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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
OCTOBER 9, 2025

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

SIGN LANGUAGE INTERPRETATION SERVICES
5 STAR INTERPRETING, LLC
SIGNGLASSES, LLC
OFFICE OF ACCESSIBILITY SERVICES
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, LLC and SignGlasses, LLC for Sign Language Interpretation Services the period from January 1, 2026 through December 31, 2029, at a total cost not to exceed \$230,000.

VENDOR: 5 Star Interpreting, LLC
 18470 Thompson Court, Suite 2B
 Tinley Park, IL 60477

 SignGlasses, LLC
 159 W. Broadway, Suite 200-261
 Salt Lake City, UT 84101

USER: District Wide

TERM:

The term of this agreement shall begin on January 1, 2026, and shall end on December 31, 2029, with an option to renew for two (2) additional one-year periods.

SCOPE OF SERVICES:

5 Star Interpreting, LLC and SignGlasses, LLC 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)
 - o Credit
 - o Non-credit
 - o Adult Education
 - o 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, LLC and SignGlasses, LLC will provide an adjunct service to complement existing staff sign language services. Adjunct services enable the City Colleges of Chicago to remain in compliance with federal law.

The program provides essential access services for approximately 6–10 Deaf and Hard-of-Hearing (D/HOH) students each academic semester (Fall, Spring, and Summer). On average, services are delivered across 16–20 classes per semester, in addition to coverage for scheduled appointments, campus events, and other academic-related activities. This support ensures equitable access to instruction and campus engagement for D/HOH students.

VENDOR SELECTION CRITERIA:

Specifications prepared by District Office Procurement staff were publicly advertised July 28, 2025, as a Request for Sealed Bid #SN2502. The bid was sent to fourteen vendors, and a pre-bid conference was held on August 5, 2025, after which responsive and responsible bids were received on August 20, 2025, from the following three (3) vendors: 5 Star Interpreting Chicago, Karasch & Associates, and SignGlasses, LLC. Pricing from each supplier is as follows:

	5-Star			Karasch		SignGlasses
Services	Year 1 Rate	Year 2 Rate	Year 3 Rate	On Site Rate	Remote Rate	Remote ONLY Rate
Standard Hourly Rate	\$ 95.00	\$ 99.75	\$104.74	\$ 194.00	\$ 139.00	
Standard Rate for “No Show” Cancellations	\$ 95.00	\$ 99.75	\$104.74	\$ 194.00	\$ 139.00	
Standard Rate for Two (2) Interpreters	\$ 95.00	\$ 99.75	\$104.74	\$ 388.00	\$ 278.00	
Standard Rate for One (1) Interpreter – 2 hours	\$ 95.00	\$ 99.75	\$104.74	\$ 289.00	\$ 209.00	
Standard Rate for Two (2) Interpreters – 2 hours or more	\$ 95.00	\$ 99.75	\$104.74	\$ 388.00	\$ 278.00	
After Business Hours Rate	\$115.00	\$120.75	\$126.79	Additional \$25 per hour	Additional \$25 per hour	
Weekend Rate	\$115.00	\$120.75	\$126.79	Additional \$25 per hour	Additional \$25 per hour	

Emergency Fee – 24 hour notice	\$70.00	\$74.00	\$77.00	NA	NA	
	Flat Fee per interpreter	Flat Fee per interpreter	Flat Fee per interpreter	NA	NA	
Emergency Fee – 12 hour or less notice	\$70.00	\$74.00	\$77.00	NA	NA	
	Flat Fee per interpreter	Flat Fee per interpreter	Flat Fee per interpreter	NA	NA	
Travel Fees – 24 hour notice	\$ 95.00	\$ 99.75	\$104.74	NA	NA	
Travel Fees – 12 hour or less notice	\$ 95.00	\$ 99.75	\$104.74	NA	NA	
Recording Rate (applicable only if the interpretation is featured on the recording. May not apply to recorded class lectures.	No extra cost. Applicable rate per hour from above will apply.					
VRI Rate (please note the billable hours minimum for VRI)	No extra cost. Applicable rate per hour above will apply. 2- hour minimum.					\$ 90.00
Cancellations	Year 1 Rate	Year 2 Rate	Year 3 Rate			
Rate for Cancellation – 12 hour notice	Cancellations received 48 hours or less will result in 100% of the originally booked time as billable			same as above rates	same as above rates	See attached pricing response for SG's Cancellation Policy
Rate for Cancellation – 24 hour notice				same as above rates	same as above rates	
Rate for Cancellation – 48 hour notice				same as above rates	same as above rates	
Rate for Cancellation – 72 hour notice	\$0.00 will be billed for cancelations received more than 48 hours in advance			same as above rates	No charge	
Please note: If schools are closed due to inclement weather and natural disaster, we do not pay cancellation fees or the fees for services not rendered under those 2 conditions for school closures.						
Special Rates proposed by 5 Star	Year 1 Rate	Year 2 Rate	Year 3 Rate			
Holiday Rate:	\$ 142.50	\$ 149.63	\$ 157.11			
Any assignment that takes place on any of the following holidays: New Year’s Day, Martin Luther King’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Veterans						

<i>Day, Thanksgiving Day, and Christmas Day.</i>						
Tactile or Trilingual Rate:	\$ 103.00	\$ 108.15	\$ 113.56			
<i>Any assignment that serves DeafBlind consumers requiring tactile, ProTactile, or another DeafBlind modification or modulation of ASL, or includes a third language besides ASL and English.</i>						
Legal Rate:	\$ 135.00	\$ 141.75	\$ 148.84			
<i>Any assignment where legal counsel is present, these assignments may include and are not limited to intake interviews, counsel in attorney offices, settlement conferences, depositions, arbitration or court proceedings, trials, or meetings with attorneys present.</i>						

The submissions were reviewed and evaluated by the Office of Administrative and Procurement Services, the Office of MBE/WBE Contract Compliance and the Department of Student Accessibility Services. Based on the review of the submissions for responsiveness, price, service, etc. The Evaluation Committee recommends the acceptance of the proposal from 5 Star for ON Site services and from SignGlasses LLC for Remote Services.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed compliance plans from both Vendors and has determined SignGlasses, LLC has complied with the Board Approved MBE/WBE Contract Participation Plan with a recommended 7% waiver of the WBE goal and a recommended full waiver of MWBE participation for 5 Star Interpreting, LLC due to the nature of the agreement (sign language interpreting).

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: \$230,000.00

Charge to: Academic Affairs

Sources of Funds: Education Fund

Budget Line: 530000-00003-0000145-30000

Respectfully submitted,

**Juan Salgado
Chancellor**

October 9, 2025 – Office of Accessibility Services