

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for sign language interpreting services with Communication Access Ability Group.

## **BACKGROUND**

In accordance with Title II of the Americans with Disability Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the College provides sign language interpreting services to ensure that no individual is denied the benefits of, excluded from participation in, or is otherwise subjected to discrimination from an educational program or activity operated by the College due to impaired sensory, manual, or speaking skills.

A request for proposals, Project Number 18-24, was issued to procure sign language interpreting services. Eight (8) responses were received and evaluated by a team of representatives from the Compliance and Judicial Affairs and Educational Planning, Counseling and Completion department who determined the proposal submitted by Communication Access Ability Group would provide the best value to the College.

## **IMPACT OF THIS ACTION**

The College is responsible for providing educational Auxiliary aids and services to student with disabilities in a timely manner to ensure effective participation by all students and to remain compliant with ADA requirements. The number of students requiring interpreting services has fluctuated. During the 2016-2017 year, the College provided services to a total of 23 unduplicated students enrolled in the Fall, Spring, and Summer semesters. This resulted in the delivery of 5,560 in-class hours of interpreting services at a cost of \$ 430,744.

## **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The estimated annual expenditure is \$500,000. This expenditure is funded from the Compliance and Judicial Affairs department's 2017-2018 and 2018-2019 operating budget and subsequent year budgets.

## **MONITORING AND REPORTING TIMELINE**

The initial award term will be two (2) years, commencing August 1, 2018 and ending July 31, 2020, with renewal options of three (3) one-year terms.

## **ATTACHMENTS**

Attachment 1 - Tabulation

## **RESOURCE PERSONNEL**

**Consideration of Approval to Contract for Sign Language Interpreting Services**

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmerman@sjcd.edu
Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

**Project Name**  
**Project Number**  
**Number of Evaluators**

Sign Language Interpreting Services  
RFP 18-24  
4

Stated Criteria	Total Points Available	Communication Axxess Ability Group	Crabtree Interpreting Services	MasterWord Services, Inc	Universal Technical Translation, Inc
Project Understanding and Management	80	62.00	59.00	55.00	57.00
Qualifications and Experience of Firm	80	60.00	58.00	59.00	56.00
Qualifications and Experience of Personnel	80	58.00	56.00	55.00	56.00
Presentations	60	55.50	53.50	58.00	50.00
Price Proposal	100	56.00	32.00	24.00	19.00
100 Points Each x 4 Evaluators	400	291.50	258.50	251.00	238.00
<b>Total Points Received</b>					

**Final Ranking**

Vendor Name	Total Score
<b>Communication Axxess Ability Group</b>	<b>291.50</b>
Crabtree Interpreting Services	258.50
MasterWord Services, Inc	251.00
Universal Technical Translation, Inc	238.00