services and a Request for Proposal (RFP) #NC2304 was publicly advertised in the Chicago Sun-Times and the Procurement website on June 13, 2023. The RFP was emailed to seven (7) vendors and a pre-proposal conference was held on June 21, 2023. On July 19, 2023 one (1) firms responded: 1) Karasch Enterprises (d/b/a Karasch & Associates). One (1) firm submitted a no-bid: Jo Gayle.

Proposal was reviewed and evaluated by a selection committee which included the Offices of Wellness Center, Educational Quality, Access Centers and Student Accessibilities Services.

The evaluation criteria included:

- Professional Qualifications, Experience and past performance with similar services for any educational institutions or government agencies Demonstrated ability to provide services as outlined in the scope of services and responses to interrogatories.
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- Cost Proposal.
- M/WBE Compliance.

Based on the evaluation scoring, the committee recommends the acceptance of the proposal from Karasch Enterprises (d/b/a Karasch & Associates) to provide Caption Access Realtime Translation (CART) Services to City Colleges of Chicago.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed compliance plan and has determined that the vendor has complied with the Board Approved MBE/WBE Contract Participation Plan with a recommended 25% waiver of the MBE goal.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Karasch & Associates 15 W. Gay Street, 2 nd Floor West Chester, PA 19380	WBE	100%	Direct	Women’s Business Enterprise National Council

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: \$180,000 - Annual \$60,000

Charge to: The Office of Academic and Student Affairs

Sources of Funds: Education Fund

FY24: 530000-00003-000145-30000

Respectfully submitted,

**Juan Salgado
Chancellor**

October 5, 2023 – The Office of Academic and Student Affairs