

**APPROVE ENTERING INTO AN AGREEMENT WITH CHICAGO AREA INTERPRETER REFERRAL SERVICES FOR SIGN LANGUAGE INTERPRETING SERVICES**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve entering into an agreement with Chicago Area Interpreter Referral Services (C.A.I.R.S.) to provide sign language interpreting services to the Talent Office at a total cost not to exceed \$171,000.00 over three (3) years. Vendor was selected on a competitive basis pursuant to Board Rule 7-2. A written agreement for Vendor's services is currently being negotiated. No services shall be provided by Vendor and no payment shall be made to Vendor prior to execution of the written agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

Contract Administrator : Hubbard, Ms. Carisa Ann / 773-553-2280

**VENDOR:**

- 1) Vendor # 11449  
C.A.I.R.S.  
4801 Southwick Drive Suite 610  
Matteson, IL 60443  
Shawn Flynn  
312 895-4300

Ownership: Patrick Beyrow - 55%, Penelope Ives - 45%

**USER INFORMATION :**

Project  
Manager: 10210 - Law Office  
  
42 West Madison Street  
  
Chicago, IL 60602  
  
Crayton, Miss Lashonda L  
  
773-553-1700

**TERM:**

The term of this agreement shall commence upon date of execution and shall end June 30, 2019. This agreement shall have no options to renew.

**EARLY TERMINATION RIGHT:**

The Board shall have the right to terminate this agreement with 30 days written notice.

**SCOPE OF SERVICES:**

The Vendor will provide the following services:

- Vendor will provide on-site sign language interpreting services on an as-needed basis for adults participating in CPS programs, services, and activities at various locations throughout the Chicago area.

If necessary, Vendor will provide services at multiple sites simultaneously, for as many as ten (10) sites concurrently, if requested.

- All interpreters provided by Vendor will possess appropriate credentials for the requirements of the specific assignment. The skill level of the interpreter to be assigned will be determined by Vendor based on information provided by Talent Office concerning nature of event. Vendor shall ensure that all assigned interpreters meet and are current with any and all regulatory requirements.

- Vendor shall, on its invoices, show actual time for services performed.

**DELIVERABLES:**

The Vendor will provide the following:

- Provision of Dynamic interpreting services
- Acknowledgement of the Talent Office request for services
- Notification to the Talent Office of Vendor's ability to fulfill a standard request via e-mail or telephone
- Notification to the Talent Office of Vendor's ability to fulfill a short notice or emergency request via e-mail or telephone
- Notification to the on-site contact person and the Talent Office via e-mail and /or telephone of the name of the interpreter assigned to a standard job, short notice or emergency job
- Clear statements on invoices of the actual start and end times and the amount of time that sign language interpreter services are performed for each job

**OUTCOMES:**

Vendor's services will result in the following:

- Interpreting services that will be provided to deaf adults participating in CPS programs, services, and activities
- Interpreting services that will be provided to ensure access for public events
- Accurate Board cost measurement

**COMPENSATION:**

Vendor shall be paid as specified in the agreement; amount not to exceed the sum of \$57,000 per year.

**REIMBURSABLE EXPENSES:**

None

**AUTHORIZATION:**

Authorize the General Counsel to include other relevant terms and conditions in the written agreement. Authorize the President and Secretary to execute the agreement. Authorize the Talent Office to execute all ancillary documents required to administer or effectuate this agreement.

**AFFIRMATIVE ACTION:**

The Office of Business Diversity recommends that a full waiver of the goals required by the Remedial Program for Minority and Women Owned Business Enterprise Participation in Goods and Services Contracts, be granted as the contract scope is not further divisible.

**LSC REVIEW:**

Local School Council approval is not applicable to this report.

**FINANCIAL:**

Charge to the Talent Office:  
Unit 10210, Fund 115  
FY2016: \$57,000  
FY2017: \$57,000  
FY2018: \$57,000

Future year funding is contingent upon budget appropriation and approval.

**CFDA#:** Not Applicable

**GENERAL CONDITIONS:**

Inspector General - Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts - The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness - The Board's Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics - The Board's Ethics Code adopted May 25, 2011 (11-0525-PO2), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:




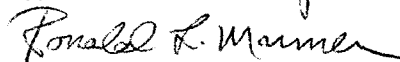
SÉBASTIEN de LONGEAUX  
Chief Procurement Officer

Approved:



FORREST CLAYPOOL  
Chief Executive Officer

Approved as to Legal Form: 



RONALD L. MARMER  
General Counsel